



## School Bus Service Policy

### AI Madina International Kindergarten

#### Objective

AI Madina International Kindergarten has adopted rules and regulations to assist students in understanding their responsibilities while riding buses to and from school and while on field trips.

#### General Guidelines

- A written note or a phone call should be made before 9.30 am to the office by the Parent/Guardian of the bus rider when a student's usual travel arrangements are altered, we do not accept however changes to route.
- In the event of moving house the parent must check with the school if the new house location would become under the school transport area.
- Any student behavior that affects the safety of other children or the bus driver will not be tolerated.
- If the behavior is a violation of the school policy, the proper authorities shall be notified and all riding privileges for the student shall be suspended.
- If a student performs an act jeopardizing the safe operation of the bus and/or endangers the safety of others on the bus, the head of the school may suspend the student from riding the bus the next morning.
- The parent(s) will be notified by the social Worker of this action on the same day. A written report shall also be completed and filed properly. Riding privileges shall not be reinstated until a meeting is held with the driver, parent(s), student, and school Social Worker.

## **Student Expectations**

- Students must wait at the bus waiting area with a supervisor until instructed to board.
- No student is to board or leave a bus while it is in motion.
- Students must board or leave the bus in a quiet orderly manner.
- Students allocated a seat must remain seated for the whole of the journey.
- No student should, under any circumstances, have any part of his/her body sticking out of the bus or throw any object within or from a bus.
- Mischievous conduct or any action which may distract the driver is not allowed.
- No food or drink is to be consumed on school buses.
- Students must not talk to the driver while the bus is in motion.

## **Basis of Discretion**

- Bus monitors are appointed to liaise with the school bus driver and School Bus Coordinator.
- A daily record of bus attendees is maintained by the bus monitors in liaison with the bus coordinator.
- The bus driver has instructions **not to wait more than three to five minutes** past the agreed pick up time. If a student is not ready the bus will leave and transportation to the school then becomes the parents' responsibility.
- Drivers will not drop off children to empty houses or to a place where there are no adults to take over the child. Therefore the parents should make sure that there is an adult person at home to receive the child.
- Any special circumstances will be handled by the coordinator in consultation with the Principal.

### **Our Vision**

**To become the leading school of choice within Qatar, producing responsible and productive citizens for the betterment of society as a whole.**

رؤيتنا  
أن نصبح مدرسة رائدة مختارة في قطر، تنتج أفراداً مسؤولين و منتجين من أجل صالح المجتمع ككل.