



BRIGHTON COLLEGE

ABU DHABI

1. Policy Statement

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

Our aim is to ensure that our buses are compliant with the ADEK 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, we aim to minimize journey times through a service that offers school transportation to numerous 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 timings provided. We aim for our buses to arrive at 7:30am and leave from the school at 3:15pm.

4. Cancellations and Refunds

The College may retain a certain amount of the tuition fees in any of the following cases:

- If a pupil uses the service any part of week one of the term or fails to notify the bus monitor/supervisor/coordinator in advance. In such a case, the College may retain the value of bus fees.
- If a pupil uses the service from one week and up to three weeks in a term, the College may retain the value of one full month of bus fees.
- If a pupils uses the bus service over three weeks and up to six weeks in a term, the College may retain the value of two full months of tuition fees.
- If a pupil attends over six weeks in a term, the College may retain the full-term bus fee.

5. Bus Monitor Duties

The College will ensure that each bus has a trained female monitor and 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 enters and exits the bus at their assigned stop.

6. Behaviour and Bus Safety Rules

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 and fastening seat belts throughout the journey.

- Pupils must use their identity cards to activate the RFID card reader when entering and exiting the bus.
- Upon entering the bus, pupils should immediately take their seat, fasten seatbelts and remain seated while the bus is moving. Do not switch seats while travelling.
- Bags and equipment must be stored under seats and not obstruct the aisles.
- Drivers must never be distracted when the bus is in motion.
- 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, use of foul language, loud, indecent or disruptive behaviour, bullying and disregard for safety rules will not be tolerated. This will be immediately reported to parents and teaching staff, with persistent offenders being issued a written report and denied access to the service.
- Damage caused to the bus, through vandalism or malicious intent, will be chargeable to parents.
- The 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.
- The College will implement a "Three Offence" policy for unacceptable behaviour on the bus.
 - **First Offence:** Reported to relevant Head of School and School Counsellor for sanction as appropriate
 - **Second Offence:** Meeting held with parents that is attended by nominated person from relevant school plus Business Operations Manager

- **Third Offence:** Pupil is excluded, as a minimum, from the Bus Service for the remainder of the current academic term

7. Bus Service General Responsibilities for Parents/Guardians

- Parents are responsible for ensuring that pupils are available to board the bus at the designated time. Buses are unable to wait for more than 3 minutes for latecomers. Due to traffic delays buses may arrive at pick-up and drop points behind schedule.
- We expect drivers and monitors 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 monitors will not be tolerated.
- If your child is not returning home on the bus, in the afternoon, it is necessary that parents inform the bus monitor/supervisor/coordinator.
- In case of change of residence, parents must complete and submit a registration form. Provision of transport service will be subject to the availability of seats on routes. Fees will apply as applicable to the new pick up area as per fee structure.
- Please note the bus service is for UNIS Hanoi students and is not intended to provide transportation to parents or friends of students.
- It is prohibited for parents, housekeepers or other adults to accompany pupils on any journey to, or from the school.