



مدرسة وودلم بارك الخاصة

Woodlem Park
School Private



TRANSPORT POLICY

2024-2025

Approved By	Principal
Signature	<i>Bhannisharma</i>
Date of Review	March 2024
Next Review Date	March 2025

1. PURPOSE

To ensure that all students and staff using school transport have a safe and secure journey.

2. OBJECTIVES

The key objective of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

3. BUS CONDUCT

The school bus is a valuable and expensive item of equipment and proper attitudes must be developed for its use and care. Do not cut seats or write on the bus. For change of pick up point (residential area), an application should be submitted to the Transport Supervisor at least two weeks in advance, the approval is strictly subject to seating availability. For security reasons, children should be accompanied by an adult to and from the bus stop.

THE SCHOOL BUS DRIVER

There must be an attitude of respect and cooperation on the part of each student towards the bus driver.

- ◆ The driver of the school bus is responsible for the safety of all students in the bus.
- ◆ The driver has the same responsibility of as a teacher in controlling the discipline.
- ◆ The first duty of the passengers is to obey the driver's direction promptly and cheerfully.
- ◆ The driver must concentrate on driving the bus and any distraction should be avoided.

WALKING TO THE BUS STOP

- ◆ Students to follow the procedure to walk safely to the bus stop.
- ◆ Develop a proper attitude and understanding of the right of way of motorists.
- ◆ Point out how unsafe acts can lead to accidents.
- ◆ Points to emphasize to students – Road safety rules
 - ◆ Leave home on time. Hurrying to the bus should be avoided.
 - ◆ Wear only school uniforms
 - ◆ Always carry your RFID card with you with YELLOW lanyard
 - ◆ Walk on the sidewalk whenever one is available otherwise walk on the left edge of the road facing traffic.
 - ◆ Watch for turning cars and cars backing out of driveways
 - ◆ Never cross the road at curves where motorists can't see you
 - ◆ Cross at corners after carefully checking both ways for vehicles
 - ◆ Obey all traffic lights and signs
 - ◆ Walk in single file or not more than two abreast.



AT THE BUS STOP

- ◆ Teach students the correct location to wait for the bus.
- ◆ Emphasize the danger involved in unsafe acts such as standing in the roadway, playing on the road, etc.
- ◆ Points to emphasize to students
 - ◆ Be on time
 - ◆ Wait quietly do not play in the roadways
 - ◆ Do not damage property at the bus stop as flowers, shrubs, trees and lawn
 - ◆ Do not leave litter at the bus stop
 - ◆ Stand back about 10 feet from the roadways while waiting for the bus
 - ◆ If students must cross the roadway to board the bus, look in both directions for traffic wait until the driver signals before crossing the road. Walk in front of the bus in single file, accompanied by a parent.
 - ◆ When boarding the bus use the handrail and take the steps one at a time
 - ◆ Speak to the driver in a pleasing manner wish the driver as you get in
 - ◆ Go directly to your seat

ON THE SCHOOL BUS

- ◆ Good conduct is necessary for a safe bus ride.
- ◆ The driver must concentrate on driving and the students should cooperate to help keep the bus safe and on schedule without any disturbance.
- ◆ Safety rules for passengers
 - ◆ Watch your sitting posture as you would in the classroom
 - ◆ Remain seated until the bus reaches its destination and comes to a complete stop
 - ◆ Be very quiet so the bus driver can hear all sound signals attentively
 - ◆ Keep the aisle of the bus clear
 - ◆ Keep the bus clean - do no litter
 - ◆ Keep your head, arms and hands inside the bus at all times
 - ◆ Keep your feet off the seats
 - ◆ Keep books/bags and all other objects under the seats not in aisle
 - ◆ Remain quiet so that you do not distract the bus driver
 - ◆ Obey the bus driver's direction promptly and cheerfully
 - ◆ Never throw objects around the bus or outside the windows
 - ◆ Never open the windows without the driver's permission

LEAVING THE BUS

- ◆ Students should leave the bus in orderly manner courtesy contribute to safety.
- ◆ Points to remember
 - ◆ Keep seated until the bus comes to a complete stop
 - ◆ Don't push or shove but move quickly
 - ◆ Be pleasant and courteous to the driver. Thank the driver as you de-board
 - ◆ Use the handrail and take one step at a time when leaving the bus Follow instructions as given by transport support personnel when you de-board
 - ◆ On your way back home cross the road carefully you will be assisted by the conductor
 - ◆ Don't stop anywhere until you reach your home

SCHOOL BUS PASSENGER CONDUCT PROCEDURES

When in the judgment of the bus driver or other authorized personnel, bus conduct rules have been violated, the following procedures will be implemented. The Transport Supervisor will forward the following information to the Principal of the students involved.

- ◆ On receiving notification of a student's misconduct, the Principal and Transport Supervisor will confer with the student with the goal of correcting the situation so that no future misconduct will occur. The student to make a written explanation to be included with the Principal's report.
- ◆ If a student is involved second time in violation, the same procedures will be followed as outlined above, along with the parents being notified.
- ◆ Action taken for any additional violations will be at the discretion of the Principal after consultation with the Transport Supervisor. The Principal can decide to suspend the student from riding the bus for a period of time.
- ◆ Severe action will be taken for any damage caused to the school bus by the student.

RULES FOR PASSENGER'S CONDUCT ON BUS

- ◆ Be on time; the bus must be on schedule
- ◆ It is mandatory to carry ID card with you
- ◆ Do not stand or play on road while waiting for the bus
- ◆ Enter the bus without crowding or disturbing others.
- ◆ Do not try to get on or off the bus while it is moving wait until the bus stops
- ◆ Do not extend head or arms out of windows
- ◆ Be courteous to the driver and to fellow pupils at all times
- ◆ Obey the driver as you would a teacher
- ◆ Help keep the bus clean sanitary and orderly
- ◆ See that your conversation is clean and never loud or boisterous. Talk in normal tones. Use of profane language in school bus is forbidden
- ◆ Do not eat/drink in the bus
- ◆ Do not damage or abuse bus equipment
- ◆ Do not have unnecessary conversation with the driver while bus is in motion
- ◆ Do not loiter in or around bus while on school grounds
- ◆ Do not leave bus without the driver consent except on arrival at home and at school
- ◆ Make sure that the road is clear and get the driver signal when you must cross the road, to and from the bus
- ◆ When crossing highway look both to right and left then walk, do not run
- ◆ When stopping the bus on the road the pupil shall cross the road in front of the bus after seeing that the way is clear, with the help of the bus conductor

RESPONSIBILITY OF THE BUS TEACHER IN-CHARGE

- ◆ Each bus has a bus in-charge a travelling teacher who will be responsible for the students in his/her bus.
- ◆ The in-charge will be responsible for the appropriate seating arrangement of students in the bus
- ◆ If a student is travelling by a different bus the respective bus in-charge will check for any written permission by the parent, countersigned by supervisor or the transport manger.
- ◆ The bus in-charge must ensure that boys and girls are seated separately. All teachers and other staff travelling in the bus to be seated between boys and girls.



- ◆ If there is an emergency situation in the bus, the in-charge should inform transport supervisor immediately.
- ◆ The safety of the students and staff traveling in the bus is of utmost priority.
- ◆ In case of emergency the in-charge and the other staff in the bus will assure the safe evacuation of the students.
- ◆ Bus file: the bus teacher in-charge should maintain the following in the bus file bus map, attendance sheet, the name of students and staff travelling by bus with contact numbers, pick up point, driver detail and mandatory to have phone numbers of school.
- ◆ It is mandatory for the teacher in-charge to carry the bus file with him/her.

4. EMERGENCY EVACUATION DRILLS

Due to the increased number of pupils being transported in present day traffic, there is need to instruct all on board to vacate a school bus in case of an emergency. Since, the bus driver is responsible for the safety of the passengers he must direct the emergency drills. Important factors pertaining to school bus evacuation drills are -

- ◆ Safety of students is most important and must be considered first there is possible danger when a student jumps from the rear emergency door exit.
- ◆ All drills should be supervised by the persons assigned by the driver to act in a supervisory capacity.
- ◆ Drills should be held on school property and not on bus routes.
- ◆ Emergency drills should be organized in a manner similar to fire drills held regularly in schools.
- ◆ Emergency drills should be held regularly at least twice a year and preferable when the bus arrives at the school building.

5. RFID

It is mandatory to carry ID while boarding and de boarding the bus. Each student needs to -

- ◆ Show the ID card while boarding the bus.
- ◆ At any time the ID should be shown to the teacher in charge, bus driver and conductor.
- ◆ Without ID student is not allowed to board the bus. Otherwise seek permission from teacher in charge of the bus.
- ◆ Loss of ID a bill can be shown as proof while boarding the bus.
- ◆ Dispersal - Boarding and seating in the bus should be completed within 10 minutes after the time specified below.

Timing to be followed at School dispersal

KG I – KG-II 12:00 Noon.

Grades I – XII 02:05 p.m.

- ◆ Student to walk on the left side in the corridors along the yellow line and follow arrow line to the bus area.
- ◆ Final bell rings at 2:05 p.m.
- ◆ Before final bell, block in charge to check each class and report to the transport department
- ◆ The buses will not wait for late comers
- ◆ The buses will leave from school area at 2:15 PM.



6. OWN TRANSPORT

- ◆ Students using own transport must punch their ID at the school gate
- ◆ Students must wear ID card with correct lanyard(green/grey)
- ◆ Students need to assemble in the OT zone.

7. PERMISSIONS

Special permission is required for the following.

- ◆ If the student is travelling by a different bus
 - ◆ Request letter has to be given by parents atleast 48 hours before the date of travel.
 - ◆ Permission to be obtained from, Teacher, Reps, HOS, Transport In charge.
- ◆ If the student is picked up by parents at a different stop
 - ◆ Request letter has to be given by parents.
 - ◆ Permission to be obtained from, Teacher, Reps, HOS, Transport In charge.
- ◆ If the student stays back in school for school activity
 - ◆ Request letter has to be given by parents.
 - ◆ Permission to be obtained from, Teacher, Reps, HOS, Transport In charge.
- ◆ RFID lost/Forgotten
 - ◆ Request letter has to be given by parents.
 - ◆ Permission to be obtained from, Teacher, Reps, HOS, Transport In charge.
- ◆ Any other special case
 - ◆ The bus in charge will take consultative decision with the transport manager

8. CONFISCATION

The Bus teacher in charge has the right to confiscate /seize the following items then handed over to the transport supervisor or Supervisor

- ◆ Unauthorized electronic items
- ◆ Any sharp and dangerous items
- ◆ Magazines and forbidden literature/books
- ◆ Any device that can cause distraction to the driver
- ◆ Any item which can cause disturbance in the bus
- ◆ CD, DVD, Cassettes Photographs, ETC

9. REVIEW OF POLICY

The policy shall be reviewed on an annual basis.

