School Bus Policy 2025/26

Introduction

Safety is the prime concern, therefore every precaution is taken to make sure each student and staff arrive at their destination safely; this can only be accomplished with the cooperation of students, staff, parents and driver.

The Gulf English School provides school transport for a limited number of students using school buses. Provision is granted based upon a number of factors such as application, payment, siblings, location and availability per academic year. Parents can acquire information from the Admissions Team.

Bus Fee Policy

Bus service is optional for students and is based on availability of the bus seats and location of the collection and drop off. Once the student has secured a place on a school bus, the bus fee must be settled.

Round trip Fees 7000 Qr. per year

Fees are paid over three installments along with the School's fees.

Bus Fleet – Gulf English School

The Gulf English School operates a fleet of air-conditioned school buses dedicated to the safe and comfortable transportation of our students. Each bus is staffed with a well-trained driver and a bus attendant who ensures student safety and discipline during transit.

A bus attendant is always present on board to assist and monitor students, while an external bus supervisor oversees the entire boarding and disembarking process outside the buses to ensure maximum safety and efficiency.

Responsibilities of the External Bus Supervisor

The external bus supervisor plays a crucial role in organizing and supervising student movement during school arrival and dismissal times. Key responsibilities include:

1. **Safe Stopping Procedures**
   Ensure that each bus stops alongside the correct sidewalk, avoiding stops in the middle of the road, to maintain student safety during boarding and disembarking.
2. **Traffic Flow Management**
   Prevent any space between the bus and the school entrance that could allow a car to pass through, minimizing risks of accidents.
3. **Student Boarding & Disembarking**
   Ensure buses remain stationary until all students have safely boarded or disembarked.
4. **Student Monitoring & Support**
   Supervise student movement during arrival and dismissal and provide assistance to young children as they board or leave the buses.
5. **Attendance & Statistics**
   Maintain accurate records of students boarding and disembarking daily, both during arrival at and departure from school.
6. **Student Movement Safety**
   Ensure that students do not walk in front of the bus when getting on or off. Students must always pass behind the bus. Additionally, confirm that drivers do not reverse the bus at any time when students are nearby.

Bus Rules and Regulations

The behavioural expectations and rules that apply during school hours also apply on the school bus. However, because of a strong concern for safety a special code of conduct has been established.

1. Bus Attendants are responsible for monitoring and organizing the process of boarding and disembarking students from buses.

2. Bus drivers ensure that no space is left for any car to pass between the bus and the school door.
3. Bus attendant should monitor the students and help the children get home
4. Bus attendant are ensuring that students do not pass in front of the bus when getting on and off it and passing from behind it and making sure that the bus driver does not go backwards at all
5. Students unaccounted for must be reported to the Head of School.
6. The bus will not leave until all students are accounted for.
7. All Bus Drivers and Bus Assistants must wear a school ID badge with their name and photograph clearly displayed.
8. Bus Attendants should keep Bus Register in the morning and afternoon.
9. Bus Assistants must ensure that all students are safely seated; their seat belt fastened, and their bags are safely placed before the journey begins.
10. All windows and doors must remain closed throughout the journey.
11. Students must not stand up while the bus is moving.
12. Students must be respectful and listen to the Bus Assistant.
13. Students may drink water on the bus.
14. The Bus Assistants will monitor students' behaviour at all times. Dangerous behaviours must be reported to the Head of School.
15. The Bus Assistant must ensure that the student is safely in their home before the bus leaves.
16. The Bus Driver is not responsible for the students and is not allowed to discipline the students. He must be allowed to concentrate and to drive the school bus safely.
17. The Bus Driver and Assistants must ensure that their mobile phones are sufficiently changed and that they remain switched on during the day.
18. The Bus driver must not stop at any shops. Unless it is an emergency.
19. The Bus Assistants must answer their phone while on duty.
20. A First Aid Kit must be available on the bus and the bus must be check and replenished by the School Nurse on a regular basis.
21. All Bus Assistants must receive basic First Aid training.
22. All buses must be thoroughly check at the end of any journey to ensure that no students are left on the bus.
23. Students must not be placed on another bus or list unless approved by HR.
24. The Bus Driver must follow Qatar's traffic laws for all roads.
25. The Bus Driver will always ensure that students get on and off the bus on the pavement closes to the building.
26. The Bus Assistant will supervise and assist the students and will escort them onto the school premises in a safe manner.

Consequences of non-compliance

Failure the act in an appropriate and safe manner such as remaining seated, damage, wearing seatbelts and following order of emergency will be subject to the following steps:

- Contact parent informing them of any incident.
- Suspension of seat reservation.
- Loss of seat on the school bus for the remainder of the academic year.
- Parent billed for any damage repair or replacement of items where the students is as fault.

Special Consideration and Change of Circumstances

There are occasions when changes to arrangements need to be made. If there are such incidents GES will contact and inform parents. It is the parents responsibility to inform the school of any changes such as, moving house. Any changes must be brought to HR each day.

Students must:

- Be at the pick-up location on time.
- If a student misses the bus, the parent must provide transportation to school.
- Sit on the bus with their seat belt fastened for the duration of the journey.
- Not distract the driver.
- Listen and follow instructions before, during and after the bus journey.
- Follow all instruction in an emergency.

After School Drop-off:

- Drivers and Assistants reserve the right **not** to drop off any students at an empty house, parents must ensure an adult is available to be a responsible adult.

Seen and Acknowledged by the parents:

Name : _____

Signature: _____