



TRANSPORTATION POLICY

(Scope of Policy)

Purpose

This transportation policy is designed to ensure the safety and efficiency of student transportation services provided by The Philippine School. It covers all aspects of student transport, including bus services, private vehicle arrangements, and walking guidelines.

Applicability

This policy applies to all students, parents/guardians, staff, and transportation service providers associated with The Philippine School.

Components of the Policy

1. Bus Transportation:

- **Eligibility:** All students enrolled in The Philippine School are eligible to use the school bus services.
- **Routes and Schedules:** Bus routes and schedules will be established to ensure timely and efficient transportation. These will be communicated to parents/guardians at the beginning of the school year.
- **Bus Conduct:** Students are expected to follow the bus rules and regulations to ensure a safe ride. Misconduct may result in disciplinary action, including suspension of bus privileges.
- **Safety Measures:** Buses will be equipped with safety features such as seat belts, first aid kits, and fire extinguishers. Regular maintenance and safety checks will be conducted.
- **Supervision:** Each bus will have a designated bus attendant to supervise students and ensure compliance with safety protocols. The school has 14 bus attendants.
- **Emergency Contact:** In case of emergencies, the contact person is Ms. *Jellyn I. Maniaul*, School Transportation Coordinator, reachable at 0555112899.

2. Private Vehicle Transportation:

- **Drop-off and Pick-up Procedures:** Parents/guardians using private vehicles must follow the designated drop-off and pick-up procedures to ensure student safety and smooth traffic flow. This includes displaying a school-issued car tag with the student's name.
- **Parking:** Parents/guardians must use the designated parking areas and avoid parking in restricted zones or blocking traffic.
- **Safety Guidelines:** Students must enter and exit vehicles on the sidewalk side to avoid traffic hazards.





3. Walking:

- **Walking Routes:** Designated safe walking routes to and from our school will be identified and communicated to students and parents/guardians.
- **Safety Measures:** Younger students may be paired with older as a "Walking buddies" for added safety. Crossing guards will be stationed at key intersections to assist walkers.
- **Parental Responsibility:** Parents/guardians are responsible for ensuring their children understand and follow safe walking practices.

Responsibilities

1. School Administration:

- Developing and maintaining transportation routes and schedules.
- Ensuring all our school transportation staff are trained in safety procedures.
- Communicate transportation policies and any changes to parents/guardians.

2. Transportation Staff:

- Following all the safety protocols and procedures.
- Reporting any safety concerns or incidents to the school administration.
- Maintaining a safe and respectful environment on the bus.

3. Parents/Guardians:

- Ensuring their children understand and comply with the transportation policy.
- Notify the school of any changes in transportation arrangements.
- Report any safety concerns or incidents to the school administration.

4. Students:

- Follow the rules and guidelines for bus, private vehicle, and walking transportation.
- Report any safety concerns to the bus attendant or school staff.

ADEK Compliance

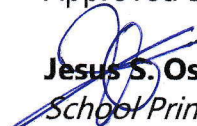
This policy aligns with the guidelines set forth by the Abu Dhabi Department of Education and Knowledge (ADEK), ensuring all transportation services meet the regulatory standards and safety requirements mandated by the authority.

Review and Revision

This transportation policy will be reviewed annually and updated as necessary to ensure it meets the safety and operational needs of The Philippine School.

Policy Title:	School Transportation Policy
Review Date:	September 02, 2024
Next Review Date:	July 04, 2025
Compliance & OHS Officer:	June Keith M. Mariano
Transportation Coordinator:	Jellyn I. Maniaul

Approved By:


Jesus S. Ostos Jr
School Principal

