



We Instill Today ..  
You Reap Tomorrow..

# GHERAS INTERNATIONAL SCHOOL

## GIS Transportation Policy

### 2022 - 2023





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## GIS TRANSPORTATION POLICY

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## Transportation Policy

The school bus is designed and equipped with seats to seat a specified number of students, in addition to the driver and supervisor. It is used by the school to provide transportation services required for students following the policies followed by the school.

### Students getting on and off School Bus:

- Parents shall be notified of student pick-up times, and bus stops at the beginning of the school year.
- Students shall be at their school bus stop five (5) minutes before the bus arrives.
- If the student is not ready and present at the specified place, the bus will proceed to the next station.
- Students shall be supervised when getting on and off the school bus.
- Unauthorized persons shall not be allowed to enter the bus.

### Bus Stop Protocol

- Students are expected to behave safely and orderly at designated school bus stops.
- Students shall not approach the bus until the bus has completely stopped and the doors open.
- Students shall wait in a safe area away from the public road.

### **1. Student Safety When Coming to School and Returning Home:**

#### Changing the Bus Route

- The bus driver shall not be authorized to make any alterations or changes to the bus route.
- Any shift from parents or school administration shall be informed to the school bus supervisor.
- Students are not allowed to leave the bus but go to the place specified for them except with a note signed by the parents and school administration.



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## **2. Rules of conduct and discipline for using the school bus:**

All students – as not to lose their right to use the school bus - shall abide by the following rules:

- Students shall be polite, respectful and follow the instructions of the driver and bus supervisor.
- Students shall stay in their seats at all times.
- No eating and drinking during the daily bus tours except for medical emergencies.
- Students are not allowed to bring any dangerous, expensive or heavy objects (Examples: skates, weapons, glass, matches, lighters, etc.).
- Using windows or emergency doors is not permitted.
- Heads and hands shall be kept inside the bus at all times
- Aisles and exit points shall be kept clear.
- Students shall be calm inside the bus and not use inappropriate words or moving from the seats while the bus is moving.
- Any vandalism is absolutely not allowed.
- Students shall not throw any objects inside or outside the bus.
- Pets are not allowed on the bus.

## **Roles and Responsibilities:**

### **1. Bus Driver and Bus attendant Role:**

The bus driver is the person directly concerned with the safety of students when coming to school and returning home daily. Therefore, the bus driver shall possess a set of qualifications, training and practices, including:

- The bus driver shall check the school bus daily to ensure its safety.
- The bus driver shall drive the school bus safely in all weather, traffic and road conditions.
- The bus driver shall take students on time and from the places assigned to them and practice driving in a safe and protective manner.
- The bus attendant shall maintain safety and a positive atmosphere in the bus.
- The bus driver shall drop off students only in their designated areas.



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## 2. Parent's Role:

### Parents shall abide by the following rules:

- Parents shall prepare their children before the scheduled time for the bus to stop so the bus can reach the school on time.
- If the child does not join the bus on that day, the parents shall report this on the bus supervisor's phone.
- The bus driver shall not be allowed to make any sound to inform you that the bus has arrived home and not to disturb the neighbours who are affected by hearing the sounds for one reason or another.
- When the child reaches home, the parents or someone authorized to receive the student shall be present to ensure that the student arrives home safely; if the recipient is another person such as grandparents, friends or neighbours, the school shall be informed of that.
- The child will be returned to school if the parents or authorized person is not present at home.
- Except in unforeseen or exceptional circumstances, students will be taken from home and returned at the same time daily.
- The bus will not leave your child's stopping point before the time specified for it when loading or unloading the school bus.