



Newton British Academy
Barwa City

Whole School Bus Policy

Policy Date: June 2023 – June 2025

Reviewed: June 2024

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

The Bus Users Policy has been put in place to assist the school in providing a safe and efficient bus service for students in accordance with Circular Number 9 received from the Ministry of Education. These rules are to be obeyed by all bus users. Failure to do so will result in disciplinary action, and if misconduct continues, the student may be suspended from using the bus service. The SLT with the bus coordinator oversee all of the procedures and complete the Risk Assessments on a daily basis.

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 of 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 particular 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 be waiting 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 clear at all times 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 pick up or drop off zones either inside or outside the school.
- The school will have copies of all of the drivers 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/ children is in the 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 possible to avoid students having to cross roads 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: 77343166
- 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 operate the bus safely and drive with care at all times.
- 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 in good working order at all times.

- 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 wear hi vis vests and staff IDs at all times.
- Bus monitors and drivers must sign the students on and off the bus and check the bus after each journey for students to ensure the bus is empty.
- Bus monitors and drivers must update the application when student
- 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 informed 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 and all students using Gate 2 have left, to help avoid 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 misbehavior 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 fitted with seat belts. All students are required to wear seat belts and remain seated at all times.
- The bus monitor will help the students to fit their seatbelts if necessary and ensure that they leave them on for the entire journey.

Bus Rules:

Before the School Journey:

- Adhere to all set regulations.
- Ensure that you are at the pick-up point before the bus is due to arrive
- Wait in an orderly, courteous and calm manner.
- Keep away from the kerb and well clear of other traffic.
- Only board the bus when it is stationary.
- Parents/Guardians are to remain with the student until he/she has safely entered the bus.
- Parents/Guardians must collect the student from the bus each afternoon.

During the Select Journey:

- Treat the Bus Driver and the Bus Monitor with respect and follow their instructions. Remain seated and always use the seatbelt provided.
- Remain seated in your allocated seat at all times.
- Do not distract the Bus Driver, except in an emergency.
- Do not open the emergency exits unless in an emergency. Treat other pupils with care and respect.
- Do not drop any litter or leave litter on the bus.
- Do not throw any objects in the bus.
- Do not vandalise the- vehicle or the property of others.
- If damage to the bus has been reported, the parents may have to pay for the damage caused.
- If the bus breaks down or is in an accident, you should follow the driver's and bus monitor's instructions and stay with the bus until another one arrives. If you see other students behaving inappropriately please inform the bus monitor, driver or coordinator or the school directly.

At the End of the Journey:

- Ensure that you have collected all of your belongings.
- Check if your parent/guardian is waiting for you at the collection point and immediately notify the driver if they are not waiting.
- Disembark the bus in a safe manner when it is safe to do so and when the adult to collect has arrived.

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 Pastoral Team each morning and this in turn is shared with reception and the relevant class teachers and a phone call is made for any absent students by 8am.
- 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 daily basis to ensure the safety of the buses and check that all students have entered or exited the bus..
- Regular meetings are made 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 behaviour policy is adhered to for all bus issues and incidents are investigated as per the normal behaviour policy and any issues with behaviour will be dealt with by the Pastoral and SMT team.
- If the behaviour persists a student can be excluded from the bus for the remainder of the term. This would be informed to the parents in a meeting by the Head of School.
- Students infringing the rules in the code of conduct below will also be required to make restitution for any damage caused by the violation of those rules.
- The SLT are made aware of all behaviour incidents by the bus coordinator and all parties informed as needed.
- The school cannot be held liable if students and parents do not comply with the regulations as stated above. If an accident/ accidents occurs as a result of a child/ children/parent being negligent the school will not be held liable for any damages, compensation or criminal liability.
- If a parent has any major concern with the bus system or procedure they are to contact the PLO, Ms. Randa by telephone 40061501 or email rabelmalak@nbabarwa.com.
- These rules and regulations exist to help safeguard our school community and hence must be followed rigidly.