



## Bus Safety Policy

### Policy statement

At Wales international School, we believe the safety of all children is paramount. We work in partnership with Hafilat and the parents' community to ensure all children travel safely on the bus to and from school.

### Purpose

The aim of this policy is to:

- Provide safe transportation for students
- Educate students on safety issues and the responsibilities of school bus travel

### Roles and responsibilities: senior management team

The senior management team will:

- Designate a person (Transport Officer) to coordinate school transport and provide the person's name and contact detail to the operators and parents

### Transport officer

The transport officer will:

- Contact parents when students are absent and did not ride the school bus.
- Provide operators with students' names and contact information of their parents, which can be used for an emergency.
- Provide adequate explanation to students on how to behave while waiting for and using the bus.
- Designate a qualified person to stay with students at school if the driver is unable to deliver the student to the guardian.
- Obtain an undertaking from parents to observe their responsibilities as prescribed in the attached form.

- Be aware of the “responsibilities” of school bus operators and make sure they are adhered to.
- Be aware of the “responsibilities of school bus drivers” and make sure they are adhered to.
- Ensure that a trained bus escort is on the bus with students at all times.
- Communicate clearly with parents about their responsibilities for encouraging safe bus travel.
- Listen to and act upon feedback received from stakeholders regarding safe bus travel .
- Monitor implementation of bus safety policy and procedures.
- Ensure that the bus safety rules are displayed on the bus .

### **Teachers**

All teachers will:

- Provide training for students in :
  - Appropriate conduct while on bus
  - The danger zones surrounding a school
  - Procedure for safely boarding and leaving the bus
  - school bus evacuation and other emergency procedures
- Notify the bus escort monitor if regular arrangements are altered.
- Escort children safely to the bus assembly point at the conclusion of the school day
- Report any cause for concern with bus travel to Transport Officer
- Be on time and fulfill duty responsibilities before and after school

### **Students**

Students are expected to:

- Listen to and follow the instructions of the bus escort
- Follow the bus safety rules that are displayed on the bus and that the teacher discussed with them.
- Sit in their seats with their seatbelt fastened.

## **Bus Escorts**

Bus escorts are expected to:

- Escort children safely to and from the bus at both home and school.
- Take a register of all children travelling on bus both to and from school.
- Communicate clearly with the bus driver when all student are present and the bus can safely depart.
- Report any safety concerns regarding the bus or the driver to their employer and to the Transport Office
- Ensure a safe handover to teacher on duty on arrival.
- In the event of an emergency, the bus escort will inform the Transport Officer of the situations.

## **Parents**

Parents are expected to:

- Have children outside their homes 5 minutes prior to the arrival of the bus and be waiting 5 minutes before anticipated arrival at the end of the day to collect child off bus
- Support safe bus riding practices and recognize that students are responsible for their actions
- Communicate safety concerns to the school Transport Office
- Have a plan in case the bus is late
- Be aware that children will be returned to school if not met by parents and guardians and parents will have to collect them from the school.

## **Bus drivers**

All school bus drivers shall observe the following:

- Perform daily inspection of buses before driving including lights, tires, body, and seats, and make a report of any defects to the operator.
- Ensure that no students are left on board at the final destination point and display the “No students On Board” sign at the rear of the bus.
- Do not allow students to stand in the bus during the journey and inform the operator of any violation by students.

- Ensure the availability of first aid suppliers and fire extinguishers in the bus.
- Before starting a journey, ensure that entrances, exits and aisles of the bus, including emergency exits, are not obstructed in any way.
  
- Prepare the bus so that it is ready to receive passengers. This includes cleaning and ensuring the temperature inside the bus is between 24-21 degrees Celsius.
- Do not exceed the maximum speed limit, and should not exceed 80km/h at any time regardless of posted speed limit.
- Use the stop arm and warning lights when students are crossing the road.
- Do not allow any students to depart from the bus except at the stop designated for that student unless having written instructions from school.
- Maintain professional appearance and wear assigned uniform while on duty.
- Present school bus driver permit to authorized inspectors upon request.
- Refrain from eating, drinking, and using telephone while bus is moving.

Do not smoke or allow others to smoke on bus.

#### **Policy Review**

This policy statement will be reviewed and updated on December 2018 and on a regular basis.