



Bus Procedures at NISL

Last Reviewed Date: 24th June 2025

Reviewed by: A Hardy, Deputy Principal

Next Review Date: 24th June 2026

This procedure was developed and implemented by NIS Lagoon SLT and the Stack Drive Leasing and Transportation Bus Company. The School monitors, evaluates and reviews procedures often and at least annually.

Rationale

The procedure is to ensure the safe passage of pupils to and from school. This policy sets out the steps and procedures we take to ensure that this safety happens at all times. The bus company representative at Lagoon is **Mr Gineesh K Edathil: 31011882**, the company email is stackdriveqatar@gmail.com.

Procedures:

Start of the day -

1. All bus routes have a daily attendance register (please see example appendix).
2. Students are collected at their homes around Doha and are registered present with a tick as they enter the bus.
3. Absent students on collection are marked with a cross.
4. Parents must inform the bus company representative at the school of any changes to buses involving their children, including parent collection from school, sickness etc.
5. When the buses arrive at school, they will be met with a SMT representative, the bus manager and member of the school security team.
6. Bus nannies, bus manager and security are involved in signing students off the school bus.
7. All students travel with a card issued by the bus company. This card is swiped as students leave the bus. Parents can use this to track their children.
8. After all students have exited the bus, it is the bus nannies and bus drivers' responsibility to check all rows for remaining students or bags.
9. The register is signed by the bus nanny, bus driver, bus manager and member of SMT to confirm all students have exited the bus.
10. The SMT representative will take photographs of the register and send through to reception.
11. The SMT representative will take the hard copy registers to the reception before 7:30am.
12. Reception will phone each of the absent students' parents to confirm their absences.
13. Receptionist log the register online. Hard copies of the registers are kept with reception.
14. If a concern is raised, SLT and the bus manager is informed immediately.

End of the day:

1. EYFS/Primary students meet at a central place with an attached Teaching Assistant (TA). The TA stays with the group until they have entered the bus.
2. Secondary students make their own way to the bus meeting point.
3. All students (EYFS/Primary/Secondary) enter their bus once called, they are supervised by the bus manager, bus nannie, TA and a member of SMT.
4. All students swipe their bus card on entry to the bus (see 7 above)
5. The bus coordinator and member of SMT take a register of all students.
6. A headcount is completed prior to dismissal to ensure all students are on the bus.
7. The SMT representative will take photographs of the register and send through to reception.

Other Bus Preventatives:

- All classes have bus children's' names on their teacher desks. If a bus child is absent, the teacher must follow up.

Appendix A - Example of morning and afternoon forms:

Morning:

Newton International School Lagoon

BUS 6

Date								Bus Number		101256	
Day								Attender Name		Esthar	
Driver Name		Arif						Attender Number		33971565	
Driver Contact Number		31674635						MORNING PICK UP			
S.No	Bus Attender (ON)	Name	Year	Class	Gender	Allergies	Location	Contact	Bus Supervisor (OFF)	SLT (OFF)	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
16											
17											
18											
19											

Confirm Bus Empty - Yes	Bus Attender Signature	Bus Driver Signature	Security Signature	SLT Signature	Bus Supervisor
Total Students OFF					

Afternoon:

Newton International School Lagoon

BUS 12

Date				Total Students ON				Bus Number		182800	
Day								Attender Name		Ash Maya	
Driver Name		Obaid						Attender Number		31357045	
Driver Contact Number		70082213		AFTERNOON DROP OFF							
S.No	Teacher Assistant GYM	Bus Supervisor (ON)	SLT (ON)	Name	Year	Class	Gender	Allergies	Location	Contact	Bus Attender (OFF)
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
Signature											

Confirm Bus Empty - Yes	Bus Driver Signature		Bus Attender
Total Students OFF			