



# LITTLE FLOWER ENGLISH SCHOOL DUBAI

## POLICY ON SCHOOL TRANSPORT AND OWN TRANSPORT

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. TAQUIYA
Role	ADMIN MANAGER
Date of review	20-03-2024
Date of next review	20-03-2025
Signature	



## **SCHOOL TRANSPORT POLICY**

Transport for students is operated with buses owned by the school and rented buses with the aim of providing quality and safe service as per the regulations of the local transport authority.

It is purely optional for the parents to choose school transport for their children for travelling between home and school.

Our support staff on the buses, in their capacity as conductors, will ensure care of the students, as well as assisting with discipline. Please note that in the event of student disciplinary concerns or issues on the bus, the school is entitled to take disciplinary action where necessary.

Transport fee has to be paid timely in three installments in an academic year.

Parents are advised to obtain transport fee clearance from school admin prior to collection of results and transfer certificates.

Should you have any feedback regarding the service, please send your emails to [admin@littleflowerdubai.com](mailto:admin@littleflowerdubai.com) or call [042667620](tel:042667620)

### **Safety Regulations to be followed for Use of Transport**

An 'Identity Card', blue in colour and with blue lanyard is issued to each student. It is mandatory for students to carry ID cards while travelling in school bus.

In order to ensure safety of students it is obligatory for the parent of Grade 4 and below to be personally present with the Guardian Card issued or to arrange for an authorized person to receive the student, at the residence or drop off point, on the following conditions:

1. While dropping off the KG students, during the KG trip, if the authorized adult with the Guardian card is not available the student will be brought back to the school. The school Representative will contact the parent and confirm whether an adult will be available if the student is brought in the afternoon trip. If so, the KG student will be sent along with the primary students in

the afternoon trip. Otherwise the parent has to collect the student from the school.

2. It is mandatory that an adult with the Guardian card is present to collect the students of Grades 1 to 4. In certain cases parents advise the bus staff from their balconies / residence to drop the students; in such cases the parent has to give an undertaking that it is acceptable to them to drop off the students if they are visible to the bus staff. If such an undertaking is not given and an adult is not available to receive the students they will be brought back to the school. If Grade 1 to 4 students have older siblings (Year 5 or 6) travelling with them and if an undertaking is given that they can be dropped in the care of their older sibling, this can be done.
3. If the conditions stated above are not strictly followed by any parent the students will be brought back to school and it would be the responsibility of the parents to collect the students from the school.

To ensure their own safety, as well as to avoid problems arising from use of school transport, students should keep in mind the following points:

1. The bus / pick up point cannot be changed without prior intimation or approval.
2. Students must return home by the assigned bus.  
If on rare occasions, parents want to collect their wards who normally travel by bus, they should do so before 1.45 p.m. after meeting the Supervisor. They should not collect their children from the bus parking area without prior approval.

Students are expected to behave well in the bus. A student whose conduct is objectionable and offensive on the bus will, in the first instance be warned by the Transport in Charge. In the absence of any change in his/her conduct the student may be suspended from using the school transport temporarily or permanently.

It will be difficult to accommodate requests for school transport when parents move to residential areas where our buses do not ply. We regret our inability to meet every need. Parents are advised to check on the availability of the school bus service before they move to a new locality.

**PLEASE NOTE THAT STUDENTS USING THEIR OWN TRANSPORT WILL NOT BE PERMITTED TO USE THE SCHOOL TRANSPORT SERVICES UNDER ANY CIRCUMSTANCES**

### **OWN TRANSPORT ARRIVAL**

1. The school gate (Gate assigned for OT students) will be open from 6.45 a.m.

2. Parents are expected to be with their children until the gates are opened.
3. Students using their own transport should arrive not later than 7:35 a.m.
4. Parents are not permitted to escort their children to the classroom.
5. Students who come after 7.45 a.m. should first report to the office with their parent/guardian and get a late coming entry in the diary.

### **DISPERSAL**

1. Parents are expected to pick their children from the following locations:
  - KG students –from KG sections before 11.30 a.m. (MS) and 2.35 a.m (LM)
  - Grade 1-6 students from the Auditorium
2. Students must carry their 'Own Transport' ID cards (Red with red lanyard) daily with them.
3. Grade 1-6 Students must be picked up before 2:15p.m.
4. Since all staff leave the school by 2:15 p.m, we have no facility provided for extended stay beyond 2:15p.m.