



مدرسة وودلم الأمريكية الخاصة  
**Woodlem American  
Private School**

# **TRANSPORTATION POLICY**

## **INTRODUCTION**

---

Woodlem American School availed the service of Trans Najd passengers transport by rented buses LLC to handle the transport of students to/from school. The Services are offered in cooperation with the school in relation to the enrolled students entirely for the convenience of parents/guardians of the students.

We assure all students using the transport company, Trans Najd passengers transport by rented buses LLC, a safe and secure journey.

The primary purpose of the school transport system is to facilitate the transportation of eligible students from the vicinity of their homes to school. Use of transport for field trips, co-curricular activities and other authorized educational, cultural, and recreational activities is permitted when it does not conflict with the primary purpose for transportation. School buses are equipped with good air conditioning systems, safety belts, CCTV cameras, and GPS devices. The bus is under surveillance and always recorded for quality purposes and for the safety and well-being of all our students

## **LICENCES & COMPLIANCE**

---

The school transport follows all applicable rules and regulations set by Ajman Transport Authority and other relevant local UAE government agencies.

All bus drivers and bus monitors are legally licensed and underwent ATA-required training. Additionally, Woodlem American also provides training on first aid and fire safety.

## **BUS TIMINGS**

---

Pick-up and drop off timings are based on route optimization to serve all students within the area and will be communicated to parents. The timings are subject to changes depending on the number of students travelling by bus, the location of the residence, the cooperation of bus parents on being on-time and the traffic conditions.

## **DROP OFF / PICK UP PROCEDURES**

---

Parents/guardians should be ready and at the collection point at least 5 minutes before the bus scheduled pick-up/drop-off and hand-over or collect the student from the bus monitor at the bus door.

The school bus will wait for the student for a maximum of 2 minute before they proceed to the next stop as waiting too long would mean the remainder of the trip will be late and therefore disrupt the schedule of other bus students. The bus monitor will call both parents with 3 rings and if there is no answer, the driver will sound the horn twice before leaving. No refund for transport will be made in any case

If no authorized adult is waiting at the collection point, the school shall bring the student back to school and it will be the responsibility of the parent to arrange separately the collection of the child from school. Additional charges may apply for a late stay. Buses will neither leave from collection points ahead of schedule nor be able to wait at pick-up points after the allotted time. However, owing to unforeseen traffic delays, buses may arrive at pick-up and drop-off points behind assigned time.

## CHANGES TO RESIDENTIAL ADDRESS

Prior to changing home addresses in the middle of the academic year, parents must contact the Transport Office and allow a week in advance to confirm the availability of bus service and its bus timings. Please note that confirmation is subject to availability of seat and route, however, the transport team will endeavor to try their best to accommodate any requests. Be aware the transport fee is non-refundable and non-transferrable should parents decide to stop using the service during the term, this may include the new relocation not being covered by our bus service.

## COMMUNICATION TO ASSIGNED BUS

Parents are required to direct all enquiries and communication through the Transport Manager/ Coordinator via email. We discourage parents from calling the school bus mobile while enroute to/from school unless it is an emergency.

## STUDENT BEHAVIOUR

To ensure the safety of all bus students on the bus, bus students are expected to adhere to certain behavior protocol.

## EXCLUSION TO BUS SERVICE

In accordance with the ATA guidelines, the school principal may exclude any student from the school transport service in any of the following cases:

- If a student causes the delay of a trip more than three times in one school year.
- If a student violates any safety rule and endangers the lives of others during the trip.
- If a student refuses to ride a bus from a pickup point approved by the school.
- If a student leaves the bus before reaching his/her designated destination without prior permission.
- If a student continues causing disturbance and more than three written complaints are filed against him/her during one school year.
- A general lack of respect for the co-passengers.
- The school shall provide a transport service to all students who wish to use the school Transportation, subject to a minimum of 15 children opting for the bus service on that route.
- The school reserves the right to determine the bus time for the students. Parents' intervention on this matter will not be entertained.

## STUDENT OF DETERMINATION

Parents are responsible for informing the transport team if their child is of determination prior to booking the bus service.

A member of the inclusion team will assess the child and a member of the SLT team shall confirm with the transport manager if the student is able to come with the school transport.

## RESPONSIBILITIES

### Transport Manager / Coordinator

- Conducts a final check on all buses prior to parking for the day
- Plans bus routes and timings in collaboration with the bus drivers
- Communicate to parents about changes to any bus procedures and policies
- Handles bus parents' queries, issues and concerns

- Ensure that all ATA compliance requirements are met
- Ensure student safety and safeguarding
- Allocate seating arrangement

### **Bus Monitors**

- Tracks the student attendance using the school bus app
- Accounts and verify all bus students prior to departure
- Check Bus mobile for instructions from Transport Manager / Coordinator
- Collects/Drop-off KG to Gread1 students from their classrooms
- Manage student behavior on the bus while enroute to/from the school
- Report behavioral issues to the transport manager
- Ensure that the bus student is hand-over to the authorized adult
- Contact parents should the child is not at the collection point
- Direct the driver to the next pick-up/drop-off points.
- Monitors bus students and ensure their health and safety by wearing seatbelts at all times.
- Conduct checks at the end of every trip and ensure no students or their belongings are left inside the bus.
- Help students boarding / alighting from the school bus from their authorized adult.
- Inform transport coordinator for any safeguarding issues e.g., no authorized adult at collection point.

### **Bus Drivers**

- Perform checklist to ensure bus is ready for the trip
- Coordinate maintenance of the bus with the vehicle maintenance coordinator-Drive safely by following traffic rules and regulations
- Use the electronic Stop Rod when picking up/dropping off students
- Keep the school bus in a clean condition
- Arrive on or in time and inform the transport manager if there are any delays
- Never use mobile while driving - Maintain hygiene and wear official uniform
- Assist bus monitors for any traffic movement where necessary.
- Assist the bus monitor in ensuring student safety during an emergency evacuation

### **Parents**

- Parents ensure that they are in the pickup/drop-off collection point 5 minutes early. Any delay on the part of the parent, the parent must deliver the child to school without holding the driver accountable.
- Parents to help train and educate their children on the importance of traffic safety and listen to the instructions of the bus monitors.
- Allow children to participate in Bus Emergency Evacuation drill as instructed by ATA
- Inform the transport manager for any changes to the bus arrangements
- Inform the transport team via the WhatsApp if the student is absent
- Notify the school for any changes to authorized adult at the collection point
- Notify the transport manager of any offense or negligence by the driver or bus monitor
- Responsible for students returning to school due to no one at the collection point.
- Update school with parents/guardian contact details and residential address.

## Students

- When at the pick-up point, always wait sensibly, off the road.
- When the bus arrives, wait for it to stop. Never push or rush for the door.
- On a school bus, remain seated with the seat belt on for the whole journey.
- Keep the school bag and belongings away from the aisle.
- Maintain silence so as not to distract the driver.
- Refrain from eating, drinking and littering inside the bus.
- Never damage or vandalize any part of the bus.
- Never operate the bus doors or exits except in an emergency.
- Do not touch the emergency hammer or fire extinguisher.
- Always follow the instructions of the bus monitors, especially during emergency evacuation.
- If there is an accident, stay on the bus until you are told to leave.
- If it is unsafe to stay on the bus, then leave via the Emergency Exit or on the instruction of the bus monitor/driver.
- Always get off the bus and check traffic carefully, taking all belongings with you.
- Never cross the road in front of or close behind the bus.

<b>Policy</b>	TRANSPORTION POLICY	<b>Version</b>	1
<b>Last Update</b>	November 2025	<b>Next Update</b>	November 2026



School Principal Ms.  
Marah Qaddoura