



# The Apple International School, Dubai

مدرسة التفاحة العالمية – دبي

## **BUS POLICY**

### **OUR AIM IS TO PROVIDE SAFE AND RELIABLE TRANSPORT TO OUR STUDENTS**

#### **Transport Guidelines**

- Students should board and alight in a queue and only after the bus has come to a standstill.
- FS students should always wear their identity / bus cards.
- Parents should accompany and pick up the students from the designated stop and be punctual as per time schedule provided
- Students are not allowed to stand / walk in the bus while in motion.
- Shouting and talking loud in the bus may distract the driver and hence students should maintain proper etiquette.
- Consuming of food and chewing gum is prohibited while travelling in the bus.
- Changes of pickup & drop point will be accepted only on prior written permission, subject to availability of seats, from the administrative office.
- Segregation rules pertaining to senior boys, senior girls & primary students in the bus must be strictly maintained.
- Foul language and misbehavior in the bus will be treated as serious misconduct
- Any damage to the school bus by the student will have to be reimbursed.
- Instructions by the teachers travelling in the bus should be strictly followed by the students. The Bus driver & conductor are authorized to guide the child inside the bus, and report to the school office if the child does not follow the above guidelines
- School bus is an optional service provide on a first come first served basis.

- Transport is available on select routes only, limited to point to point basis and not door to door basis.
- If the student repeatedly breaks the guidelines / rules, then he /she may be debarred from using the school transport.

### BUS DISCIPLINE POLICY

Any incident of misbehavior in the bus is dealt according to the situation. The policy applied is as follows:-

1. The driver / conductor reports the same to the school office
2. The incident is brought to the notice of the concerned supervisor
3. In consultation with the discipline committee, necessary action is taken as suitable for the seriousness of the issue as follows
  - Verbal warning to the student
  - Warning letter to the student and informing parent of the seriousness of the incident
  - Consecutive 3 warning letters will lead to temporary / permanent stoppage of transportation.

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Ms. Pranjala Dutta  
**Principal**  
**The Apple International School, Dubai**

Enacted and Enforced: October, 2015