



Good Will Children Private School

Transportation Policy

School Vision and Mission

Vision

Empower students to develop a growth mindset and reach their full potential through collaboration, exploration, and citizenship, so they can impactfully contribute to the global community of a changing world.

Mission:

- GCPS develops the content knowledge, skillset, and ethics to make positive global citizens, true innovators, and passionate leaders.
- GCPS cultivates a deep understanding of Islamic values and the culture of the UAE to develop a character that is identified by integrity, self-discipline, and tolerance.
- By promoting a learning environment of academic excellence and building strong partnerships with families and the wider community, we prepare students to be lifelong learners with high expectations and an appreciation for diversity.
- To provide broad and balanced learning opportunities that enable students to experience rich language acquisition and reach their full potential.

Revised on: January 2025

Next Review Date: January 2027

Distribution List

Principal /Board of Members

School Heads

Academic Staff

Administration Staff

Parents

1. Introduction

Good Will Children Private School (GWPCS) is committed to ensuring the safety, security, and wellbeing of all students during transportation to and from school, as well as for school-related activities. This policy aligns with the Abu Dhabi Department of Education and Knowledge (ADEK) regulations and the Integrated Transport Centre (ITC) requirements.

The aim is to provide a safe, high-quality, and efficient school transportation system, while clearly outlining the responsibilities of all stakeholders – the school, transport operators, staff, parents, and students.

2. Purpose

- To safeguard students during school transportation.
- To define the roles and responsibilities of school transport staff, parents, and operators.
- To ensure compliance with ITC and ADEK requirements.
- To regulate student behaviour, parental cooperation, and school accountability regarding transport.

3. Scope of Policy

- Applies to all GWPCS school buses, drivers, bus supervisors, transport coordinators, students, parents, and third-party transport providers.
- In case of conflict between ADEK and ITC regulations, ITC policies prevail.

4. Key Definitions

- School Bus: Vehicle licensed by ITC for student transportation.
- Driver: Licensed and trained individual responsible for safe operation of the school bus.
- Bus Supervisor: Licensed individual responsible for student safety during journeys.

- School Transport Coordinator: School-appointed staff responsible for monitoring daily transport operations.
 - Pick-Up Point / Drop-Off Point: Designated safe locations for student handover.
 - Non-School Transport: Scooters, bicycles, private vehicles, or other modes not under school supervision.
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5. Policy Guidelines

5.1 Provision of School Bus Service and Student Safety

- GWCPs provides bus services in compliance with ITC regulations.
 - Students with additional learning needs will be provided with necessary support to access safe transport.
 - Student safety is the school's ultimate responsibility, regardless of whether services are managed internally or outsourced.
 - Students will receive mandatory bus and pedestrian safety training.
 - Student discipline policy applies to buses – buses are considered an extension of the school environment.
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5.2 Journey Duration, Pick-Up & Drop-Off

- Maximum journey time: 60 minutes (unless parents sign an undertaking for longer routes).
 - Pick-up/drop-off must occur only at designated points.
 - Younger students (below 11 years) must be handed over to an adult or a responsible sibling (≥15 years, with parental consent).
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5.3 Exclusive Use of School Buses

- School buses may not be used to transport anyone other than enrolled students.
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5.4 School Bus Fees

- Fees are set by ITC and approved by ADEK.
 - Any exceptional increases must be pre-approved by ADEK.
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5.5 School-Owned Buses

- Must meet ITC specifications for safety, maintenance, and record keeping.
 - Regular inspections and records will be maintained.
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5.6 Non-School Bus Transport

- GWCPs is not responsible for students who travel by non-school transport (private car, bicycle, scooter, etc.) until they enter school premises.
 - Parents must sign a Non-School Transport Consent Form.
 - Regulations:
 - Scooters/e-scooters: Allowed only for students aged 16+, speed $\leq 20\text{km/h}$, on cycling paths.
 - Bicycles: Allowed with adult supervision for students under 12.
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5.7 Field Trips & School Activities

- Only ITC-approved vehicles can be used.
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- Journey time restriction (60 minutes) does not apply.
 - Vehicles must comply with speed and safety regulations.
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5.8 Grievances and Complaints

- Parents may raise concerns regarding transport through the School Transport Coordinator.
 - Final decision rests with the Principal, prioritizing student safety over convenience.
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5.9 Parking & School Zone Speed Limits

- GWCPs will provide designated parking for buses and staff.
 - All vehicles must follow Abu Dhabi Police school zone speed limits.
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6. Transport Staff Requirements

6.1 Drivers

- Must hold QCC license + ITC license.
- Must be trained in ADEK Student Protection Policy.
- Must be registered on UAE PASS.
- Must report incidents to the Transport Coordinator.

6.2 Bus Supervisors

- Required for all buses transporting students ≤11 years.
- Must be licensed by QCC + ITC.
- Only female supervisors for KG/Primary and mixed buses.

- Must be trained in ADEK Student Protection Policy.
- Must register on UAE PASS.

6.3 School Transport Coordinator

- Appointed staff member.
 - Primary contact for parents and ITC.
 - Handles delays (fog, accidents), emergency changes, and system-wide issues.
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7. Communication Protocols

- **Bus Supervisors must:**
 - Inform parents of bus delays.
 - Notify school if parent/adult is absent at drop-off.
 - Report student misconduct.
 - **Drivers must:**
 - Report incidents and unsafe behaviour to the Transport Coordinator.
 - **Transport Coordinator must:**
 - Share updates with parents about delays, emergencies, or changes.
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