



أكاديمية الشيخ زايد الخاصة للبنات  
THE SHEIKH ZAYED PRIVATE ACADEMY FOR GIRLS

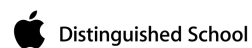
# SZPAG BUS SERVICE



## Bus Service Handbook

Managed by:

**ALAIN**  
EDUCATION



**Dear Parents/Guardians,**

We are excited to share the details of our school bus service for the upcoming school year. Ensuring a smooth and safe experience for all students is our top priority. This document provides essential information about our school bus services, including safety guidelines, contact information, and important procedures to follow. Please review this information carefully to help us maintain a safe and efficient transportation system for all students.

## **SERVICE OVERVIEW**

The school offers bus transportation services to students from Monday to Friday within Abu Dhabi Island only. Complying with the Integrated Transport Centre and ADEK regulations, under normal conditions, student bus routes shall not exceed 60 minutes from the starting point to the final destination.

The approved school bus fee is AED 5,000 for the entire academic year, covering a seat reservation regardless of usage period, duration, or the number of trips taken.

## **REGISTRATION PROCESS**

Parents must fill out and sign the Bus Registration Form and Parent Undertaking Form. The bus coordinator will then contact parents to confirm service availability and request payment of bus fees. Once payment is made, the bus service provider will need 48 hours to update student information in the Salama System before the student can start using the bus service.

## **ADDRESS CHANGES AND SERVICE AVAILABILITY**

In case of an address change that falls outside the current bus route or increases travel times contrary to the school transportation rules, or if no seats are available in another bus within the new route, the school reserves the right to suspend the bus service. Refunds will be processed according to the ADEK / School refund policy.

# PARENTAL RESPONSIBILITIES FOR SCHOOL BUS SAFETY

## 1. BEFORE THE BUS ARRIVES:

- Ensure your child is at the designated pick-up point at least five minutes before the scheduled time
- Help your child get on the bus

## 2. COMMUNICATION AND SUPERVISION:

- Always be ready to receive calls from the school
- Ensure there is someone to receive your child (under age 11) from the bus when they return from school
- Ensure the school always has your most up-to-date contact information.
- Pick up students from school if they are returned due to no one being available to receive them at the designated bus stop/drop-off point

## 3. TRANSPORT FOR STUDENTS OF DETERMINATION

- The school is committed to providing safe and inclusive transportation. Parents are required to contact the school in advance to discuss any specific accommodation required.

## 4. MEDICAL NEEDS:

- Parents are required to inform the school of any medical conditions that may affect their child's bus travel, to ensure the safety and preparedness of the transport team.

## 5. SAFETY AND REPORTING:

- Report any unsafe conditions related to school bus transportation, the driver or the bus supervisor to school management

## 6. EDUCATING YOUR CHILDREN:

Teach your children about safety during the school bus journey, including:

- Reaching the assigned bus stop/pick-up point on time
- Behaving safely and responsibly
- Remain seated on the bus until the destination is reached
- Fasten seat belts during the journey
- Refraining from misbehavior

## 7. DISCIPLINARY MEASURES

The school reserves the right to ban a child from using the school transport service if:

1. The child repeatedly violates safety regulations or endangers themselves or others on the bus
2. The child continues to misbehave or participate in inappropriate or aggressive behavior after receiving three notices of misconduct in one academic year

# SCHOOL BUS SAFETY GUIDELINES FOR BUS STUDENTS

## 1. BOARDING THE BUS:

- Do not run toward the bus
- Wait for the school bus to come to a complete stop
- Wait for a signal from the bus supervisor before boarding the bus

## 2. ON THE BUS:

- Sit in your assigned seat and fasten your seatbelt
- Stay seated while the bus is moving
- Do not eat or drink on the bus
- Keep the bus clean and maintain quiet
- Keep the aisle clear
- Do not throw objects inside or outside of the bus
- Do not use sharp equipment or pencils

## 3. INSTRUCTIONS AND CONDUCT:

- Follow the instructions of the bus supervisor
- Do not tamper with health and safety equipment on the bus

## 4. BAD WEATHER PROTOCOL:

- In case of bad weather, the school bus will not operate. Parents will be notified via SMS or call.



# EMERGENCY PROCEDURES

- In the event of an accident or emergency to the school bus, the school will immediately inform parents and relevant authorities
- In case of bad weather, the school bus will not operate. Parents will be notified via SMS or call.

# CONTACT INFORMATION

## TRANSPORTATION COORDINATOR:

- **Name:** Magdi Elwasseif
- **Phone:** 02 203 3314
- **Email:** [Magdi.Elwasseif@zayedacademyboys.ae](mailto:Magdi.Elwasseif@zayedacademyboys.ae)

## FEEDBACK AND SUGGESTIONS

We value your feedback, Please send any comments or suggestions regarding the bus service to [Magdi.Elwasseif@zayedacademyboys.ae](mailto:Magdi.Elwasseif@zayedacademyboys.ae) or contact the school reception.

