



School Bus Service Request Form

To register your interest in the school bus service, please complete and sign this form and submit to: bisadbus@shanawazgroup.com

Shanawaz office use only

Approved:

Date:

Family Name			
Start Date			
Student 1 Name		Class/Form	
Student 2 Name		Class/Form	
Student 3 Name		Class/Form	
Student 4 Name		Class/Form	
Student 5 Name		Class/Form	
Student 6 Name		Class/Form	

Home Location*	GPS location
Nearest landmark	

I require a Single pick-up only drop off only Return journey

Parent/guardian name	Phone
Email address	

Other approved guardian/driver	Phone
Email address	

Emergency Contact 1	Phone
Emergency Contact 2	Phone

Will you be providing a booster seat? Yes No (Size of seat should not exceed 410mm wide x 410mm deep)

Does your child have a place at the school? Yes No

I hereby acknowledge that I have read, understood, accept and will abide by the rules for the safe use of the British International School Bus Service. Please note that our finance department will require one full month's notice in writing to cancel your bus place. Late cancellation notice will still incur a charge of one month.

Name of Parent or Guardian	
Signature	Date

* Please note that drop off/pick up timings maybe subject to changes due to addition/removal of students to the school bus service and whilst we aim to offer a 'door-to-door' service, in some areas this will not be possible.



Bus Rules Agreement

Our expectations:

1. Be polite and well mannered at all times
2. Always think of others and be helpful
3. Be safe, stay safe and keep others safe
4. Show respect and act responsibly
5. Be on time please!

All of our buses have full CCTV coverage therefore behaviour will be closely monitored and any misbehaviour will be reported to the school management.

On school buses:

- We speak in a quiet voice and with respect to fellow students and adults;
- We use earphones when listening to music;
- We always stay in our seats with our belt fastened;
- If we drink water or eat food we will throw away all of the rubbish and will refrain from making a mess on the bus;
- we always behave well so that we stay happy and safe;
- we always listen to the support assistants and driver and follow their instructions;
- we walk to and from the bus thinking about keeping safe.

Using school buses safely:

1. Students sit as quickly as possible upon entering the bus on the assigned seat. Students are not to stand or move from place to place while the bus is in motion.
2. Safety belts are worn at all times on the bus by all passengers. The Support Assistants will notify passengers every time they board the bus that they must wear their seats belts and signs will be prominently displayed.
3. Should the Students require an age appropriate booster seat this must be provided by parents under the UAE guidelines.
4. Windows and doors are to be opened or closed only with the permission of the Support Assistants. If allowed, windows should only be opened to the indicated safety line.
5. Indecent conduct or loud, disruptive or profane language will not be permitted.
6. Play fighting and/or rough play is not permitted at any times.
7. All parts of the student's body shall remain inside the bus at all times.
8. No-one is to behave in any manner, which infringes upon the rights or well being of any other passengers or students. This would include any form or type of bullying.
9. No-one is to behave in any manner, which distracts the driver and/or makes the bus journey unsafe.
10. Malicious damage or vandalism will be paid for by the offender(s).
11. BIS Abu Dhabi does not tolerate or permit any alcoholic drinks, tobacco, substances or potentially harmful devices (matches, lighters, pen knives) to be carried in the school bus. Passengers who do so will permanently be excluded from the bus service and potentially from school.

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Bus Rules Agreement

12. Bags and sports equipment must be stored safely under the seat. Items are not left in the aisle.
13. No student is to enter or leave the bus until it has come to a complete stop. Students may enter or leave the bus only with support assistant permission. Students are only allowed to leave buses at their designated bus stop.
14. Students up to Year 6 must be met at the point of drop off point by a responsible and designated adult. If no-one is waiting for the student and the parents cannot be quickly contacted, the bus will return the student to school. Parents will have to then collect them from school. It is a parental responsibility to ensure an approved adult is there to meet the students at the drop off point. Student in Year 7 onwards may wait at collection/drop off points alone.
15. The school does not have any responsibility for students once they have left the school bus at the designated drop point.
16. Pets and other animals are not allowed on the school bus under any circumstances.
17. Students are to travel only on their own assigned school bus. Permission to travel on another bus can only be granted if submitted in writing to Martyn Theobald for approval. Request should be within a minimum of 24hrs to ensure all relevant parties are suitably informed of any changes. NO non bus children are allowed to travel on the bus at any time.
18. Any student who travels on the bus must adhere to school behavioural policy as they would at school. The privilege of riding the school bus may be denied to any student who does not conduct himself/herself in a safe and orderly fashion. Passengers who do not adhere to the policy will permanently be excluded from the bus service and potentially from school.
19. It is also school policy that students who have a fever measuring 37.7 and above, are vomiting or diagnosed as clinically unwell by our school nursing team will not, under any circumstances be permitted to travel home by school bus. They are required to be collected by a parent or guardian. This policy must be adhered to under all circumstances.

Tracking students on and off the buses

1. Students may only join the bus service or change routes on a Sunday
2. As per the Bus Service Agreement, students may only change their travel plan if the request is received and authorised in writing in advance
3. We will send a weekly update at 9.00am Thursday to the Heads of Schools to show all bus service users for the week ahead
4. A bus list for each class is displayed in every classroom
5. Students make their way to the 'Bus Shed' at the end of every day. FS 1 to Year 2 students are accompanied by a Support Assistant or Teaching Learning Assistant
7. Security guards must monitor the car park while students get on board
8. When the last student leaves the bus, the driver will check the bus and then display the 'Bus cleared' sign to ensure all students have departed
9. Registers are maintained daily and submitted for checking.

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Bus Rules Agreement

Breakdown and Emergency Situations

1. Remain in the bus in the case of road emergency, unless directed to do otherwise by the bus driver and/or support assistants.
2. If passengers need to leave the bus, the bus the driver/ support assistants will find the safest place away from the traffic and other dangers
3. The driver will contact the police and emergency services as appropriate. Students would not normally be expected to do this.
4. The support assistants will contact the Operations Manager - Martyn Theobald and inform him of the situation, he will then take the necessary steps to inform all relevant parties.

Parental responsibility and behaviour

As the parent / guardian of the registered pupil / pupils on the bus you are responsible for their behaviour on the bus and will be called upon to support at home if needed should your child / children be reported as misbehaving. It is never acceptable to shout, scream or abuse the Bus Monitor – they are employed to ensure that your child / children are kept safe and as such they will report dangerous, disrespectful or abusive behavior. If you have concerns that you wish to raise then you may do so in a polite and respectful manner directly to the school management via Martyn Theobald (martyn.theobald@bisad.ae), who will be able to support further with any concerns or queries.

It is also never acceptable for a parent/relative/guardian to get involved in pupil disputes by speaking to any pupil or threatening them in any manner, nor is it acceptable to enter into the bus at any time. Parental behaviour is as equally important as that of the pupil – it has been well established that pupils follow the lead of their parents and as such if you are abusive to the Bus Monitor then so shall your children – please lead by good example.

BIS Abu Dhabi bus rules agreement form *Please sign and return to business management office*

- I acknowledge that I have read, understood and accept the terms as set out in this bus rules agreement.

Parent's Name			
Name of student 1		Class/Form	
Name of student 2		Class/Form	
Name of student 3		Class/Form	
Name of student 4		Class/Form	

Signed _____

Date _____ / ____ / ____