



## BUS TRANSPORTATION RULES & REGULATIONS 2025–2026

### MBZ Campus

Parents who choose to register their children in the school bus services are kindly requested to understand and comply by the rules and regulations stated below. Please read the following information carefully and then sign the Bus Parental Consent below and submit the form to the School Bus Supervisor.

#### Bus Registration

1. Parents who choose to have their child commute by bus should complete and submit the Bus Application at the time of registering their child at the school.
2. Availabilities of bus seats are limited; bus applications are processed on a first-come first-serve basis.
3. Only two-way bus services are provided—home to school and school to home.
4. PS students will be given the option to use the Grades KG–12 buses.
5. Please note that the bus services will not be provided to your residential point, but to the nearest bus stop locations.
6. The school may provide bus services to other areas; in this case, additional bus fees may be incurred.
7. The deadline for enrollment in Bus Services for current AIS students is **June 30, 2025**.
8. The deadline for enrollment in Bus Services for new admissions is **June 10, 2025**.
9. Students should be physically able to travel by bus for up to an 90 minutes, with considerations for motion sickness or potential nausea.
10. Students enrolled in after-school extracurricular activities will still be required to pay the full annual bus fee for those days, with no exemptions provided.

#### Bus Fees

1. Bus service enrollment is for the whole academic year, and parents who choose to have their child commute by bus will be charged bus fees for a full academic year.
2. Bus fees are charged for two-way transportation.

#### Cancellation

1. Cancellation requests should be submitted in writing or by email for MBZ Campus ([busmbz@aisuae.com](mailto:busmbz@aisuae.com)) by **June 30, 2025** for existing students and by **June 30, 2025** for new admissions.
2. Bus fees will not be reimbursed if cancellations are made after the above mentioned date.
3. The school may decline a bus application in case the student resides in an area that lies outside the scheduled school bus trip routes.

#### Routing and Scheduling

Scheduling of pick up and drop off times will differ according to the route but will not be earlier than the time of the first morning pick up and no later than the time of the last drop off. The pickup and drop of time may change during the year due to operational reasons but will not be earlier than the time of the first morning pick up and no later than the time of the last drop off.

MBZ Campus	First Morning Pick Up Time	Last Drop Off Time
City Limits	6:15 AM	4:00 PM
MBZ City, Sas Al Nakhl, Abu Dhabi Gate City	6:15 AM	4:00 PM
Khalifa City, Shakbout City, Baniyas, Shamkha, Shawamekh, Al Riyad City, Al Raha, Yas Island, Al Reef (Limited Coverage Area)	6:10 AM	4:00 PM

#### Change in Residential Address

1. In case of a change in the student's residence, please inform the Bus Supervisor in writing or by email; ([busmbz@aisuae.com](mailto:busmbz@aisuae.com)) for MBZ Campus by **June 30, 2025**.
2. In case of a change in a student's residence after the commencement of the school year, parents must complete the Bus Location Change Application Form and submit it to the Bus Supervisor **10 days before** the request is processed.
3. In case of a change in a student's residence after the commencement of the school year, and the school is not able to provide transportation to that area or if the parent does not agree to the pick up or drop off timings or location, bus fees for the whole year will still be charged.

## Rules for Pick Up and Drop Off

1. Students must wait at the bus stop 5 minutes before the scheduled time of pick-up. If the bus arrives at the stop at the scheduled time and the student is not there, the bus will not wait and will continue its trip.
2. Students must directly go to their buses immediately after the school day ends and must be on the bus at the scheduled times. Buses will leave at the scheduled times and will not wait for late students. It is the responsibility of the parents to also educate the child about the bus timing and to arrange for alternative pick up transportation if the child misses the bus.
3. Students are not allowed to leave the bus or leave unattended items on the bus once they board the bus.
4. Parents/guardians should wait for their children at the bus stop where they are dropped off 5 minutes prior to the scheduled time of the bus arrival. If the parent/guardian is not at the bus stop when the bus arrives, then the student remains on the bus and will be returned to school.
5. Parents/guardians who request that their children leave the school bus alone when dropped off should understand that once their children leave the bus at the agreed location, their safety is fully the parents'/guardians' responsibility and the school does not hold any liability. (Note that KG–Grade 4 students must be picked up by their parents from the bus stop.)

## Student Conduct

Students must abide by all school rules and school bus rules and regulations. **Students who repeatedly break the school bus rules or behave in a manner that threatens the safety of others on the bus will be denied the privilege to use the school bus services. If a student damages school bus equipment or fixtures, financial liabilities for any damages will be incurred.**

To ensure the safety of all students on the bus, students should abide by the following rules:

- Arrive on time for the bus; and board and disembark the bus in a safe and proper manner
- Remain seated at all times with the seat belt on until dismissed;
- Sit quietly and refrain from disturbing others
- Be polite and respectful with other passengers, the bus driver and bus assistant
- Refrain from pushing or fighting with others
- Refrain from any behavior that might endanger the safety of others
- Refrain tampering with or damaging bus equipment, including scribbling on bus walls or seats
- Refrain from eating or drinking on the bus
- Refrain from littering in the school and throwing objects in and out of the bus
- Respect and follow the instructions of the driver and bus assistant

## Deadline Dates & Communication

1. Deadlines:
  - Enrollment in bus services for AIS existing students: June 30, 2025.
  - Enrollment in bus services for new admissions: June 10, 2025.
  - Change in residential address: June 30, 2025.
  - Bus service cancellation for AIS existing students: June 30, 2025.
  - Bus service cancellation for new admissions: June 30, 2025.
2. Please communicate cancellations or any changes to your residential address or bus stop locations to the Bus Supervisor in writing or by email;
  - ([busmbz@aisuae.com](mailto:busmbz@aisuae.com)) for MBZ Campus.
3. For any suggestions or complaints, please email Mr. George Alexander ([George@aisuae.com](mailto:George@aisuae.com)).

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### ➤ School timings for the Academic Year 25/26 are the following:

- Mondays through Thursdays, (KG- Grade 12 - 7:40AM – 2:30 PM), (Pre-School – 7:40 AM – 1:30 PM)
- Fridays: 7:40 AM – 11:30 AM (Pre-School – Grade 12)

### ➤ Expected School Bus departure time:

- Mondays through Thursdays, (Pre-School - Grade 12 - 2:40 PM)
- Fridays: (Pre-School – Grade 12 – 11:40 AM)

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I hereby confirm that my child is physically fit to travel by bus for durations of up to 90 minutes.

I have read, understood and agree to abide by all the above mentioned.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_