



# HEALTH & SAFETY POLICY

<b>Date of review</b>	July 2023
<b>Date of next review</b>	July 2024
<b>Reviewed by</b>	Principal, Head of Transport, Health and Safety Officer

## **RATIONALE**

A majority of PEA students use the bus service to get to and from school every day in Dubai and Sharjah. We ensure that students arrive and depart in a safe manner and provide details of the service below. PEA currently operates the bus service through 'Booster' a local bus hire service.

## **PEA STAFF**

The PEA's Head of Transport will:

- Liaise with the bus company with all operational aspects of the service and discuss any operational matters/ concerns;
- Liaise with and inform parents of any updates, changes, or relevant points of information regarding the bus service;
- Arrange a daily bus duty rota to ensure safety when the buses arrive and depart;

All staff/ bus attendants who accompany students on a PEA bus (for example during a fixture or trip) will:

- Ensure the students' safety whilst on the bus and check seatbelts are fastened during the journey;
- Ensure the buses are clean and hygienic;
- Store the Head of Transport's phone number in their phone and keep in contact via WhatsApp during all school bus journeys;
- Be aware of the emergency procedures whilst on the bus.

## **STUDENTS**

All PEA students who use the bus service must:

- follow the instructions of the bus attendants at all times;
- wear their safety seat belts at all times when seated;
- sit in their allocated seat;
- under no circumstances move from their seat when the bus is in motion;
- students must wait until the bus has completely stopped before attempting to get off the bus. This includes when collecting personal belongings from the overhead shelves;
- ensure that windows on the bus remain closed;
- adhere to the 'stop' signs used by drivers and remain on the pavement until the bus attendant tells them it is safe to get onto the bus;

- walk to the bus in an appropriate manner. Students should not run for the bus or step out in front of a bus, even when that bus is stationary.

**Bus attendants must:**

- conduct a register and a head count of all students entering and exiting the bus;
- ensure all students are wearing a seat belt and are sitting down when the bus is moving;
- check the bus after drop off to ensure no one is left on board;
- ensure the students keep the bus clean and are not eating on the bus;
- report any behavioural issues to the Head of Transport and the relevant department such as the Inclusion/ Discipline Team;
- keep the Head of Transport's number in their phone/ bus list and notify him of any incidents/ parental concerns immediately;
- not take any fees from parents-all fees must be paid directly to the school;
- follow the PEA' code of conduct in line with KHDA guidelines;
- ensure the safety and well-being of all bus users.

**PARENTS**

All PEA parents whose child avails the bus service **must support** us in ensuring that their child follows the guidelines above. Parents must also:

- Read and acknowledge (when necessary) any communications sent to them with regards to the bus service
- Pay all fees on time
- Report any issues regarding the bus service to the bus attendants who will report to the Head of Transport/ SLT

**PEA STUDENT TRANSPORT SERVICE (REGULAR SERVICE)**

- All parents will be sent transportation details and must sign/ date the contract form which outlines the behaviour and expectations of all bus users; **(Appendix 1)**
- All parents will receive the phone contact of the relevant bus attendant and should use this to inform the attendant of any issues, including if their child will not be using the service that day;
- Our Student Transport Service is provided by Booster, a registered transport provider, who operate in compliance with all specifications and regulations as recommended by RTA and KHDA;

- All buses are installed with CCTV systems;
- All bus drivers and bus attendants, are fully trained and hold regulated RTA issued permits and licenses which are reviewed and renewed annually;
- The service includes two journeys per school day, to and from the school site.

#### **Bus Pick Up and Drop Off**

- All bus routes have designated pick up and drop off points.
- Students should always use their designated Pick Up and Drop Off locations.
- It is the responsibility of the parents(s) to ensure that their child /children is/are at the pickup point at the designated time.
- Buses will not leave from collection points of schedule. However, buses will not be able to wait at pick up points after the scheduled time.
- Due to traffic delays buses may arrive at pick up and drop off points behind schedule
- These points are selected with student safety and RTA regulations in mind.
- There will always be at least two members of staff on duty when the buses arrive and depart the school site.
- Student attendance will be taken in the morning and afternoon; if a student has left early, the bus list will be updated by the bus attendant
- If a member of staff is allocated to this duty and cannot attend, the Head of security will arrange cover duty
- Drivers are instructed to follow designated routes at all times.
- Students will only be permitted onto and off the bus service at their designated locations.
- While dropping off KG students, if any authorized person is not available, the student will be brought back to school. The Head of Transport will contact the parent and ask the parent to collect the student from the school.
- If KG students have older siblings (year 6 & above) they can be dropped in the care of their older siblings.
- If a student does not want to use the return trip on any particular day, the parent should give a written communication /send an email to the HOD a day beforehand.

### **Area Change**

In case of area change, parents should inform the Head of Security at least **15 working days** before. This will be accommodated only if there is space available on the requested area.

Status of the request of area change will be informed to the parent within 2 working days after submitting the request to Head of Security.

### **Emergency procedures**

All Bus Drivers and staff accompanying students on the bus should have the Head of Security's phone number stored on their devices.

### **If the bus breaks down**

- Bus attendants/ driver will ensure all bus users are safe and ensure the bus is in a safe location and inform the Head of Transport;
- the bus driver will call the provider and explain the location and issue;
- Bus attendants/ driver will follow instruction from the provider;
- Bus attendants will contact parents using the bus register/ contact list and allow students to be picked up with school parent ID.

### **Parent pick up**

- Parents wait outside the security gate and the security personnel announce the name of the student/ class and the parent picks up the student at the gate.
- Parents must have their school parent ID to collect their child from school; without it parents will have to present another form of identification such as Emirates ID
- If the duty security member is not available/ absent, a replacement is on standby in the Security office, directly outside the exit gate

### **Metro/ RTA bus transport**

With parental permission, signed and dated, students are allowed to leave school using the metro. Once leaving the masjid, after 1.30pm, the students use an alternative exit route leading directly from the masjid to the metro station. (**Appendix 2**)

## Appendix 1

### Student Behaviour on the school bus

- Treat the bus driver and bus attendants with respect and be courteous to them.
- Wear a seat belt at all times while riding the bus.
- Do not consume food while riding the bus.
- Do not move around the bus or use the inappropriate language to disturb other students, the bus driver or the bus attendants.
- Do not litter inside the bus.
- Follow instructions given by the bus driver, bus attendant and / or security.
- PEA has a zero-tolerance policy on misbehavior-misbehaviour on transport facilities is very serious offence which can lead to a termination of bus services and disciplinary action by school authorities and if repeated dismissal from school.
- If a student breaks any rule, the bus attendant will report their name to the Head of Transport.
- For any damages of property, the repair payment will be collected from the student/parents.

### Parent responsibility

Parents must ensure that children using these facilities are made aware of strict hygiene and discipline policies in place and are instructed accordingly.

1. To take my children to the school bus or to the boarding point on time. In case of any delay, I will take my children to the school without any responsibility on the part of the driver.
2. If my child causes any damage to the bus, PEA may stop him/ her using the bus service. If any damage is caused to the bus by students, the parents will pay the cost of repair
3. Parents **MUST BE present** at the designated bus stop at the time of pick and drop.
4. If the fee is not paid, for more than 2 months, the school will stop the transport provision.

**I agree to the terms of the policy and accept responsibility for complying with the relevant conditions above.**

Child name \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's signature \_\_\_\_\_

Parent's Email ID \_\_\_\_\_ Contact No. \_\_\_\_\_

Emergency Contact (name) \_\_\_\_\_ Contact No. \_\_\_\_\_

(For Office Only)

Head of Security: \_\_\_\_\_

Bus No: \_\_\_\_\_

Account's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Students seeking transport need to fill in the transport form available in school and submit to the Head of Security.**

S. No.	Reg. No.	Name of the Student	Grade/Sec	Bus No/Area	Remarks

## Appendix 2



### **METRO/ RTA BUS TRANSPORTATION PARENT/GUARDIAN CONSENT FORM**

I grant permission for my:

Child \_\_\_\_\_

Grade \_\_\_\_\_

to travel by Metro/ RTA bus from PEA school to \_\_\_\_\_

Parent name \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

**In granting permission, I expressly waive my claim for liability against the Governors, PEA including its employees and representatives and release them from liability in connection with this action. I assume full responsibility for my child.**