

SCHOOL TRANSPORT

NIS adopts RTA & KHDA guidance regarding school transport with the following aims:

- Improve the safety of students travelling to/from school;
- Improve the quality of school transport services;
- Adopt new specifications and advanced technologies for school buses; and
- Ensure the sustainability of school transport.
- Operate at 50% capacity

This document aims to provide all parties that are concerned with school transport with a better understanding of their responsibilities. It includes:

- Roles and responsibilities of school transport providers, operators and users;
- Procedures for registering a school bus; and
- Procedures for obtaining a school bus driver permit.

COVID 19 PRECAUTIONS

- **Drivers and Bus Monitors will be temperature tested each working day.**
- **Drivers and Bus Monitors will be issued and be monitored for the required Personal Protective Equipment (PPE).**
- **Buses will be operated in line with the regulator's capacity requirements (50% capacity).**
- **Buses will be sanitized before/after each trip with an approved eco friendly chemical.**
- **Buses will have a clear seating plan and markers on each seat in line with the seat capacity requirement.**
- **Install adequate signage related to COVID 19 precautions inside the bus.**
- **Provide proper ventilation in the bus.**
- **Mandatory wearing of masks for all children 6 years and older.**
- **Staff members over 60 years with medical conditions will not be allowed on the bus.**
- **Daily records of health screening should be maintained and kept with school nurse.**
- **Students will be monitored for any health concerns and temperature checked. If the student records a temp. of 37.5 and above, they will not be permitted to board the bus. All cases need to be documented and notified to the relevant parties.**
- **If a child on the bus shows signs of feeling unwell or of any sickness, the Bus Assistant will immediately notify the Driver who will stop the bus in a safe place. The Bus Assistant must contact the School H&S officer or Transport Manager who will notify the parent to pick up the sick child. The Bus Assistant will remove the sick child from the bus and the Driver will bring the other children to school, where they will all be monitored until they are picked up by their parents. Parents will be required to monitor their child before they can return to school.**



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NIS Responsibilities:

- Provide an adequate number of school buses to accommodate all students who desire to use school transport.
- Designate a person to coordinate school transport and provide the person's name and contact details to parents.
- Train all bus assistants and drivers on safety procedures and student evacuation from buses.
- Provide adequate explanation to students on how to behave while waiting for and using the bus.
- Do not allow school bus maintenance activities to be conducted on the school campus.
- Designate a qualified person to stay with a student at school if the driver is unable to deliver the student to the guardian.
- Ensure that buses are always maintained so that they meet approved safety standards and technical specifications.
- NIS may ban a student from using school transport services if:
 - The student repeatedly violates the safety regulations or endangers himself or others while on the bus or waiting for the bus.
- Appoint drivers with an appropriate school bus driver permit issued by RTA.
- Appoint a coordinator at the school to supervise and manage bus operations.
- Ensure that students are picked up from and dropped off in front of their residences. However, if stopping in front of the residence will cause traffic problems or if there is road construction, the stopping point:
 - Should not exceed 200 meters from student's residence.
 - Should be safe for the student to reach and wait at.
 - Should not require the student to cross a street with a speed limit over 40 km/h.
 - The bus may stop without causing traffic problems or endangering pedestrians.
- Every student on a bus must have a seat.
- Ensure all drivers receive school transport training from providers approved by RTA.
- Maintain records of all accidents and complaints regarding the school transport service.
- Provide drivers with full details of each trip, including the names of students on the bus to ensure the buses are empty at the end of each trip.
- Provide drivers with contact information of staff appointed by schools and operators to coordinate service.
- Keep maintenance reports and inspection records of safety equipment.
- Ensure drivers are presentable and provide them with uniforms to wear while on duty.
- Provide the tools and equipment required to assist students with special needs to use school transport, if necessary.
- Provide a depot with adequate space to keep all buses.
- Provide an alternate bus within one hour to transport students to their destination in case a bus breaks down or has an accident.
- Keep closed-circuit video records for a period of not less than two years.

Responsibilities of School Bus Drivers

All school bus drivers shall observe the following:

- Perform daily inspection of buses before driving including lights, tires, body, and seats, and make a report of any defects to the operator.
- Ensure that no students are left on board at the final destination point and display the “No Students On Board” sign at the rear of the bus.
- Do not allow students to stand in the bus during the journey and inform the school of any violation by students.
- Ensure the availability of first aid supplies and fire extinguishers in the bus.
- Before starting a journey, ensure that entrances, exits and aisles of the bus, including emergency exits, are not obstructed in any way.
- Prepare the bus so that it is ready to receive passengers. This includes cleaning and ensuring the temperature inside the bus is between 24-21 degrees Celsius.
- Do not exceed the maximum speed limit, and should not exceed 80 km/h at any time regardless of posted speed limit.
- Use the stop arm and warning lights when students are crossing the road.
- Do not allow any student to depart from the bus except at the stop designated for that student.
- Maintain professional appearance and wear assigned uniform while on duty.
- Present school bus driver permit to authorized inspectors upon request.
- Refrain from eating, drinking, and using the telephone while the bus is moving.
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Responsibilities of School Bus Assistants

All school bus Assistants shall observe the following:

- Ensure that all students are seated while the bus is moving and are using seat belts where they are provided.
- Ensure that no students are left on board at the final destination.
- Ensure students under 11 years of age returning home are dropped off with a guardian. In case the guardian is not available, inform the school that the student is being returned to the school after the remaining students are dropped off.
- Ensure students behave and look after their safety during the journey. Report any incidents to the school transport coordinator.
- Ensure doorways, aisles and emergency exits are clear of any obstructions during the journey.
- Assist students with crossing the streets.
- Assist in evacuating the bus in case of emergency.
- Use car seats for students below four years of age in accordance with the manufacturer’s instructions.
- Refrain from eating, drinking and using the telephone while students are on the bus.
- Participate in educating students about traffic safety and how to use the bus, and supervise any entertainment program on the bus.



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Responsibilities of Parents and Guardians

- Parents shall undertake, in writing, the following:
- Designate a person to receive the student from the bus at the scheduled time and place if the student is under 11 years of age.
- Provide the school with necessary and up-to-date contact information.
- Pick up students from school if they are returned there due to unavailability of person to receive them at the designated bus stop.
- Pay the cost of any damage to buses caused by their children.
- Report to the school any violation related to school bus cleanliness or any misbehavior of drivers, Assistants or students.
- Educate their children regarding safety during the school bus journey, especially while waiting for the bus, boarding and disembarking, and instruct them to do the following:
 - Reach the assigned bus stop on or before the specified time;
 - Behave in a way that avoids endangering themselves or others during the journey;
 - Remain on the bus until reaching the school or other designated destination;
 - Remain seated during the journey and use seat belts when provided;
 - Refrain from misbehavior, causing noise or trouble; and
 - Report to the school administration any violation related to school bus cleanliness or any misbehavior of drivers, Assistants, or students.

Health & Safety Equipment

- The following equipment must always be available on the school bus when in service, and be in a fit and serviceable condition:
 - Reflective emergency warning triangle in case of breakdown or other incident;
 - Two fire extinguishers in the cabin suitable for the size of school bus, one of them easily accessible by driver and the other next to the door and clearly labelled;
 - First aid kit suitable for the number of passengers to be carried and clearly labelled;
 - Automatic fire detection and suppression system for the engine;
 - Audible school bus reversing alarm;
 - Stop arm to warn other road users when the school bus is stopping and students are crossing the road;
 - Mirrors must be located on both sides of the bus at the front such that the bus driver can clearly observe the sides of the bus and adjacent traffic from his seat; and
 - The outside of all buses must have a 5 cm high retro-reflective stripe for length of bus at top of the internal floor level on each side and the rear.

Emergency Exits

- Each bus must contain a number of emergency exits as indicated below:
- Buses with 9 to 40 seats must have at least one exit from each side and one exit from the ceiling or from rear of the school bus;



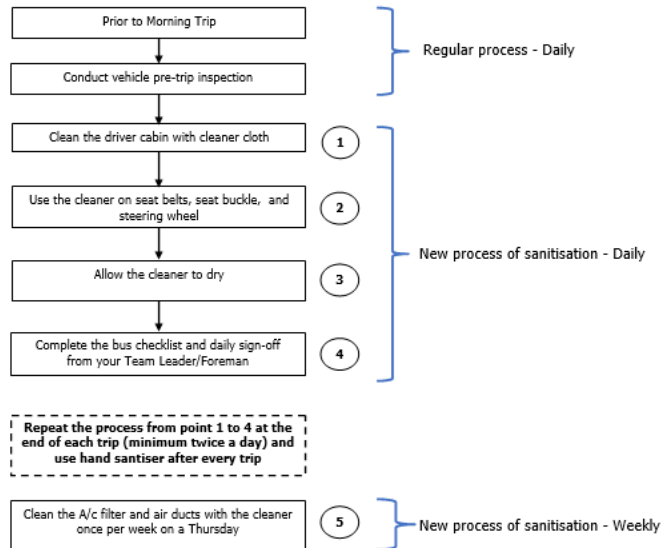
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- Buses with more than 40 seats must have at least two exits from each side, plus two exits from the ceiling or one from the ceiling and one from the rear of the school bus; and Passenger entrance doors and windows can be considered as emergency exits.
- The location of emergency exits must be clearly labelled.
- No obstacles may be placed in front of emergency exits.
- For windows, each bus must be provided with emergency hammers to break glass – there must be at least 6 hammers for buses with 26 seats or more, and at least 4 hammers for buses with less than 26 seats.



Driver's Responsibility



Bus Monitor Responsibility

