



AMBER INTERNATIONAL SCHOOL, THANE

TRANSPORTATION POLICY

Roles and Responsibilities of the School

Amber International School sets the tone for the safe transportation of children. The school adheres to all the bus specifications and safety measures prescribed by the Regional and State Transport Authority.

The school is responsible for:

- Comprehensive evaluation of the transport system of school
- Preparation of policies and procedures and effective implementation
- School bus routing efficiency audit
- Routing and logistics solutions
- Recruitment and training (Quarterly in-service training) of drivers, Conductors and Lady Attendants and monitoring their performance on a daily ongoing basis.
- Workshops to sensitize drivers, Conductors and Lady Attendants on 'No touch Policy' of the school.
- Deployment of buses with specification prescribed by RTA / local authorities.
- Maintenance and upkeep of buses
- Deputing bus staff members when students alight and board the bus to ensure safety of all.
- To initiate disciplinary action when cases of indiscipline, damage of buses or any misbehaviour are brought to the attention ensuring the highest standards in school transportation.
- To initiate School Bus safety week in school once a year where students, Drivers, Conductors, Lady Attendants are provided instructions in school on bus safety.

Bus Fee Policy

- The bus fee has to be paid half yearly along with the School fee. The school may grant concession for part usage of bus service but no concession shall be granted for non-usage of bus service during any emergency or vacation or holidays.
- If a student opts out of the bus service during the course of the year, a penalty, which is equivalent to three months bus fee, will be levied
- Students of grade 10th & 12th who opt for bus service shall pay the bus fee for the entire academic year. No cancellation will be permitted.

NOTE:

- Parents will have to seek written approval from the Section Head/VP before cancellation of Bus service.
- Parents will have to submit a copy of the approved application to the class teacher.

BUS RULES AND REGULATIONS:

Stops

We ask all students to be waiting at the assigned stop at least 5 minutes before the scheduled time of departure. During the first few days of every academic year, please bear with any time variations until bus services run smoothly.

Parents must take responsibility for their children, regardless of their age, until they have boarded and after they have disembarked the school bus.

Pre-Primary and Primary School children will not be allowed to disembark the bus unless an adult is present at the bus stop to accompany them. Exceptions can only be made after the parents have provided a written waiver, stating that they will assume full responsibility after the child has disembarked the bus.

Pre-primary and Primary children will be handed over to the parents only. If you have made "emergency arrangements" with a neighbour, friend or other parent, etc. OR in case you are delayed and have given authorization to this person to pick up your child/children, please inform the school office in writing or by email and, if possible, include a photograph of the person authorized to collect your child/children. The bus staff will be provided with a copy of your letter and the photograph to ensure your child is at all times met by an authorized adult. The school expects reasonable intimation before close of office hours so that bus staff can be made aware of the alternative arrangements.

Parents must be punctual when meeting the bus. Time delays affect the entire bus route and all other passengers on the bus. If a parent fails to meet the bus, the student(s) will remain on the bus. The student will be brought back to school, and the Parents will make arrangements to collect the child.

Missing the Bus

The school strives to ensure efficient bus service. Yet, it cannot be held responsible when a bus runs late or does not reach a given stop at the scheduled time.

Students are advised to wait at the bus stop for at least 5 — 10 minutes, especially during bad weather conditions, before calling the school.

Should a student have missed the bus or decide to use public transportation, it is the responsibility of the student/parent to inform the school about the alternate arrangements made.

Bus Passenger Liability

Though students have been briefed about to treat the school property as theirs, with utmost care and responsibility, Parents will be held responsible for any damage to the bus that their children may cause. A bill for the amount of the damage and other incidental expenses will be sent to parents for settlement.

The Principal reserves the right to suspend a student in case of misconduct from using the school bus for a limited time or for the remainder of the school year. Bus fees are not refundable in case of suspension.

Bus Monitors

Senior School students enrolled in the bus system are appointed as bus monitors. They are selected by the Principal and the Transport Manager. The role of a Bus

Monitor is very important as he/she serves as the link between the school, the driver, and the children. Bus monitors act as a role model for younger students regarding their behaviour on the bus. To ensure a safe bus ride, the bus monitor will see to it that students are in compliance with the Code of Conduct the bus monitor will report any misconduct to the Principal or to the Transportation Manager.

Adverse Weather Conditions

Emergency Closing -In the event of school cancellation due to adverse weather conditions, decisions to halt bus service will be made before the bus picks up the students in each shift and parents will be intimated accordingly

The decision to close the school will be made by the School Administration and is based upon information gathered from police stations, Education Dept., News and Weather Forecasts, and on road conditions. If the information suggests that the majority of students cannot be transported safely to school with the school buses, bus service will be cancelled and the school will remain closed.

When weather conditions are poor and the buses are running, delays must be expected. All parents should have very clear contingency arrangements for their children in case of delays. We advise, in the event that there be a delay of more than 30 minutes in bus pick-up, parents must have an alternative plan for their child, perhaps to get him/her to school by other means or to have, at the very least, a home to go to where there is adult supervision.

If the weather conditions force the school to cancel the Bus service while returning home, parents will have to pick up their children from school. Under no circumstances are the Bus children sent home on their own. Information concerning school cancellation and delays can be obtained by calling the school telephone numbers. We herewith remind all parents that they are ultimately responsible for deciding whether or not to send their children to school, particularly when conditions are potentially hazardous, no matter what the decision of the school may be.

Code of Conduct

The following standards are expected of all students and apply at all times en route to and from school, as well as on school premises. Please make sure that you and your child carefully read and understand these rules.

Any report of passenger misconduct will lead to a first warning. Should a second incident be reported during the school year, the parent will be informed of the incident by the School Principal or the Transportation Manager. Upon the third incident, the student will be expelled from the bus temporarily. The student will then be allowed back on the bus, on probation. Should another report follow during this period, the student may be suspended from the bus for the remainder of the school year. If the School considers the behaviour of a student to fall well outside the expectation, harsher discipline than specified may be invoked. The school reserves the right to introduce a seating plan, if deemed necessary. Students requiring individual assistance must be accompanied by a designated shadow during school transport, to and fro from the campus.

In the absence of such accompaniment, the school shall be unable to provide transport services and reserves the right to deny or withdraw the facility in the interest of student's safety.

When using school bus, students will conduct themselves properly

1. Board and disembark the bus in an orderly and safe manner .
2. Remain seated while the bus is in motion.
3. Behave in a manner consistent with personal and peer safety.
4. Be respectful of the driver and other passengers at all times.
5. Converse quietly for not distracting the driver from safe driving.
6. Not use profane or abusive language or make obscene gestures.
7. Not disrespect, distract or interfere with driver.
8. Not fight, push, shove, spit, or be involved in horseplay.
9. Respect the private property of others.
10. Do not litter on the bus
11. Not use any devices (instruments, computer games, etc.) creating excessive noise.
12. Not throw or shoot objects in, on, to, or from the bus.
13. Allow no body parts or other items to protrude from the bus windows
14. Keep aisles, steps, and empty seats free from obstruction.
15. Not tamper with bus controls or emergency equipment, except in an emergency.

Safety Procedures

- Manual attendance is also taken while boarding the bus. This procedure is followed when the child is picked up from their stop as well as when they board the bus at school.
- The attendance slip is then handed over to the school office, which is then safely stored, before the bus departs from the school.

- The bus cameras are checked on a regular basis and a log is maintained for the same.
- A meeting is conducted with the bus staff every 3 months. This meeting serves as a refresher for all the instructions.
- They are given comprehensive information regarding POCSO .
- The staff is also briefed on driving instructions, safety instructions, other behavioural norms etc.
- Police verification and medical is done for all bus employees.

School's Bus Tracking App

Amber International School has entered into an agreement with a company which provides school bus tracking facilities. CHAKRAVIEW helps the school management monitor and track the movement of the buses to ensure the safety of students during their transportation to and fro from school.