



SCHOOL BUS SAFETY RESPONSIBILITIES & PROCEDURE GUIDELINES

**Vision Statement:**

Al Batinah International School (ABIS) is focused on becoming a leading international school in the GCC by providing an innovative, inquiry-based education that empowers its students to be successful. ABIS will be recognised for its motivating, supportive and individualised learning environment and for its close and respectful connections with its⁷ community and host country..

Mission Statement:

We will challenge and inspire all students to reach their full potential by becoming well-rounded global citizens and successful lifelong learners.

Our Learning Pact: “Challenge yourself. Involve yourself. Be your best



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SECTION A

General Administration & Operation

- ABIS provides transportation for its students from Sohar, Saham (maximum to South of Sohar) and from Liwa (the maximum to the North).
- Where the parent/guardian who wants to use the school bus for his/her child must reserve a seat by registering at the beginning of the school year based on first-come-first serve basis.
- A seat is guaranteed only after the fees are paid.
- The school to ensure all security and safety procedures are followed as per the School manual.
- Buses drivers and monitors are responsible for students safety in the bus from the moment students get in and to the moment they are dropped off.
- School administration is supervising and following up on a daily basis and in case of any incident should be reported immediately.
- The school doesn't provide transportation for kg1 and kg2 and kg3 can use school bus starting from week 4.
- Parents must be informed of all locations of the bus stops and the bus is allowed to wait for a student for 1 minute only.
- The speed of buses are set at 100 km / h. If the speed exceeds this limit, the Bus tracking application will send a notification to the authorities at school.
- A School representative receives all the students alighting from the bus at the school gate and verifies with the list of students allowed on the bus. Similarly, on the way back home a School representative must usher the students into the bus and tick the list off.



SECTION B

Responsibilities of the Parent(s) or Guardian

Parents Responsibilities

- Parents should encourage their children to be on time ,respect the driver and the monitor and adhere to the code of conduct .
- Parents should report any obvious and significant safety problems to the School administration giving specific details as to bus number, date, time place,
- Parents should be aware that their children should be at the bus stop at least 5 minutes before the normal pickup times.
- Parents are responsible for students until they board the school bus in the morning and upon alighting at their designated stop in the afternoon.
- Parents will be responsible for willful damages to school buses caused by their children by paying the cost of the damage.



SECTION C

Responsibilities of the Student

Students riding on the bus must remember they are responsible for their conduct to the bus driver and through him to the principal.

- The driver is in full charge of the bus and his directions must be obeyed.
- The monitor will report any misconduct to the principal of the school concerned.
- The monitor may assign specific seats to students at any time.
- While the bus is in motion, students must not extend parts of their bodies out of the windows, try to get on or off the bus, or move about within it. All students must be seated when the bus is moving.
- Students must not throw paper or other material on the floor or out of the bus windows.
- While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
- Scuffling, fighting, smoking, drinking alcoholic beverages, using drugs, and using obscene language on the bus are strictly prohibited.
- Students causing willful damage to the bus will be held fully accountable.
- When leaving the bus, students must observe the bus driver's instructions. They should not cross the road without having a clear view in all directions.
- Safety of students required to ride on school buses shall not be placed at risk by requiring operation of school buses, or other transportation, during extreme inclement weather or under hazardous road conditions.



SECTION D

Student Conduct on School Buses

Bus travel code of conduct :(Students Responsibilities)

- Students riding on a bus are expected to be respectful to the driver and the monitor at all times.
- Students should refrain from shouting and singing but may chat and sing quietly if they choose.
- Students must follow instructions from the bus monitor, failing which the Administration Office will be notified.
- Students may travel on the bus only after the registration form is approved by the Administration Office.
- Students may not get off at another stop without prior notification. The parents must make prior arrangements with the school for this.
- Stops not already on the bus route are not possible.
- The bus will wait at the designated stops for students to board, no longer than 1 minute.
- Students using the bus will be expected to abide by a bus travel code of conduct. The school reserves the right to suspend student travel on the bus for poor behavior.



SECTION E

Responsibilities of School Bus Driver

1/ Transportation

- Driving the school bus.
- Daily pickup and drop off students at designated locations
- Follow a planned route on a time-schedule provided by the school.
- Follow safety procedures and make sure all the passengers are safe.
- Transport students & staff to field trips, sporting events and any other activities.
- Ensure the safety of children while boarding and alighting.
- Take care of the needs of children with disabilities.

2/Maintenance

- Perform daily safety and maintenance checks.
- Checking the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in good order.
- Ensure periodic maintenance is undertaken.
- Maintain order and security on the bus and obey all laws, regulations and rules of conduct of the school.
- Operate the school bus in a safe and efficient way according to all relevant legislation, policies and procedures of ROP.
- Notify the business manager of any requirements for maintenance or repairs and schedule them without hampering the school.



- Maintain order and discipline on the School bus and report the matter to the bus monitor or school authorities.
- Make note of any behavioural or disciplinary problems.
- Report delays, accidents, or other traffic issues.

3/Others

- Drive the custodians for their weekly shopping every Thursday morning after the school drop-off.
- Making trips to the bank and other places in town as required



SECTION F

Responsibilities of School Bus Monitor

- All the students must be ticked off from the list on both ways of journey. Never depart from the school without all the students on your lists present in the bus. If any student is missing from the list given then it must be reported to the Administration Officer.
- ASA students : If a student who is on ASA decides to skip ASA and go home by bus, the monitor should call either parent and confirm that the student is allowed to go home by bus.
- Students must wear seat belts at all times when traveling in the school bus. They may need assistance to adjust the belt and it can never be presumed that they will take responsibility to put the belt on themselves. You must check every time students enter the bus.
- Ensure students are not eating or drinking (except water) in the bus.
- All students must remain seated at all times with their seat belt on whilst traveling in the bus.
- Students should refrain from loud shouting and singing but may chat and sing quietly if they choose.
- If students are not able to follow your instructions you must notify the Administration Officer as soon as possible after the travel for support with discipline.
- No student may travel on the bus without approval from the office. Please leave your bus attendance lists with the office daily and collect them at the end of the school day for the afternoon bus run. There may be changes made through the office during the day.
- No student can get off at another stop without prior notification. If it is not written on your list do not allow it. Even if the parents call you. The parents must make prior arrangements with the school.
- During the morning run do not wait longer than 1 minute for students who are late. You may wait a little longer for the first two weeks until the routine becomes routine.
- Choose a designated position for morning pick up and ensure the children understand that they must wait until the bus has totally stopped and the door is open before they



begin moving towards the bus. No students can be racing to be first on the bus and putting themselves or others in danger.

- Always carry contact numbers of the parents for all children with you on your bus run.
- If you are in any doubt with any procedure ask.
- In case of an emergency, call Administration Officer or the school office as a second choice.
- All serious student issues on the bus must be reported to the Assistant Principal, Administration Officer and Business Manager.
- Monitor the driver for safety purposes and to report back to school if found using the mobile phone while driving.
- Students are not allowed to use the iPad in the bus.
- Students from grade 5 above can sit in the front chair next to the driver if there is no place in the bus at the back.



SECTION G

Responsibilities of School Administration

- School Administration is responsible for the day - to - day supervision which involves the supervision of arrivals and departures, and dealing with disciplinary problems.
- From time to time safety aspects should be brought to the attention of the students .
- The School Administration must arrange for alternate shelter if there is a problem with any bus .
- Follow-up on the commitment of bus drivers to the regular maintenance of buses, the renewal of Insurance/Mulkia or any sudden breakdowns.
- Have a clearly understood procedure for students to follow when a bus is missed or late.
- Procure and implement School- bus tracking softwares for the safety of the students.
 - To eliminate the problem of children getting left behind in the bus.
 - To eliminate miscommunication between the stakeholders.
 - Speed & Location Tracker.



SECTION H

Procedures for reporting an incident

In case of an accident

- The driver of the school bus must first contact the school administration and give the following information: Location , Number of students on the bus, Injury/Casualty update, Number of vehicles involved.
- The school administration immediately reports the police and ambulance services.
3-Send a relief bus to the scene of the accident.
- All parents will be notified by telephone or email.

In case of an errant student

- The driver reports to the administration member in charge.
- A meeting will be conducted with the student to justify his mistake.
- A student will be given a chance to correct his behavior.
- If the student repeats the mistake after three warnings ,he will be suspended from the bus for one week after informing parents.
- The admin staff in charge reports to the Team Leader about the student behavior.

E- Mushrif Features

ABIS has started implementing a new tracking system which aims to ensue the security and safety pro de tires in buses .

Problems:

- 1- Children get left behind on school buses .
- 2- Many unreported incidents happen
- 3-Miscommunication between School and Parents



Aims

- 1- Eliminate Incidents .
- 2- Ease of fleet and attendance management .
- 3- Save time and money .
- 4- Gaining Parents trust .
- 5- Attract students .
- 6- Maintain school reputation.

Our System:

Hardware (Installed on buses)

Students' Cards

Parents Application

School Application

Features :

- 1- Identification System (RFID + Keypad)
- 2- Visual Check Enforcement
- 3- Motion Detection: active when the bus is off
- 4- Panic signal: active when the bus is off
- 5- Loud emergency siren
- 6- Wide - angle Camera : active only during service

Mobile Application:

- 1- - English and Arabic version
- 2- Parent & School Applications
- 3- OTP authentication
- 4- Regular Updates
- 5- Easy to Use

M Parents Application - Tracking

1- Real time location of child.

2- Estimated time of arrival.

3- Review past trips.

4- Receive notification

- Card Swipes.
- Safety alerts
- and many others

School Application - Tracking



- 1- Summary View of all buses
- 2-Real time tracking of each bus : location, Speed
- 3-Identify passengers in the bus
- 4-Get parents phone numbers and call to them
- 5-Receive notifications. :
 - Overspending
 - Visual check completion
 - Alarms triggers

School Application - Stops

- 1-Review the route and stops of each bus
- 2-Review trip progress

School Application - Inbox

- 1- Review alerts and notifications timeline:
- 2-Direct and / or group communication with parents

E-Mushrif School Application - Reports:

- 1-Attendance Report
- 2-Vehicle statistics
- 3- Overspeeding report

SECTION I

Procedures for Inclement Weather

- Head of school or nominated Head of School decides if school is to open, close or close early.
- Head to inform staff via email and parents via SMS/Newsflash.
- The SMS/Newsflash may be copied onto parental WhatsApp groups and Mums of Sohar once written. The same text must be used in all communications.
- Team Leaders to jointly decide on exact procedures regarding times, buses and ASAs if school is closing early.



Provide decision in printed form to Management and Admin Team who help to carry out tasks exactly as specified, to include:

- Communicate with the Bus Monitors and Drivers
- Communicate with the parents of those children who are using the bus
- Monitor the buses using replies from parents
- Ensure Bus monitors **do not** collect students or send other children to collect students to avoid confusion.
- Ensure the roads are safe enough for buses to travel by.
- Monitor the movement of the buses on the mobile application till it drops off the last student.
- Team Leaders are the only authorised personnel who can let buses leave the premises.