



General Information		
1	Facility Name	AL MAAREF PRIVATE SCHOOL
2	Location Address	AL QUSAIS FIRST
3	Reviewed by	COLIN OSAGIE OVIASOGIE
4	Date of Current Review	16 <sup>TH</sup> AUGUST 2023
5	Approved by	Mr. Syed Moosavi

## School Bus Transport Policy 2023-2024

Al Maaref Private School, Dubai has outsourced the school transport service to Emirates Transport (ET).

Emirates Transport (ET) is the trade name for Emirates General Transport and Services Corporation, the UAE's government-owned public transport provider, particularly for the government and education sectors. Created in 1981, it now counts with over 35 thousand vehicles on its fleet and more than 26 thousand employees. It transports 250 thousand children to school daily.

All buses are fitted with Video Surveillance System, Global Positioning Systems, and electronic attendance systems for the purposes of student attendance confirmation and safety.

Emirates Transport is managed by highly experienced professionals who have a long track record of safe transportation of students and works closely with the school administration team to ensure that parents and students receive the best possible services.



## Bus Availability

Emirates Transport is not able to guarantee all bus routes requested.

### AREA

**Short Route**----- Dubai (Deira – Mirdiff – Al Waqaa – Al Khawaneej)

Sharjah (Al Taawun – Al Nahda)

**Long Route**----- Sharjah (Al Khan – Al Majaz – Al Khalediya – Al Qassimmia)

Dubai (Bur Dubai – Silicon – Ras Al Khor – International City – dubai Land – Sport City - IMPZ)

## STUDENT RESPONSIBILITY

### When waiting for the school bus:

1. Always be at the bus stop five minutes prior to the pickup time.
2. Do not play on the street while waiting for the bus.
3. Always wait for the bus to stop before entering.

### When riding the school bus:

1. Remain seated and fasten seat belt throughout the journey.
2. Do not eat, drink, or leave trash in the bus.
3. Always listen to the bus driver and bus assistant.
4. Do not shout, always demonstrate courteous and respectful behavior.
5. You should be aware about the emergency exits door and know the usage in case of emergency.
6. Never throw anything out from the bus.
7. The School has the rights to allocate the seat in the bus according to their age / gender for the safety of the students.



### **When getting off the school bus:**

1. Wait for the bus to stop before leaving your seat.
2. Make a queue while exiting the bus. Always use handrails.
3. Keep a safe distance while walking beside the bus.
4. Do not cross from the front of the bus until you see the "STOP" caution sign.

### **Arrival at school:**

1. If you face any problem report directly to the Transport Supervisor or School Management.

### **PARENTS RESPONSIBILITY**

1. It is recommended that all students should be accompanied by an adult at the time of pickup & drop off.
2. It is mandatory for Kindergarten & Elementary students that they should be accompanied by an adult at the time of pickup & drop off.
3. Ensure that the child arrives at the designated stop five minutes prior to pick up time.
4. Ensure that your child behaves appropriately while riding on the bus.
5. Parents will be responsible if your child damaged the bus property.
6. Ensure that your child always carries his/her bus pass.
7. For complaints and suggestion directly contact transport supervisor or school management.
8. Cooperate and be polite with the drivers & bus nannies.

*Transport Registration Form*



## AL MAAREF PRIVATE SCHOOL

Appendix 1

### Transport Registration Request Form

أرقام الهواتف التي يمكن الرجوع إليها وقت الضرورة Emergency contact numbers	
Father work: _____ جهة عم الأب	Mother work: _____ جهة عمل الأم
Designation: _____ الوظيفة	Designation: _____ الوظيفة
Home number: _____ هاتف المنزل	WhatsApp: _____ رقم الواتساب
Mobile: _____ المتحرك	Mobile: _____ المتحرك

Father Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Code: \_\_\_\_\_

Gender: \_\_\_\_\_

Age: \_\_\_\_\_

Grade: \_\_\_\_\_

Section: \_\_\_\_\_

Home Address: \_\_\_\_\_

اسم الطالب: \_\_\_\_\_

الجنس: \_\_\_\_\_

العمر: \_\_\_\_\_

الصف: \_\_\_\_\_

الشعبة: \_\_\_\_\_

عنوان المنزل: \_\_\_\_\_

I want to subscribe in the bus: أريد بالاشتراك في الحافلة:

صباحاً و ظهراً  
Morning & afternoon

ظهراً فقط  
only after noon

صباحاً فقط  
only morning

يرجى عمل رسم توضيحي للمنزل مع ذكر الإمارة ( دبي ، الشارقة ) :  
Please draw a map for the home location, mention the city (Dubai, Sharjah).

ملاحظته هامه :- الرجاء ابلاغ مسئول الحافلات قبل تغيير محل السكن للتأكد من توفر مقعد بالحافلة .  
Please inform the buses supervisor before you change your current location to make sure there is space in the bus.

Parent sign \_\_\_\_\_

توقيع ولي الأمر: \_\_\_\_\_

Date / / التاريخ: \_\_\_\_\_

## PARENT ACKNOWLEDGEMENT FORM



### Parent Acknowledgement

School :- .....

I, the undersigned :..... Parent of;

1		3	
2		4	

#### I undertake;

- To be the person who will collect my children from access point to younger than 11 years, as per the specified timing from the School.
- To provide the school with the necessary contact details to communicate, and updated me whenever necessary.
- Receive my children younger than 11 years of age from the school premises, in case the child is taken back due to non-availability of the parent.
- Pay the cost of repairing of any damage caused by my children to the bus.
- Making my children aware of the importance of safety, from the start till the end of journey, especially the below points;
  1. Be at the pick-up point on time or before and Bus will not wait for more than 30sec.
  2. Do not commit to any action which will jeopardize the safety of other students.
  3. Do not leave the bus before reaching the school drop-off point/ or access point.
  4. Sit for the duration of the trip in their seats and fasten your seat belts tightly.
  5. Not to abuse or cause inconvenience or involved in any problems or bad behavior.
  6. Inform the school of any wrongdoing regarding the cleanliness of the school bus or the driver or attendant or students.
  7. Not to damage the bus, and preserve it.

I admit that the school has the right to stop the service according to the below:-

1. If any violation of safety regulations or violating safety for others.
2. If he continues to abuse and causing inconvenience or engage in any inappropriate behavior or hostility towards other students after being warned in writing three times during the school year.

**Note:** in case the student housing has been relocated, it is not operator responsibility to provide transportation for the student. IT can be considered only if prior confirmation has been taken from the transport in-charge inside the school.

Signature : \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Date : \_\_\_\_\_



## CONTACT DETAILS

The Customer support representative of Emirates Transport works with the school administration and acts as the first contact for parents for transport matters.

Mr. Mahmood ul Hassan

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Mobile: +971 56 2595166

Email: [transport@almaaref.ae](mailto:transport@almaaref.ae)