



TRANSPORTATION POLICY

Policy Statement

NCES is committed to the safeguarding and wellbeing of all the students in our care, part of which is ensuring that students, as well as school staff, are transported safely to and from school. Creating a safe environment is vital for the educational process and personal growth of every student.

Policy purpose

- Ensure safe transport for students and staff members traveling to and from school.
- Ensure drivers are trained in road safety and that they observe the local traffic laws
- To ensure that the safety of the students and the efficient running of the service are given the highest priority. The Transport Staff understand the importance of safe, prompt service and plan to continue to achieve these goals.
- Organized traffic management to prevent accidents and congestion.

Personnel involved

- Transportation Manager
- Transportation Coordinator

Transportation procedures & process

- The school bus is considered “an extension of the classroom.” That means we have the same standards of behavior as in the school. The school reserves the right to remove the offer of a bus service for any student who violates School-Based Rules or the Code of Conduct while on the bus, according to the provided report from the bus matron and school investigation . In such cases, parents cannot claim a refund of the bus fees for the period during which the student is suspended from the service. Additionally, this policy applies only to the student involved, and the suspension will not impact the bus services of their siblings. Furthermore, this does not allow parents to request a refund for the siblings' bus fees.
- The declaration form should be signed, dated, and attached to this request. Failure to do so may result in the withdrawal of the school bus service. You are asked to explain and discuss our rules to your children and encourage them to follow them.
- This request is not a confirmation of acceptance. Please note that we may not be able to provide a certain service for some areas of the city due to insufficient demand and the unacceptable length of time that a student may have to spend on a school bus.
- The Transport Department also reserves the right to refuse transport services for routes that do not have a minimum number of students. Kindly note that the bus type, routes and



transportation scope are decided by the Transportation department without input from parents.

- Enrollment in the Transport Service is only necessary, once a year, upon the re-enrollment of the student (with school re-enrollment fees/ down payment). Therefore, routes are confirmed, and your child's space is guaranteed once bus fees are paid. Failure to do so may result in registering the student on a waiting list.
- After the settlement of the down payment amount, the remainder of the transportation fees will be payable over two installments, in June and in August, which will cover the full academic year.

Bus Policy & Rules

- All students are provided with bus transportation to and from school on a daily basis. To make riding on the school bus comfortable, safe and enjoyable for everyone, the following rules must be followed:
- Food is not allowed on the buses - only water
- 80km/h is the maximum speed limit for our buses
- Buses will only wait a maximum of 2 minutes for a pupil to arrive outside the student's home, before leaving
- Each pupil may only have one pick-up and drop off address

Pupils must:

- Wear their seat belts at all times
- Not move around the bus, once it starts moving
- Be courteous in their behaviour to everyone and their driver and bus matron
- Be at their assigned pick up place and pick up time in the morning and afternoon
- Be on time for the departure from school and from home
- Talk quietly and politely to one another
- Respect one another
- Keep the bus clean
- Only get off the bus at the designated stop
- Follow the rules and do not distract the drive
- Not tip or give gifts to the bus matron or driver.

Bus Matrons

There is a bus matron present on every bus to be responsible for the students occupying that bus. Students are expected to always treat matrons, as well as, other adults at school



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with utmost respect. The matrons have undergone training in emergency procedures and also received First Aid training from the Egyptian Red Crescent. The matrons are trained to also maintain student discipline and order on the bus. Bus matrons and drivers have all undergone training to ensure a safe and efficient process on buses.

Complaints

If parents have a complaint regarding the bus services they will be able to inform the bus matrons. If the bus matrons wish to inform a disciplinary issue regarding a student, they will complete an incident report and submit it to the relevant Head of Stage where it will be investigated and made available to parents of the student if deemed warranted.

Time reviewed

- Time reviewed
- This file was created on 2019
- Date of Review: 2024
- Date of Next Review September: Annually



NCES BUS APPLICATION FORM

Bus #

DATE:

STUDENT INFORMATION

No.	First Name	School AM./BR./NAT.	Year / Grade	Gender	Start Date
1					
2					
3					
4					

PARENTS INFORMATION

Name	Email	Mobile & Home Phone Number
<i>Father:</i>		
<i>Mother:</i>		
<i>Emergency Contact:</i>		

PICK-UP / DROP-OFF INFORMATION

Area Name	
Street Name:	
Building No.:	
Floor & Apartment No.:	

PICK-UP / DROP-OFF INFORMATION

If Necessary, Please Draw or Sketch A Map Of Your Exact Location On Space Provided, Or Attach A Map (From Google Map Print Out)