



TRANSPORTATION POLICY

WRITTEN/LAST REVIEWED BY: MONA EL MASRY
RATIFIED BY: SLT
FILE PATH:

DATE: NOVEMBER 2019
IMPLEMENTED:
DUE FOR REVIEW: NOVEMBER 2022

The school provides a number of fully air conditioned buses each with its own Bus Matron in order to ensure as reasonably as possible, that pupils are conducted to and from GULF ENGLISH SCHOOL CAIRO in a safe and comfortable manner.

In order to help ensure that this aim is delivered the following requirements are in place:

- Pupils using the school bus should be at the pick up point at least 5 minutes before the scheduled arrival. **The Bus Matron is not permitted to wait for any pupil who has not arrived at the pick up time.** (This is because her supervision on the bus is required at all times and also because any hold up would delay the whole bus schedule).
- Parents of younger children are asked to be present at the dropping', off point at least 10 minutes before its expected arrival. **If there is no-one waiting or present to receive the pupil, the bus matron has been instructed to return with the pupil to school.** (This is to ensure the safety and well-being of the pupil. It is the parents' responsibility to come to the school and collect their child).
- At the beginning of the year all pupils must have their bus cards with them upon entering the school bus.
- If for any reason a parent does not want their child to go home by school bus, a written note or an e-mail must be sent to the school before **12: o'clock**
The school cannot accept any verbal messages delivered by pupil

Pupil behaviour

The following gives an overview of the behaviour expected ^{by} pupils on the school bus:

- Pupils must be seated at all times during the bus journey. **Standing and moving about on the bus whilst it is moving is too dangerous to be allowed.**
- **Pupils are expected to fasten their seat belt at all times**
- Pupils are expected to remain respectful, obedient and courteous at all times to staff on the bus.
- Excessive noise on the bus is a disturbance to the driver as well as to other pupils and staff and apart from being inconsiderate to other people **is a potential safety hazard.**



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- No form of violence is permitted on the bus as this violates the health and safety of other pupils and staff members. **Any such behaviour will not be tolerated and will be reported immediately to the School Director for suitable action.**

Sanctions

If bus property or bus regulations are violated by any pupil, the following procedures will be implemented and the parents notified:

- The **first time** a pupil is reported for violating bus regulations he/she will be given an initial warning.
- The **second time** a pupil is reported for violating bus regulations he/she will not be allowed to use the bus for 2 days.
- The **third time** a pupil is reported for violating bus regulations he/she will not be allowed to use the bus for 5 days.
- **If the problem persists, the pupil will be banned from using the bus for the remainder of the academic year.**

Gate pupils

Pupils who do not require school bus transportation must be collected from the school by 2:40 unless they are taking part in After School Activities (Times of these activities will be notified in advance).