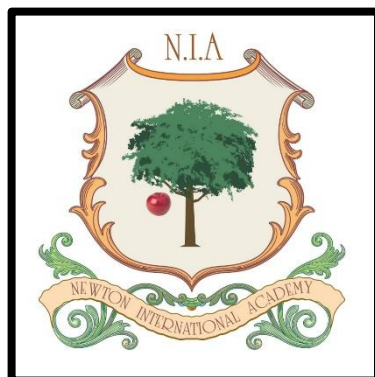


NEWTON INTERNATIONAL ACADEMY

LUSAIL

Bus Users Policy



**ACADEMIC
YEAR
2025 - 2026**



***"An international community of learners
striving for excellence and celebrating
success"***



Bus Users Policy

Aim

The aim of this policy is to provide a safe, efficient, and respectful transportation service that supports the well-being of our students and reflects our commitment to excellence and success as an international community of learners.

Rationale

In line with our mission and vision, Newton International Academy Smash is dedicated to nurturing responsible global citizens through high-quality education, strong academic guidance, and the promotion of critical thinking and lifelong learning. A secure and well-managed bus system plays a vital role in achieving this by ensuring that students travel safely and reliably, thereby fostering positive relationships across the school community and supporting students' holistic development.

Introduction

The Bus Users Policy is designed to assist the school in delivering a safe and efficient transportation service in accordance with Circular Number 9 issued by the Ministry of Education in 2019. This policy is applicable to all bus users. Non-compliance with the rules will result in disciplinary measures, and in cases of repeated misconduct, students may be suspended from the bus service. The Senior Leadership Team, in coordination with the bus coordinator, oversees daily procedures and risk assessments.

Operational Requirements:

- Parents who wish to apply for a seat on the school's nominated provider for the Newton Group for bus transportation to and from school must fill out an Application form which is available from the bus company in the main building reception. If necessary, as seats become available, they will be allocated to the next person on the waiting list.
- This also applies for additional children of existing families and for people moving house. Students and all their details are added to the bus lists, copies are with the drivers, the bus monitor, the bus coordinator and the school.
- Students are to be at their stop at least 5 minutes before the scheduled bus time to allow for variation in traffic conditions as well as to ensure the safety of the children. Parents/guardians are requested to wait at the bus stop to collect their children.
- The buses must park in the allocated parking areas at all times and must ensure the area is clear before they begin to drive once all students are seated with their seat belts on.
- Buses must ensure that all areas are always clear before driving. Students are not permitted to walk in front or behind the bus at any time at any of the drop off or pick up locations either on school site or off site.
- Drivers must never reverse the buses while students are on the buses or in the vicinity of any of the pickup or drop-off zones, either inside or outside the school.
- The school will have copies of all the driver's licences, QIDs, Istamara for the vehicles and the transport licence on file.

Parental Responsibility and Pupil Safety:

- Parents are responsible for the safety of their children whilst they wait at the collection points and immediately prior to boarding the bus each morning. They assume that responsibility again at the moment their children leave the bus following the afternoon journey. If an accident occurs when a child is in the



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care of their parent/parents the school will not be held liable for any damages, compensation or criminal liability.

- The buses will collect and drop off the students at the correct side of the road where it is possible to avoid students having to crossroads at. Where this cannot happen the parents/guardians must wait at their children's drop off point and accompany them across the road, if necessary, as neither the authority nor the bus operator are responsible for the child's safety after they have disembarked from the bus.
- Parents have a duty to read through the code of conduct and general expectations with their child and explain its importance and consequences for not adhering to it. Any behaviour issues will be dealt with in line with the school behaviour policy and addressed with students and parents as necessary. Bad behaviour will not be tolerated, and students will be removed from the bus if needed indefinitely.
- Should a parent have any questions, they should contact the driver of their child's bus, or the bus company representative based at the school on Tel: 66273435
- Parents should contact the School PLO if they have any concerns about the bus system.

Bus Driver and Bus Monitor Responsibility:

- The driver's primary job is to always operate the bus safely and drive with care.
- The driver must ensure that it is safe to move the bus and ensure no students are in the vicinity of the bus, no reversing is allowed at any time.
- The driver must ensure the bus is clean and the AC is always in good working order.
- All buses have First Aid kits and Fire Extinguishers which are checked by the SMT regularly in their Risk Assessments.
- The driver and bus monitor need to ensure that the doors on the bus are securely closed before the vehicle is moved.
- The driver and bus monitor have responsibility for all the students in the bus during the journey.
- Any issues or problems with the students are raised directly to the coordinator and in turn to the SMT to deal with accordingly.
- Bus monitors must sign the students on and off the bus and check the bus after each journey for students to ensure the bus is empty.
- The bus monitor will help the students to come on and off the bus with their bags etc. and ensure that all students are safely sitting with seatbelts on before advising the driver to move.
- The bus monitor must stand at the door before it opens and after it closes and checks that the door is closed to ensure the students' safety with the automatic doors at all times.
- All road safety guidelines are shared with the drivers by the school and need to be adhered to at all times.
- Attend all meetings and liaise with the school management as needed.
- Ensure all incidents are reported immediately to the bus coordinator and the school.
- When arriving and departing the school site, bus drivers must drive at a slow speed and be very careful and vigilant with regards to pedestrians around them.
- Buses are only allowed to park in the designated areas of the school which are marked in yellow and have a space allocated in red on the footpath for the bus to park at and the students to know where to enter and exit the bus.
- Buses can never leave the school site until the majority of our students have left the school to help avoid



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any potential problems with pedestrian traffic.

Student Responsibility:

- Students should adhere to the bus rules as shared as per the Code of Conduct and expectations.
- All students are required to respect and obey the driver and bus monitor's instructions at all times.
- As per expectation, students are assigned seats with younger children to the front of the bus, the seat plan will be available on all buses.
- All students must wear seat belts at all times and are not allowed to eat or stand up on the bus at any stage when the bus is moving.
- All bags must be put under the seats where possible.
- Any behaviour issues will be dealt with in line with the school behaviour policy and addressed with students and parents as necessary.
- Persistent misbehaviour may result in removal from the bus service. It is the responsibility of students to disembark at their correct designated stop as specified and parents/designated adult should be present to meet them.
- Students are responsible for their behaviour and actions when using the buses and must comply with all regulations and directives.

Seat Belts

All buses are equipped with seat belts. All students are required to wear seat belts and remain seated for the duration of the journey. Bus monitors are responsible for assisting younger students with fastening their seat belts and ensuring compliance throughout the journey.

Bus Rules

Before the School Journey:

- Follow current health and safety regulations.
- Arrive at the designated pick-up point prior to the scheduled time.
- Wait calmly and respectfully away from the road edge.
- Only approach and board the bus when it has fully stopped.
- Parents or guardians must remain with the student until they have safely entered the bus.
- Parents or guardians must collect the student from the bus each afternoon.

During the Journey:

- Treat the bus driver and monitor with courtesy and follow all instructions.
- Remain seated with seat belts fastened at all times.
- Do not distract the driver unless it is an emergency.
- Emergency exits are only to be used in emergencies.
- Keep the bus clean and free from litter.
- Respect other passengers and refrain from any form of bullying, shouting, or inappropriate behaviour.
- Damaging bus property may result in charges to parents and disciplinary action.
- In the event of a breakdown or accident, follow all instructions and remain on the bus until directed otherwise.



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At the End of the Journey:

- Ensure all belongings are collected before disembarking.
- Confirm that a parent or guardian is present at the collection point.
- Disembark in a calm and orderly manner only when it is safe to do so.

School Procedures:

- All students are logged on and off the bus at the start and end of every journey, both morning and evening.
- If a student is absent, this is noted and shared with the bus coordinator, who will contact the parents to confirm.
- The bus coordinator shares all absent students with the SMT each morning, and this in turn is shared with reception and the relevant class teachers.
- In EYFS, a message will be sent on Class Dojo at registration 7.15 am for all absences in the school, including the bus children and if no response is received, the parents are phoned at 7.30 am.
- In Primary, the Class Teachers are sending the standard Class Dojo message inquiring about the absent students. The response is shared with the Head of Pastoral to follow up.
- In Secondary, absences are followed up by the Form Tutor and parents are called by the reception.
- An allocated admin member will automatically call parents of absent students by 8.30 am and complete a Google form to complete in relation to the details of the absence.
- All bus monitors are trained in basic First Aid by the School Nurse at the start of the term.
- The SMT attend the buses and do Risk Assessments on a weekly basis to ensure the safety of the buses.
- Regular meetings are held with the drivers, the bus coordinator and the bus monitors.
- First Aid training is provided for the bus monitors in the school, and expectations meetings are held each term.

Guidelines for Infringement of Bus Rules

The school's behaviour policy will guide all responses to misconduct on the bus. All incidents are documented and managed by the SLT in collaboration with the bus coordinator. Students must also compensate for any damage caused. The school holds no liability for accidents resulting from the negligence of students or parents who fail to comply with the outlined regulations. All concerns regarding the bus system should be addressed to the Parent Liaison Officer, at 5584 6652 or via email: plo.nialusail@newtonschools.sch.qa

These rules are in place to ensure the safety of the school community and must be followed at all times.

Penalty Guidelines for Infringement of Bus Rules

First Infringement: Verbal warning by the STACK DRIVE Bus representative in the presence of the SLT.
Notification of a written warning if misconduct reoccurs.

Second Infringement: Written warning issued. Notification that further issues will result in exclusion from the bus.

Third Infringement: Exclusion from the bus service for the remainder of the term.
Warnings remain valid for one academic year.



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Bus Procedures

Morning:

- Students are collected and secured with seat belts by the assistant.
- Attendance is taken on the bus and again upon school arrival.
- Students are escorted to their classrooms.
- Absences are recorded and followed up with parents by the receptionist.

Afternoon:

- EYFS and Primary students are collected from class and escorted to the bus.
- Secondary students proceed independently with supervision at the buses.
- Bus assistants ensure that all students are seated and buckled before departure.