Policy:	**Transport Policy**
Date Published:	August 2026
Evaluation & Review:	June 2026 Next Review : June 2027
Rationale:	This policy sets out the minimum obligations by schools with regard the provision of safe, high quality and efficient school bus service.
Roles of Responsibility:	School Administration, SLT, Parents, Transport Manager.

Purpose:

- Outline the responsibility of school to ensure the safety of students related to transportation.
- Establishment of roles and responsibilities of various stakeholders.

1. Scope of Policy

1.1. **Applicability of Policy:** This policy is applicable to all operators and school bus service staff. In case of any contradiction between ADEK and the ITC policies, ITC policies shall prevail.

All operators and school bus service staff shall comply with ITC requirements listed in the Executive Regulation Concerning School Transport Service Regulation in the Emirate of Abu Dhabi and the Guidelines for Movement Paths and Starting and Stopping Points for School Transport. Additionally, operators shall comply with the traffic law requirements of the Abu Dhabi Police.

2. Obligations of School

2.1. **Provision of School Bus Service and Rider Safety**

A. **Mandatory Provision of School Bus Service:** EGS shall provide school bus service to their students in line with *Article No. (2) of the Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi*. In addition, EGS shall provide any required support or related aids and services for students with additional learning needs to avail of school bus services. In exceptional cases where it is not feasible to provide school bus service to individual students, EGS shall request the ITC to grant an exemption.

B. **Rider Safety:** EGS shall be ultimately responsible for the safety of all students and individuals on school buses during the journey, even if schools rely on third-party operators.

C. **Training Students for School Bus Service:** EGS shall ensure that operators provide bus safety and pedestrian safety training for students in line with *Section 7.2 of the Guidelines for Movement Paths and Starting and Stopping Points for School Transport.*

D. **Student Discipline:** EGS shall ensure that student discipline policies include provisions for student behavior during the journey. Students are expected to treat the school bus environment as an extension of the school environment and to abide by the school rules on student behaviour during the journey.

E. **Educating Parents about School Bus Service:** EGS shall be responsible for communicating with parents and providing educational information in line with *Section 7.1 of the Guidelines for Movement Paths and Starting and Stopping Points for School Transport.*

2.2. **Duration of Journey, and Associated Pick-up and Drop-off Points**

A. **Maximum Journey Time:** EGS shall ensure that the duration of a journey for a school bus does not exceed 60 minutes from the pick-up point to the final drop-off point in line with *Article No. (10) of the Executive Regulation Concerning the School Transport Service Regulation in Emirate of Abu Dhabi* unless otherwise agreed to by the parents of the students by signing an undertaking.

B. **Designated Pick-Up and Drop-Off Points:** EGS shall ensure that the students are picked up and dropped off at designated pick-up and drop-off points in accordance with *Section 3 of the Guidelines for Movement Paths and Starting and Stopping Points for School Transport.*

2.3. **Exclusive Use of School Buses**

A. **Use of School Buses:** EGS shall ensure that the school buses are not used to transport passengers other than students in line with Article (10) of the Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi.

2.4. **School Bus Fees**

A. **School Bus Fees:** The school bus fees of EGS shall be proposed by operators based on the ITC School Bus Fee Framework and approved by ADEK.

B. **Exceptional Fee Increases:** Requests for exceptional fee increases shall be approved by ADEK.

2.5. **School Buses Owned by Schools**

A. **School-Owned Buses:** EGS shall adhere to all the ITC regulations and policies that apply, including school bus specifications, maintenance, and record-keeping requirements. The regulator of school bus requirements is the ITC and hence the ITC shall be the authority for related queries.

2.6. **Picking Up of Younger Siblings by Elder Siblings**

A. **Picking Up Younger Siblings:** Elder siblings (15 years or above) are permitted to pick up younger siblings (grade 1 and above) in place of a parent-appointed responsible adult only when parents provide a signed consent form to the school. The consent form shall state the following:

a. Parent(s) recognize that the elder sibling's maturity level is deemed sufficient for them to provide consent.
b. Parent(s) have explained the responsibility to the elder sibling and that the latter is aware of what it entails.
c. EGS shall not be liable in case of any incidents resulting as a consequence of this policy.

2.7. Grievances and Complaints

A. **Handling Parent Concerns:** EGS shall establish a process for handling parent concerns in line with Section 7 of the Guidelines for Movement Paths and Starting and Stopping Points for School Transport. The final decision-making authority shall rest with the Principal or the governing board. Safety shall be the primary consideration when evaluating a complaint, and not personal circumstances or convenience.

2.8. Parking in Schools and Speed Limits in School Zones

A. **Designated Parking Lots:** EGS shall have designated parking areas within school premises for school buses, as well as for staff vehicles, in line with the *ADEK Buildings and Facilities Policy.*

B. **Speed Limit of Other Vehicles:** Vehicles shall adhere to the speed limit of the school zone as set out by the Traffic Law of the Abu Dhabi Police.

2.9. Bus Services for Field Trips

A. **Vehicle Specification:** Vehicles other than school buses are permitted to transport students for other school-related activities (such as field trips, etc.) only with approval from the ITC. EGS shall apply for such approvals to the School Transport Team within the ITC, through their website.

B. **Speed Limit:** Vehicles shall adhere to the speed limitations of the road and the vehicle in case of non-regular transportation of students, such as field trips, inter-school activities, etc.

C. **Duration of Journey:** The 60-minute maximum duration of a journey shall not apply in these cases.

2.10. **Non-School Bus Transportation**

A. **School's Liability:** EGS are not responsible for the use of non-school bus transportation by students since they do not have supervisory oversight over the journey. In such cases, the school's supervision begins the moment the student enters the school's premises, and the school has the right to regulate the admissibility, usage of appropriate pathways, and parking of such modes of transportation.

B. **Consent Form:** EGS shall collect a consent form signed by parents stating that they shall uphold their roles and responsibilities, and EGS shall not be liable in case of any incidents resulting from the use of non-school bus transportation. Additional aspects to be outlined in the consent form based on the type of non-school bus transportation are outlined below:

   a. Parents understand the implications of distance traveled to school using other non-school bus transportation such as scooters, bicycles, etc.,
   b. Parents shall ensure compliance with the relevant ITC regulations regarding permits, usage of pathways, etc.

C. **Transportation Requirements:** EGS shall inform parents of the latest requirements regarding the use of non-school bus transportation. The following examples illustrate the criteria that may be applicable to the usage of each of the following modes of transportation during the journey, and they may be subject to change based on the ITC regulations:

   a. **Scooters:** Scooters and E-scooters shall only be allowed for students who are at least 16 years old on cycling paths at a speed limit of 20km/h.

   b. **Bicycles:** Bicycles shall be used on cycling paths. Appropriate parent/adult supervision shall be required for students under the age

of 12 who use bicycles as a mode of transportation to and from schools.

3. School Bus Service Staff

3.1. Staffing Requirements

A. **Driver:** The requirements for Drivers are as per Article (6) of the Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi. EGS shall ensure the following:

a. Drivers have obtained a QCC license followed by the ITC license.
b. Drivers are familiar with the *ADEK Student Protection Policy.*
c. Drivers are registered on PASS.
d. They have considered the long processing time for the licensing procedures and planned their school bus service accordingly.

B. **Bus Supervisor:** The requirements for Bus Supervisors are as per Article (7) of the Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi and *Section 4.3 of Guidelines for Movement Paths and Starting and Stopping Points for School Transport.* EGS shall ensure the following:

a. Appoint a Bus Supervisor for each bus used for transporting students aged 11 years or below.
b. Only female Bus Supervisors are employed, except for all-male school buses with Cycle 2 and 3 students where a male supervisor may be employed.
c. Bus supervisors shall have obtained a QCC license followed by the ITC license.
d. Bus Supervisors familiar with the ADEK Student Protection Policy.
e. Bus Supervisors are registered on PASS. EGS shall consider the long processing time for the licensing procedures and plan their school bus services accordingly.

C. **School Transport Coordinator:** EGS shall appoint one member of staff to be the School Transport Coordinator. EGS shall ensure that this person shall be familiar with the ADEK Student Protection Policy, is registered on PASS, and can adequately speak, read, and write in the language of instruction at the school.

3.2. **Communication with Schools and Parents**

A. **Bus Supervisor:** The role entails regular communication with the parent(s) and schools regarding the following aspects:

a. Notifying the parent-appointed responsible adult regarding delays of the school bus for pick-up and drop-off.
b. Notifying the school and parent in case of the absence of the parent-appointed responsible adult at the drop-off point.
c. Notifying the School Transport Coordinator of any misconduct by students.
d. Other aspects related to the daily journey as required.

B. **Driver:** The role entails reporting to the School Transport Coordinator any incidents while driving the school bus and misconduct by students.

C. **School Transport Coordinator:** EGS shall provide operators and parents of students with the contact details of the School Transport Coordinator and ensure that he/she is the point of contact for parents on matters beyond the remit of the Bus Supervisor, such as an emergency or system-wide issues outlined as follows:

a. Delays related to fog or accidents.
b. Changes in the schedule of school buses.
c. Other emergency or system-wide issues that may arise.

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