



# GULF ROSE NURSERY

# BUS POLICY

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# SCHOOL BUS POLICY

## PURPOSE

The purpose of this policy is to establish clear and comprehensive guidelines that ensure the safe, secure, and efficient transportation of children to and from Gulf Rose Nursery. It is designed to promote consistent practices among staff, parents, and guardians, and to safeguard the well-being of all children using the school bus service.

## SCOPE

This policy applies to all children enrolled at Gulf Rose Nursery, their parents or legal guardians, and all staff members involved in the transportation and supervision of children during transit.

### 1. BUS SAFETY RULES

- Seat Belts and Seating:** All children must be seated and wear seat belts at all times while the bus is in motion.
- Seating Arrangements:** Children will be assigned specific seats. Younger children will be seated towards the front for enhanced supervision.
- Boarding and Exiting:** Children must board and exit the bus in an orderly manner with guidance and assistance from bus staff.



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## 2. STAFF RESPONSIBILITIES

- **Driver Credentials:** Bus drivers must possess a valid driving license and appropriate certifications and undergo regular background and driving record checks.
- **Bus Monitor:** A designated bus monitor must accompany the children to ensure proper supervision throughout the journey.
- **Training Requirements:** All bus staff must complete training in child safety, first aid, and emergency response procedures.
- **Pre-Trip Inspection:** The bus driver must perform a thorough inspection of the vehicle prior to each trip to confirm its roadworthiness.

## 3. PICK-UP AND DROP-OFF PROCEDURES

- **Timeliness:** Parents / Guardians must ensure that children are present at the designated pick-up point at the scheduled time.
- **Authorized Collection:** Children will only be released at pre-approved drop-off points where a parent or authorized guardian is present.
- **Missed Drop-Offs:** In the event that no authorized individual is available at the drop-off point, the child will be brought back to the nursery, and parents have to collect the child from school.

## 4. EMERGENCY PROCEDURES

- **Evacuation Drills:** Regular emergency evacuation drills will be conducted to familiarize children and staff with proper procedures.



- 🚌 **Emergency Contact List:** Bus staff must carry updated emergency contact details for all children at all times.
- 🚌 **Incident Reporting:** Any accidents or unusual incidents must be reported immediately to the nursery administration and to the child's parents or guardians.

## 5. PARENT / GUARDIAN RESPONSIBILITIES

- 🚌 **Contact Updates:** Parents must ensure that the nursery has accurate and current contact information at all times.
- 🚌 **Alternate Pick-Up Authorization:** Any individual authorized to collect a child must be registered in writing with the nursery.
- 🚌 **Punctuality:** Parents must adhere to scheduled times for both pick-up and drop-off to ensure efficient operation of the service.

## 6. HEALTH AND SAFETY

- 🚌 **Illness Protocol:** Children who are unwell should not be sent on the bus. Should a child fall ill en-route, the staff will contact the nursery and parents immediately.
- 🚌 **Medical Information:** Parents must inform the nursery of any medical conditions, allergies, or medication requirements, and provide clear written instructions for emergency use.



## 7. DISCIPLINE

- If parents are changing their location, they must visit the nursery and inform the Nursery Principal in advance.
- If parents are changing their child's babysitter or guardian, they must submit a copy of the new person's Emirates ID along with an authorization letter.

## 8. COMMUNICATION

- Parent Feedback:** Gulf Rose Nursery welcomes constructive feedback from parents to continuously enhance the transportation service.
- Updates and Notifications:** Parents will be informed promptly of any changes to the bus schedule, routes, or policies.

## CONCLUSION

At Gulf Rose Nursery, the safety and comfort of our children remain our highest priority. This policy is intended to ensure that our school transportation service operates smoothly, responsibly, and in alignment with our values of care, trust, and excellence. We kindly request the cooperation of all stakeholders in adhering to these guidelines to maintain a safe and efficient school bus system.

**Disclaimer:** Gulf Rose Nursery reserves the right to amend this policy at any time. The guidelines outlined herein are intended to ensure child safety and align with UAE transportation regulations. Parents and guardians will be informed of any significant updates.