Approved by: Principal	Date: 30 January 2026

Last reviewed on:	Date: 26 January 2026

Next review due:	Date: 22 June 2026

#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.

Introduction
ICS is responsible for ensuring student safety during transportation to and from school. The policy outlines the minimum obligations ICS must meet to provide a safe, high-quality, and efficient school bus service.

Purpose
- Ensure student safety during transportation.
- Define roles and responsibilities of various stakeholders.

Definitions

- **Additional Learning Needs:** Support required for students facing barriers to learning, including students of determination.
- **Bus Supervisor:** Individual responsible for student supervision during bus journeys.
- **School Bus Service:** Service offering safe transport for students under the supervision of the school.
- **School Transport Coordinator:** Person managing communication between the operator, school, and parents regarding transportation.

Scope of Policy

This policy is applicable to all operators and school bus service staff. In case of any contradiction between ADEK and the ITC policies, ITC policies shall prevail.

- All operators and school bus service staff shall comply with ITC requirements listed in the Executive Regulation Concerning School Transport Service Regulation in the Emirate of Abu Dhabi and the Guidelines for Movement Paths and Starting and Stopping Points for School Transport. Additionally, operators shall comply with the traffic law requirements of the Abu Dhabi Police.

School Responsibilities

- **Provision of Bus Service:** ICS offers bus service to students as per the regulations, ensuring safety and accessibility for all, including students with additional learning needs.
- **Rider Safety:** ICS bears ultimate responsibility for the safety of students during the journey, even when using third-party operators.
- **Student Behavior:** Bus journeys are considered an extension of the school environment, and students must adhere to school rules.
- **Educating Parents:** ICS keeps parents informed about the bus service, safety procedures, and policies.

Pick-Up and Drop-Off Points

- The total journey time for students should not exceed 60 minutes unless agreed upon by parents. Students must follow ITC guidelines.

Bus Fees

- Bus fees must be proposed by operators, approved by ADEK, and any requests for exceptional fee increases must go through ADEK.

School-Owned Buses

- ICS complies with all ITC regulations regarding bus specifications, maintenance, and record-keeping.

Sibling Pick-Up

- Elder siblings aged 15 or above may pick up younger siblings if parents provide signed consent.

Complaints and Grievances

- ICS establishes a process for handling parent concerns, prioritizing student safety when evaluating complaints.

Parking and Speed Limits

- ICS designates parking spaces for buses and staff vehicles, and all vehicles must adhere to the speed limits in school zones.

Non-School Bus Transportation

- ICS is not liable for transportation methods outside of the designated bus service but must regulate the use of scooters, bicycles, etc., on school premises.

School Bus Staff Requirements

- **Driver:** Must be licensed by QCC and ITC and familiar with student protection policies.
- **Bus Supervisor:** Each bus with students aged 11 and below must have a bus supervisor, who should also be familiar with protection policies.
- **Transport Coordinator:** Appointed by the school to handle communication with parents and operators, especially for emergency situations.

Compliance

- The policy will be effective starting the 2024/25 academic year, with full compliance expected by the 2025/26 academic year. Non-compliance may lead to legal consequences and penalties as per ADEK's regulations.

Linked Policies

- **Policy 73:** Ownership of Means of Transportation.
- **Policy 74:** The Condition of the Means of Transportation.
- **Policy 75:** Drivers.
- **Policy on Bus Supervisors.**
- **ADEK Student Protection Policy.**
- **ITC School Bus Fee Framework.**
- **Executive Regulation Concerning School Transport Service in the Emirate of Abu Dhabi.**
- **Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law.**
- **Guidelines for Movement Paths and Starting and Stopping Points for School Transport.**
- **ADEK Buildings and Facilities Policy.**