



SCHOOL TRANSPORTATION POLICY

Harvest Private School

Document Control

Item	Details
Policy Name	School Transportation Policy
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Approved By	School Principal
Prepared By	Health and Safety Officer
Applicable To	Students, Parents, Transportation Staff, Bus Supervisors, Drivers and School Employees

1. Introduction

Harvest Private School recognizes that safe and efficient transportation is an essential component of student welfare and educational access. The school is committed to providing and maintaining transportation services that prioritize student safety, security, wellbeing, and punctuality.

This policy establishes the requirements, responsibilities, and procedures necessary to ensure the safe transportation of students to and from school and during school-related activities.

2. Purpose

The purpose of this policy is to:

- Ensure the safety and wellbeing of students during transportation.
- Establish clear responsibilities for all parties involved.
- Promote safe transportation practices.



- Ensure compliance with UAE transportation regulations.
- Reduce transportation-related risks and incidents.
- Provide clear emergency response procedures.
- Maintain effective communication between parents, the school, and transportation providers.

3. Scope

This policy applies to:

- All students using school transportation.
- Parents and guardians.
- School administration.
- Transportation coordinators.
- Bus supervisors/attendants.
- Drivers.
- Transportation contractors.
- School staff involved in transportation management.

The policy applies to:

- Daily school transportation.
- School trips and excursions.
- Educational visits.
- Sporting events.
- Competitions and extracurricular activities.

4. Definitions

School Transportation

Any vehicle or transportation service arranged, contracted, or approved by the school.

Driver

An individual licensed and authorized to operate a school transportation vehicle.

Bus Supervisor

An individual responsible for supervising students during transportation.

Transportation Provider

The organization contracted to provide transportation services.

Emergency

Any event that threatens the safety, security, health, or wellbeing of passengers.

5. Legal and Regulatory Framework

The school transportation system shall comply with:

- UAE Federal Laws and Regulations.
- Ministry of Education Requirements.
- Emirates Transport Regulations.
- RAK DOK Standards.
- Traffic and Road Safety Regulations.
- Civil Defense Requirements.
- School Health and Safety Policies.

6. Policy Statement

Harvest Private School is committed to ensuring that all transportation services are safe, reliable, and appropriately supervised.

Student safety shall always take priority over operational convenience.

All transportation activities shall be conducted in accordance with applicable laws, safety standards, and school requirements.

7. Transportation Objectives

The school aims to:

- Maintain a safe transportation environment.
- Prevent transportation-related accidents and injuries.
- Ensure timely transportation services.
- Promote positive student behavior.
- Improve communication between stakeholders.
- Continuously monitor and improve transportation safety.

8. Roles and Responsibilities

School Principal

The Principal shall:

- Approve transportation procedures.
- Ensure adequate resources are available.
- Monitor transportation safety performance.
- Address serious transportation incidents.

Transportation Coordinator

The Transportation Coordinator shall:

- Manage transportation operations.
- Coordinate routes and schedules.
- Monitor transportation providers.
- Maintain transportation records.
- Investigate transportation concerns.

Health and Safety Officer

The Health and Safety Officer shall:

- Conduct transportation risk assessments.
- Monitor transportation safety compliance.
- Participate in transportation audits.
- Review transportation incidents.

Drivers

Drivers shall:

- Hold valid driving licenses.
- Comply with all traffic regulations.
- Conduct vehicle inspections.
- Drive safely and responsibly.
- Report defects immediately.
- Follow emergency procedures.

Bus Supervisors

Bus Supervisors shall:

- Supervise students throughout the journey.
- Maintain attendance records.
- Ensure safe boarding and disembarking.
- Report behavioral concerns.
- Support emergency response procedures.

Parents

Parents shall:

- Provide accurate contact information.
- Ensure students are ready at designated pickup points.
- Notify the school of transportation changes.
- Cooperate with transportation procedures.



Students

Students shall:

- Follow transportation rules.
- Remain seated while the vehicle is moving.
- Wear seat belts where provided.
- Respect drivers, supervisors, and fellow students.
- Avoid behavior that may create safety risks.

9. Transportation Safety Requirements

The school shall ensure:

- Vehicles are licensed and approved.
- Regular maintenance is conducted.
- Emergency equipment is available.
- First aid kits are provided.
- Fire extinguishers are installed.
- Seat belts are maintained where required.
- GPS tracking systems are operational where applicable.

10. Boarding and Disembarking Procedures

Students shall:

- Board and exit vehicles in an orderly manner.
- Follow supervisor instructions.
- Use designated pickup and drop-off points.
- Avoid running near vehicles.

Drivers shall not move vehicles until all students are safely seated.



11. Student Conduct During Transportation

Students are expected to:

- Remain seated.
- Keep aisles clear.
- Use appropriate language.
- Respect school property.
- Follow instructions from transportation staff.

The following behaviors are prohibited:

- Fighting.
- Bullying.
- Throwing objects.
- Distracting the driver.
- Vandalism.
- Unauthorized opening of doors or windows.

12. Transportation Risk Management

Risk assessments shall be conducted for:

- Daily transportation routes.
- School trips.
- Sporting events.
- Educational visits.
- Special transportation arrangements.

Assessments shall consider:

- Traffic conditions.
- Weather conditions.
- Student supervision.
- Vehicle suitability.
- Emergency preparedness.

13. Emergency Procedures

Emergency procedures shall be established for:

- Vehicle breakdowns.
- Traffic accidents.
- Medical emergencies.
- Fire incidents.
- Severe weather conditions.
- Security threats.

Drivers and supervisors shall receive appropriate emergency response training.

14. Accident and Incident Reporting

All transportation incidents shall:

- Be reported immediately.
- Be documented accurately.
- Be investigated appropriately.
- Be reviewed to identify corrective actions.

Parents shall be informed when incidents involve students.

15. Student Accountability

The school shall maintain:

- Transportation attendance records.
- Boarding and disembarking records.
- Emergency contact information.
- Route information.

Students shall be accounted for throughout transportation activities.

16. Transportation for Educational Visits and Events

Transportation used for school events shall:

- Be risk assessed.
- Meet safety requirements.
- Have adequate supervision.
- Include emergency contact arrangements.

17. Students of Determination

The school shall provide reasonable accommodations for Students of Determination, including:

- Accessible transportation arrangements.
- Additional supervision where necessary.
- Individual transportation support plans.
- Emergency evacuation considerations.

18. Training and Awareness

Transportation personnel shall receive training in:

- Road safety.
- Student supervision.
- Emergency response.
- First aid awareness.
- Child protection and safeguarding.
- Transportation procedures.

Students shall receive transportation safety awareness education periodically.



19. Communication

The school shall maintain effective communication with:

- Parents.
- Transportation providers.
- Drivers.
- Bus supervisors.
- Regulatory authorities.

Emergency contact procedures shall be regularly reviewed and updated.

20. Monitoring and Auditing

The school shall:

- Conduct transportation inspections.
- Monitor transportation performance.
- Review incident data.
- Conduct periodic audits.
- Evaluate contractor performance.

21. Non-Compliance

Failure to comply with this policy may result in:

- Corrective action.
- Suspension of transportation privileges.
- Disciplinary measures.
- Contractual action for service providers.

22. Continuous Improvement

The school is committed to:

- Reviewing transportation performance.
- Learning from incidents.
- Enhancing transportation safety measures.
- Implementing best practices.
- Seeking stakeholder feedback.

23. Related Policies

- Health and Safety Policy
- Educational Visits Policy
- Child Protection Policy
- Student Behavior Policy
- Emergency Management Policy
- Risk Management Policy
- Safeguarding Policy

24. References

- UAE Federal Traffic Laws
- Ministry of Education Regulations
- Emirates Transport Requirements
- RAK DOK Standards
- Civil Defense Regulations
- UAE School Transportation Guidelines



25. Contact Information

- **School:** Harvest Private School
- **Location:** Ras Al Khaimah, United Arab Emirates
- **General Email:** Harvestp.school@gmail.com
- **Telephone:** +971 7 235 5005
- **Responsible Department:** Health and Safety Department
- **Responsible Officer:** Health and Safety Officer
- **Emergency Services:**
 - Police: **999**
 - Ambulance: **998**
 - Civil Defence: **997**
 - Non-Emergency Police: **901**

For transportation-related concerns, incidents, complaints, or requests, parents and staff should contact the school through the official communication channels. Emergency situations shall be reported immediately to the appropriate emergency services and the school administration.

26. Conclusion

Harvest Private School is committed to maintaining safe, reliable, and well-managed transportation services for all students. The school recognizes that effective transportation safety requires cooperation between school leadership, transportation staff, drivers, bus supervisors, students, parents, and transportation service providers.

This policy provides a clear framework for managing transportation-related risks, ensuring appropriate student supervision, promoting safe transportation practices, responding effectively to emergencies, and maintaining compliance with applicable UAE requirements and school safety standards.

The policy shall be reviewed regularly and updated whenever there are changes in legislation, transportation arrangements, identified risks, or school procedures. Continuous monitoring, safety inspections, incident

review, staff training, stakeholder feedback, and corrective actions shall be used to strengthen transportation safety and support the health, safety, and wellbeing of all students.

Harvest Private School expects all individuals involved in student transportation to understand, follow, and actively support the requirements of this policy. The school will continue to promote a strong culture of transportation safety and will take appropriate action to address identified risks and areas for improvement.

27. Revision History

Version	Date of Issue	Review Date	Next Review Date	Updated By
1.0	August 2026	August 2027	August 2028	School Administration