CAMBRIDGE
ENGLISH SCHOOL
مدرسة كيمبردج الإنجليزية

'Students achieving their full potential as active thinkers
and self-motivated, life-long learners within a supportive environment'

Transport Policy

Prepared by:	**Date: 10th November 2025**
Reviewed by:	**Date: 16th December 2025**
To be reviewed:	**Date: 16th December 2026**

Bus Transportation Policy

Introduction

This policy details the responsibilities and consequences for pupils who access the bus for transportation to and from school, ensuring their safety and security. Everyone involved with bus transportation will adhere to the following responsibilities:

Pupil's Responsibilities:

• Pupils will respect the driver and maid.

• Pupils will behave sensibly, not be overly loud and will respect other passengers.

• Pupils will respect the bus, leaving it in the same condition.

• Pupils will not deface the bus in any way.

• Pupils will ensure that rubbish is either placed in bins (if provided) or kept with them.

• Pupils will remain seated with their seat belts fastened until the bus comes to a complete stop and they are instructed otherwise by the driver or maid.

• Pupils will not throw items.

• Pupils will not put any objects outside of the bus through the window, nor shall they open the window.

• Pupils will behave sensibly while lining up in the correct line and waiting for the bus.

Parent's Responsibilities:

• Parents will provide an up-to-date address.

• Parents will ensure their pupil(s) are ready to be collected by the bus at the time informed by the driver.

• Parents of pupils who deface the bus will pay for the damage and agree that their child cannot access the bus until the damage has been paid for and the matter is settled.

• Parents will remind their pupils of all expectations of travelling on the bus, including the importance of wearing seatbelts and listening to the maids.

• Parents will demonstrate respect towards both maid and driver.

• Parents will not enter the bus.

• In the event of any issue between pupils, parents will inform the school so that it may be dealt with appropriately. Parents are not permitted to speak to any other student about any issues.

Driver's Responsibilities:

• The driver and maid are in charge of the bus.

• The driver will ensure the safety and cleanliness of the vehicle.

• The driver will ensure the maid is collected first (am) and dropped off last (pm)

• The driver will ensure that all seats have working seat belts and are easily accessible to the pupils.

• The driver will ensure his bus has a working, certificated fire extinguisher and fully stocked first aid kit.

• The driver will drive in a safe manner, adhering to the laws of the road.

• The driver will not depart until given clearance by the Supervising Teacher.

Supervising Teacher's Responsibilities:

• The Supervising Teacher will ensure all pupils are lined up sensibly inside before going to the bus.

• They will ensure only eligible pupils ride the bus.

• They will double check register of their designated bus before it departs.

• They will support the maid and driver in ensuring that all pupils are sitting properly with seatbelt fastened before departure.

• They will remind pupils of rules before departure.

• They will perform a cursory check of the condition of the bus before departure.

Maid's Responsibilities:

• The driver and maid are in charge of the bus.

• The maid will check that the bus has been cleaned by the driver before the pupils access the bus.

• The maid (supported by the supervising teacher) will ensure all pupils wear a properly adjusted seatbelt.

• The maid will ensure all pupils have exited the bus both at the end of the home-time route, and on arrival at school.

• The maid will award positive points to pupils who follow the rules of the bus, and equally negative points (after an initial warning) to any pupil who does not follow the rules. These points will be reported to SLT for data entry.

School's Responsibilities:

• School will investigate and decide consequences in-line with school's policies and procedures.

• School will contact parents regarding consequences in-line with school's policy and procedures.

• School will organise the pupils to access the bus at the end of the school day.

• School will liaise with the bus company to organise bus timings.

• School will liaise with the bus company to resolve any concerns or complaints regarding condition of buses, suitability of drivers.

Oversight: The Administrative Manager will be responsible for oversight of:

- Suitability and condition of the buses and the drivers
- Allocation of pupils to buses
- Delegation and responsibilities of the accompanying maids
- Direct point of contact with Bus company for any issues (from school or from parents) regarding timings, safety, condition

The Senior Leadership Team will be responsible for oversight of:

- Behaviour and conduct of pupils on buses o Referring to CCTV of buses when necessary o Following up any behaviour issues with parents
- Decisions regarding sanctions for poor behaviour on buses or breaches of this policy by pupils
- Direct point of contact regarding behaviour-based complaints

Consequences: Any student who fails to adhere to their responsibilities listed above will be subject to the following steps:

Step 1 – Student will receive a warning letter, that must be signed and dated by their parents then returned to school, and the appropriate School Counsellor will telephone the parents.

Step 2 – Student will not be able to access the bus for one day and a letter will be sent home, that must be signed and dated by their parents then returned to school, accepting responsibility and the resulting consequences.

Step 3 – Student will not be able to access the bus for three days and a letter will be sent home, that must be signed and dated by their parents then returned to school, accepting responsibility and the resulting consequences.

Step 4 – Student will not be able to access the bus for five days and a letter will be sent home, that must be signed and dated by their parents then returned to school, accepting responsibility and the resulting consequences .

Step 5 – Pupils will not be able to access the bus until their parents have attended a meeting to discuss incidents involving their child, accepting responsibility and deciding consequence – school reserves the right to ban children from accessing the bus at this stage for the health and safety of themselves and others. It is a ‘given’ that all parties agree to adhere to this publicly available policy.