



El Alsson

British & American International School

Developing Successful 21st Century Citizens

El Alsson Transport Policy

El Alsson School is committed to providing a bus service that ensures your child is transported to and from school safely and securely.

In order to best ensure the safety of all students and staff who utilize our transportation services, we are committed to the following:

- a) All school buses have fitted seat belts.
- b) All bus drivers have had Criminal record enhanced disclosure checks.
- c) All bus drivers have been cleared for Drugs by official testing labs and are tested regularly.
- d) All school buses will have the same school bus driver every day, a new bus driver will only be allocated in the event of absence or personal circumstances.
- e) Buses receive safety checks on a monthly basis by the school using a safety checklist. The Operations Manager is responsible for this.
- f) Under no circumstances is a school driver allowed to leave the bus unless there is an accident whereupon the bus emergency procedures protocol will be followed.
- g) The school reserves the right to cancel/delay the bus service due to weather conditions which may affect the safety of the journey, e.g. fog, rain... In the event of delay the matron will make contact with the parents of the bus concerned.

The following processes and procedures are in place to ensure an efficient bus service and the safety of all children and staff.

Pick-Up / Drop-off Guidelines

Morning Pick-up: All students are expected to be waiting for the bus at the assigned place and time. The bus will wait no more than 2 minutes up to two times a month for any student who is normally on time.

The Operations Manager will contact the parents of any child who is regularly late for pick up. In the event a child misses his/her bus, it is the parents' responsibility to transport the child to school.

Afternoon Drop-off: In the event of the guardian or parent not being at the drop off location on time, the bus will wait for 2 minutes and thereafter continue on with route with the student onboard until contact can be made with the guardian and parent. Under no circumstances will the bus matron leave a child at the designated location if the parent/guardian is not there to receive him/her.

In the unlikely event that contact has not been made with the guardian or parent the student will be dropped off to our main office in Sahafayeen at iLi off Ahmed Orabi Street where he/she will be supervised by our staff there until he/she is picked up by the parent or guardian.

Bus Departures at End of School Day:

All students are expected to move to their bus promptly at the end of the day. Buses leave the school grounds at 3:10pm.

The information below outlines our policies and procedures in the event that a student misses his/her bus home at the end of the day:

Buses will not leave without all students from FS1 - Y7 / PS - G6, unless the child is absent from school or parents have informed us (using the correct procedure) that their child will not be taking the bus home.

For students G7/Y8 and above, the following applies in the event a student misses his/her bus:

1. Student is directed to the security manager. The security manager calls a parent of the student informing him/her that the child has missed the bus.
2. If possible, the student will be put on another bus and dropped at a drop-off point agreed with the parent via phone-call.
3. In the event that there are no remaining 3:10 buses going to a suitable drop-off location, the student will be put on a late bus, leaving school at 4:45, to an agreed drop-off point.
4. Parents at any point may propose to alternative arrangements including:
 - 1 allowing the child to go home with a colleague, in which case the Head of Security will contact a parent of the colleague to confirm the arrangement
 - 2 allowing the child to take an Uber home. Parents are advised that once the child leaves school he/she is not longer the responsibility of the school
 - 3 Request that the child remain at school until a parent or designated driver collects him/her.

In the event that a child remains at school to take a late bus or wait to be collected, he/she will be supervised by security. If the student is female, a matron will also be assigned to stay with the child.

In the event that the security manager cannot reach parents, he will attempt to contact the child's emergency contact. The child will not be permitted to leave campus until a parent or emergency contact is reached by phone.

Parents are advised that the security manager is concerned foremost with the safety and security of your child. Should any parent have concerns or wish to discuss a matter related to bus transport, he/she

should contact the Operations Manager via phone or email at school the next day.

Alternative Bus Arrangements

We expect that students and staff who travel by bus maintain their bus arrangement for the duration of an academic year. We understand, however, that situations may occasionally arise which require alternative arrangements.

Permanent Bus Arrangement Change Request

Any request to change bus arrangements or requirements for the long term (such as due to a move of residence) must be made directly to the Operations Manager via email or written note. Verbal instruction and queries will not be accepted.

The school will make efforts to accommodate permanent changes, however will do so only if existing bus routes and seats can accommodate the change.

One-Time Bus Arrangement Change Request

A student or staff one-time bus arrangement may only be changed in specific exceptional circumstances. Any request to change bus arrangements must be made directly to the Operations Manager via email or written note. Please note the reason must be stated. Verbal instruction and queries will not be accepted. Same-day requests will only be considered provided they are received before 12:30pm (Early Years buses) or 1:30pm (all grades/years above Y1). Please note that such changes are not regular occurrences and repeated requests for the same one-time change will be denied.

Parents/Guardians will be notified if a one-time bus change is not possible and provided the opportunity to arrange to collect their child from school. Parents must make themselves available to be contacted during the day or phone in to check before the appointed times listed above. They must not assume permission will automatically be given as there may be no places or the reason not deemed an emergency.

Please note that 'exceptional circumstances' include, but are not limited to:

- A death or serious illness/hospitalization of an immediate family member which necessitates a child be dropped off in the care of another family member not at their usual residence
- Parental/Guardian documented travel which necessitates the child be, for a short period, in the care of another adult at a different residence
- Other reasons as deemed exceptional by the Operations Manager and/or school administration

The following reasons for bus-changes will not be accepted:

- Student going to the home of a friend or family member (except in exceptional circumstances listed above)
- Student traveling to sports training, extra lessons, doing joint projects or such other activity not deemed as emergencies

Student Absence / Not Travelling by Bus in Morning

In the event a child is not attending school, or is traveling to school by alternative means on any given morning, parents/guardian are expected to inform the bus matron via phone in advance of the child's pick up time.

Request to Collect Bus-Child by Car

In the event a parent/guardian wishes to collect a student who normally travels by bus from school by their own transportation, this request must be made in writing to the Operations Manager as per bus-change requests above. In the event a bus-child is being collected by car, parents are advised to ensure they arrange for the child be collected from the normal car pick-up point in the Primary School.

- 1- Only senior school students have permission to leave school by car without notifying the bus dept. in advance. The bus driver will leave if they are not on the bus at the designated leaving time, the same as if they have missed the bus. If you do not wish your senior school child to have this arrangement, please let administration know.

Early Years Buses (FS1-Y1)

For Early Years Students in FS1/2 or Y1: We try to allocate dedicated Early Years buses for most destinations in Cairo, however, in the event the school is unable to provide a dedicated EY bus to a child's location, the child will travel by Primary/Secondary school bus, should one be available.

Any EY child who travels by Primary/Secondary Bus at 3:10, will be provided with after-school care under the supervision of the EY academic department.

Bus Requests from Car Students

Students who normally travel to school by car are not permitted to use the school bus. Car students who require a late bus for afterschool activities may sign up for one using the appropriate procedures (see below).

Afterschool Late/Activities Buses

The school runs late/activity buses at an added daily fee, to support extracurricular activities and other school events. Late buses depart school at 4:45pm and drop students off at drop-off points. In the event a child requires a late bus, he/she must follow the appropriate Primary/Secondary procedures for a late bus, which require sign-up at least 1 day in advance. Parents are advised to consult the relevant Reception for further information and associated costs.

Belongings on Buses

Students are responsible for their own belongings while on the bus. Students may not leave items on the bus in the care of the driver/matron. Any items found on the bus at the end of a run will be put in the appropriate school Lost and Found.

El Alsson's School Transport Code of Conduct

In signing up for your child to travel to/from school by bus, parents/guardians are agreeing to our Transport Code of Conduct which includes the following commitments:

- 1- I will ensure that my child is ready for the school bus prior to the time allocated and, if appropriate, my child will be waiting outside and ready to board as soon as the school bus arrives.
- 2- I will ensure that my child use the bus only on the journeys specified on his/her Transportation Form. I will follow the appropriate protocol (see above) should a change to these arrangements be necessary. Any changes to my child's journey will be made via the Operations Manager, and not the matron or bus driver.
- 3- I will inform the school if my child is not travelling on any of the days specified.
- 4- I will ensure my child understands how to behave on and around vehicles for his and others' safety.
- 5- I will ensure my child understands the importance of wearing seat belts.
- 6- I will ensure my child applies the Bus Rules (see below)
- 7- I will ensure my child respects the matron and driver in accordance with the Bus Rules
- 8- In the event the bus is unable to reach the students residence e.g. One way street, narrow street...etc., I understand that I may be required to meet at another location nearby to ease the route of transport.
- 9- I understand that the school bus matron will not escort my child from the school bus to the door.
- 10- I understand that should my child not abide by the bus rules that the school's Code of Conduct will apply and that my child may be removed from the bus temporarily or permanently.

BUS RULES For Students

The following rules are posted in each school bus. Students are expected to abide by these rules at all time while on school buses. All students and staff are assigned a designated seat on the bus. Seat changes are made only at the discretion of the assigned bus matron.

We do arrive promptly for the bus in the morning and the afternoon. We don't arrive late for the buses (as this is impolite and delays everybody).

We do sit properly in our seats at all times, wearing our seat belt. We don't kneel up on seats, face backwards, stand up or move around when the bus is in motion (all dangerous as an accident could occur if the bus stops suddenly).

We don't eat on the bus (choking hazard if the bus stops suddenly or goes over a bump).

We do keep our hands and feet to ourselves and inside the bus. We don't put our hands, heads or feet out of the bus windows (this is dangerous).

We do keep our voices down. We don't use loud voices (as this is dangerous as this can distract the driver and cause an accident).

We do read, play electronic games or listen to music quietly. We don't use pens/ pencils or other sharp objects on the bus (this is dangerous and can result in an accident).

We do enjoy our bus ride and ensure everybody else does too. We don't annoy or upset other students verbally or physically (as this is bullying and unacceptable).

We do follow instructions and speak respectfully to all members of staff at all times. We don't disobey or speak disrespectfully to adults.

We do follow the rules. We don't break the rules.

**Rewards and sanctions will be applied as per
The Behaviour Policy / Code of Conduct**

Bus Guidelines for School Staff

El Alsson School is committed to providing a reasonable transportation service to school staff.

A staff-member's transportation needs are determined at the start of an academic year based on his/her place of residence. In the event a member of staff changes place of residence, efforts will be made to accommodate this move, provided it is possible within existing bus routes/bus loads.

School days:

1. Each bus user has only one designated seat to and from school. Staff are expected to sit in their assigned seat.
2. If a student or a staff member is absent and you would like to take their place for the day, please check with the matron before changing your seat, she might have other arrangements.
3. If a bus user needs to change bus for any reason she/he should send an email to the Operations manager Ahmed Mattar amattar@alsson.com or call extension 116 to check if it is possible.
4. If a staff car user needs to use the bus for any reason she/he should send an email or call 116 and will try to sort out arrangements/ check availability according to destination.
5. If a staff member is a car user and a parent that needs her/his kids to use the bus for any reason she/he should send an email or call the operations manager on 116 and permission will be given according to availability.
6. If a staff member is a both car and bus user travel days should be arranged directly with the matron so they know when to stop for you.
7. Staff members are kindly requested to follow and apply the bus rules and be good role models to the students.
8. Staff members are kindly requested to support the matrons and drivers when needed.
9. Staff members are kindly requested not to ask the matron or the driver to change routes or delay departure or arrival of the bus.
10. If a staff member has a better suggested route kindly notify the Operations manager and Bus controllers to review it and they will do their best to implement it if appropriate.
11. Staff members that live in two destinations will need to notify the bus dept. from day one as to which buses they are going to ride on frequently and which days on the other bus.
In the event of us not being able to provide a bus to your location or nearest location, staff members are kindly requested to notify us and we will permit the use of multiple bus use and try to accommodate half way pick up or drop offs to your nearest location.
12. If a Staff member encounters any sort of issue on the bus, be it a student, matron, driver maintenance, etc. kindly direct them to the operations manager via email or phone and the operations manager will direct it to the concerned department or manager.
13. Please do not leave personal belongings on the bus, even in the care of the matron, they are assigned to other roles during the day and the school will not be held responsible for loss or damage.

Holidays:

1. During holidays as we cannot run the whole fleet, so pick up and drop off points are allocated according to locations cited on the booking forms for buses booked for training/ events. Again we appreciate feedback to best accommodate location or routes.

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Update: Annually