



## 1. Policy Statement

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Brighton College is fully committed to safeguarding our pupils through a high quality, secure and efficient bus service as they travel to and from their home to school.

## 2. Aims

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Our aim is to ensure that our buses are compliant with the ADEC School Bus Policy through taking responsibility to protect and monitor the complete journey of our pupils. As such, all buses are equipped with seat/lap belts, a CCTV camera system, GPS and RFID technology. We are steadfast in our obligation to provide buses that are well maintained, meet safety standards and adhere to technical specifications and that the provision of clearly defined roles, responsibilities and training is provided for bus drivers and attendants.

By offering an efficient *close-to-door* service where pupils are collected and delivered to their home, we aim to minimize journey times through a high quality service that offers school transportation to four main routes and destinations on and off Abu Dhabi island. Every effort is made to ensure that the buses are available to pick up and drop off pupils as per the tentative timings provided. We aim for our buses to arrive at 7:30am and leave from the school at 3:15pm.

## 3. Practice and Procedure

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- Places are allocated on a first come, first served basis which takes into consideration the pupil's home location and number of seats available.
- All enquiries are considered upon receipt of a completed Bus Service Request Form which includes a clear location address, landmarks and GPS coordinates and /or a Google map
- Once availability and pick up and drop off timings have been established, seats will not be secured until such time as a Bus Service Acceptance and Payment form has been completed and returned to [transport@brightoncollege.ae](mailto:transport@brightoncollege.ae) and a full cash / cheque / bank transfer payment has been made, based on when the pupil starts the service. There is no pro-rata payment facility or reimbursement of funds where a place is withdrawn, or not used.
- The cost of pupils joining the service is set out below:-
  - From Term 1 - 7900 dirhams (for the Autumn, Spring and Summer terms)
  - From Term 2 - 4740 dirhams (for the Spring and Summer terms)
  - From Term 3 - 2,550 dirhams (for the Summer term)
  - For one way travel - 5900 Dirhams (Annual charge payable in advance)



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- **Payment must be received by the Finance Office one week before the Term commences.**
- Contact details of the bus driver and bus attendant are provided once payment has been made.

### 4. Cancellations and Refunds

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- One month's prior notice must be given before the end of a school term to discontinue using the bus service. A Bus Service Discontinuation form should be completed and emailed to [transport@brightoncollege.ae](mailto:transport@brightoncollege.ae) and where appropriate, a refund will be made for any term that has not been started.

### 5. Bus Supervisor Duties

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The College will ensure that each bus has a trained female supervisor who can speak English. The duties of the supervisor are to:

- Maintain discipline on the bus
- Ensure that pupils remain seated while the bus is moving, with seat belts fastened.
- Ensure that each pupil exits the bus at their assigned stop.
- Ensure that no pupil remains on the bus after the route has been completed

### 6. Behaviour and Bus Safety Rules

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In all circumstances, pupils and parents are expected to behave courteously and respectfully towards drivers, bus attendants and other pupils. The College's Dignity at Work policy sets out our expectations of how all of our staff and the personnel of any agent working from the College should be treated. It is a pre-requisite that pupils travelling on our buses are familiar with the following Bus Safety Rules and that parents reinforce the mandatory requirement of remaining in seats, fastening seat belts and maintaining the required behavioural standards throughout the journey

- Pupils must walk quietly to their seats and fasten their seat belts before the bus departs.
- Pupils must use their identity cards to activate the RFID card reader when boarding or leaving the bus.
- Bags and equipment must be stored under seats and not obstruct the aisles.
- Drivers must never be distracted when the bus is in motion.



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- No food is permitted on the bus.
- The door and windows are sealed as per the Road Traffic Act requirements and cannot be opened. Only the bus driver or attendant is permitted to open the bus door.
- Fighting, loud, indecent or disruptive behaviour, bullying and disregard for safety rules will not be tolerated. This will be immediately reported to teaching staff and parents. In the event that there are 3 reports of misbehaviour /pupil disregard for safety-parents will be informed in writing that the pupil may not continue to use the bus with no refunds issued.
- Notwithstanding the above, the Head Master reserves the absolute discretion to immediately remove a pupil from the bus where it is felt that a pupil's behaviour presents an unacceptable safety risk to other pupils using the bus service
- Damage caused to the bus, through vandalism or malicious intent, will be chargeable to parents.
- Brighton College will not tolerate or permit alcoholic drinks, tobacco, illegal substances or potentially harmful devices (lighters, matches, pen knives etc.) to be carried on to the bus. Pupils found in possession of any of these items will be permanently denied access and face further school disciplinary measures. No refunds will be issued.
- Pupils must board their designated bus at the end of the school day. Should they fail to do this on time, parents will be informed and an appropriate course of action will be agreed.
- Parents are responsible for ensuring that pupils are available to board the bus at the designated time. Buses are unable to wait for latecomers.
- Parents or their designated person are responsible for receiving the pupil from the designated bus stop. Pupils under the age of 11 will not be released from the bus unless the authorised person is present to collect them.
- Parents will be required to collect pupils from school if they are returned there due to the unavailability of the person to receive them at their designated stop.
- We expect drivers and attendants to treat parents and pupils travelling on the buses with courtesy and for this to be reciprocated by return. Rude or aggressive behaviour towards drivers or bus attendants is not tolerated.
- It is prohibited for parents, housekeepers or other adults to accompany pupils on any journey to, or from the school.

## 7. Monitoring and Review

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Policy to be reviewed and checked annually by the Business Operations Manager.



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**8. Approved by**

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Head Master on behalf of the College: \_\_\_\_\_

Chairman on behalf of the Governors: \_\_\_\_\_

Change History Record

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Version No.	Description of Change	Owner	Date of Issue
1.0			
2.0	Formatting	JWithoft	March 2016
3.0	Additional Conditions	L McKenzie	October 2016