



## BUS POLICY AND PROCEDURE

### 1. GENERAL INFORMATION:

- According to government policy for school transportation, HAS rents buses to provide transportation for students.
- Official routes are finalized two weeks after school begins.
- When a proposed route must be altered so that the finalized official route does not have all of the stops, HAS will refund the transportation fees.
- Each family receives a packet of information about the bus routes upon enrollment at HAS. This package provides details pertaining to the following:
  - School Bus Program
  - School Bus Time Schedule
  - Rules for Students' Bus Behavior
  - Students may join the bus program after completing a registration and paying fees.
- Each bus will be supervised by a Bus Transport Assistant. Bus assistants will supervise the driver's performance and students' behavior while in transit.
- The supervisor assistant should accompany students when road crossings are necessary to board the bus or exit to return home.
- Every seat on the bus is covered with accident insurance.
- All students who ride the school bus MUST abide by the school bus rules (See Rules for Students' Bus Behavior).
- Questions regarding the information contained in this document should be directed to the divisional principals or HAS's Transportation Manager.

Bus fees as per approved fee structure of MOE&HE

### 2. ARRIVAL AND DEPARTURE TIMES:

- H.A.S.'s buses will arrive at school by 7:00 am and will depart at 1:45 pm daily.
- All buses will leave the school at specified times according to the official times of the school.

### 3. PICK-UP LOCATIONS

- H.A.S. is keen to train drivers on student sites before they start using the transportation service to ensure the quality of the service.
- Upon completion of the registration process, the bus supervisor communicates with the guardian to determine the location of the house to train the driver on the process of arriving home, a day before the start of the student's registration date.

### 4. TRANSPORTATION FEES PAYMENTS:

- Parents who want their child(ren) to have access to the H.A.S. bus service from the beginning of the school year must pay the bus fees.
- Registration is done by attending the school and filling out the appropriate form.
- Parents must wait at least two or three days after registration to arrange the procedures for transfer.



## 5. ROLE OF PARENTS:

Parents are responsible for making alternate transportation arrangements for their child(ren) when they are late for the bus. This applies to mornings, dismissal times, and after-school activities.

Parents are to wait at the bus stops each afternoon to receive their child(ren). Parents are responsible for the safety and security of their child(ren) once the child exits the bus.

If there is a change in home address, parents shall contact +974 77994100 and inform the school registrar, so that the child can be placed on the appropriate bus route (if there is space available). Notice should be given at least one week in advance to ensure proper arrangements can be made by the school for the student to have a spot on a bus.

H.A.S. doesn't allow students to switch buses. Parents must inform the supervisor in charge of your child's bus, if you want to take him/her from school in the morning or afternoon.

## 6. RULES FOR STUDENTS' BUS BEHAVIOR:

To ensure a pleasant and safe ride to and from the school, All students are required to observe the following:

### Morning:

- Students should be present at the bus stop at least one minute prior to the scheduled arrival time of the bus to avoid missing the bus.
- Students should get on the bus in an orderly manner and sit in their assigned seats.

### Afternoon:

- All students must get to the bus on time to leave.
- The school is not responsible for your child missing the bus at the time of leaving.

### While on the bus:

- Respect and obey the Bus Assistant on duty at all times.
- Respect the bus driver at all times.
- Sit in the assigned seat.
- Speak softly at all times.
- Seatbelts must be worn. Students should only remove seatbelts when the bus comes to a complete stop.



- Eating, drinking, chewing gum, playing with dangerous or sharp toys, applying make-up, and/or any other activity that may threaten the safety of any passenger on the bus, is **STRICTLY PROHIBITED**.
- Windows must remain closed unless permission to open is granted by the Bus Assistant.
- If the Bus Assistant grants permission to open the window, all parts of each student's body must remain inside the bus.
- Students are allowed to speak quietly, but not allowed to shout or speak loudly to disturb others, or the drivers to drive safely.
- While on the bus, all electronic devices must be used in silent mode or with earphones at a noise level that allows them to still hear instructions from the Bus Assistant
- Students are not allowed to recline seatbacks and/or place their feet on the seatback in front of them.

### **CONSEQUENCES FOR BREAKING BUS RULES:**

**HAS students: the school will contact the parents directly.**

#### **Elementary students – Warning slip**

- If a student receives two warning slips on the bus, he/she will be suspended for one day from the bus.
- If he/she is suspended three times, he/she will not be allowed access to the school bus service. The bus fare paid will not be refunded.

#### **Secondary students – Misbehavior slip**

- If the student receives a behavioral report and a warning of misconduct on the bus, he/she will be suspended for three days from the bus.
- Misconduct vouchers issued for disrespect or other serious offenses will subject the student to immediate suspension from the bus.
- If a student receives three suspensions for misconduct in the semester, he/she will not be allowed access to the school's bus service for one quarter. Bus fares paid for the respective quarter will not be refunded.