



PARENT GUIDE

Bus Transportation Parent Guide

Academic Year 2026 – 2027

A safe, on-time ride – routes, rules & conduct.

Welcome Aboard



Dear Parents,

Welcome to the 2026–2027 school year, and thank you for choosing the AIS school bus service for your child.

Our drivers and bus assistants are here to give every student a safe, supervised and reliable ride, morning and afternoon. On every trip, the bus assistant looks after the children — helping them board and exit safely, keeping seat belts fastened, and supporting them throughout the journey. This guide walks you through everything you'll need for a smooth start: how to register, your routes and timings, and the rules that keep everyone safe.

Parents who register their children for the school bus service are kindly requested to understand and comply with the rules and regulations set out in this guide. Please read the following information carefully before signing the **Bus Transportation Parent Consent Form** on the school portal.

AIS Transportation Team

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Who to reach & how

Registration & Eligibility



Before you apply

Buses fill quickly — apply when you register your child.



First-come, first-served

Limited seats, processed in order



Two-way service only

home ↔ school



Pick-up & Drop-off

at the nearest designated stop

KEY DETAILS

- Submit the Bus Application when registering your child at the school.
- Applications may be declined if the residence is outside the school's scheduled bus routes.
- Preschool to Grade 12 students use the same school buses. Siblings from the same family are assigned to the same bus.
- Bus services may not be provided to your residential point, but to the nearest bus stop location.



Student Suitability for Bus Travel: Students using the school bus should be able to **travel comfortably throughout the full school bus journey**, with due consideration given to any susceptibility to motion sickness or nausea.

COVERAGE & TIMINGS

Routes & Timings



COVERAGE AREAS & TIMES

Area	MBZ Pick-Up	MBZ Drop-Off	AD Pick-Up	AD Drop-Off
City Limits	6:15 AM	4:00 PM	6:15 AM	4:00 PM
MBZ City • Sas Al Nakhl • Abu Dhabi Gate City	6:15 AM	4:00 PM	No bus	No bus
Khalifa City • Shakhbout City • Baniyas • Shamkha • Shawamekh • Al Riyad • Al Raha • Yas Island • Al Reef (limited coverage)	6:10 AM	4:00 PM	No bus	No bus

DAILY BUS DEPARTURE

Day	Departs Campus
Mon – Thu	2:40 PM
Friday	11:10 AM



Plan for up to 60 minutes of travel each way. Pick-up and drop-off times vary by route and may change for operational reasons – never earlier than the first pick-up or later than the last drop-off.

School day: Mon–Thu 7:35 AM–2:30 PM (Pre-School to 1:30 PM); Fri 7:35–11:00 AM.



Stay informed: The school sends an SMS to all parents about delays (fog or accidents), bus schedule changes, and other emergencies.

Bus Safety



These transport rules apply to all private schools in Abu Dhabi. Please arrange before the school year begins.



Age Under 11

Uses school bus

Must be met by an adult at the bus stop and accompanied home. If no authorised adult is there, the student stays on the bus and is returned to school.



Age 11+

Uses school bus

May walk independently from the bus drop-off point to their home. Their safety rests fully with the parent, and the school assumes no liability thereafter.



Grade 1 +

Has sibling aged 15 +

Parents may authorize the older sibling (15+) to receive and accompany them home from the bus stop, with a signed **Parent Undertaking for Collection by an Elder Sibling Aged 15+**



Important: The signed parent consent form confirms the sibling is mature enough to take responsibility, understands what it involves, and that the school is not liable for any resulting incident.

Pick-Up & Drop-Off Rules



Students are expected to:

- Be at the bus stop **5 minutes before the scheduled pick-up time**. Buses run on schedule and will not wait for late students.
- Proceed directly to the bus at the end of the school day and be seated before the scheduled departure time. Buses run on schedule and will not wait for late students.



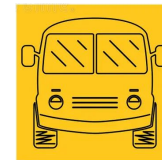
Parents are required to:

- Arrange alternative transportation if their child misses the bus in the morning or at the end of the school day.
- Ensure that an authorized adult is at the drop-off stop **5 minutes before the scheduled arrival time for students under the age of 11**. If no authorized adult is present, the student will be returned to school.
- Arrange to collect their child from school if the child is returned.



Parents who permit their children aged 11 years and above to leave the school bus unaccompanied at the designated drop-off location should understand that, once their children exit the bus, responsibility for their safety rests fully with the parent, and the school assumes no liability thereafter.

Student Conduct



The school bus is an extension of the school environment, and students are expected to follow the school's **Student Behavior Policy** throughout the journey. To ensure the safety of all students on the bus, students should abide by the following rules:

- ✓ Board and exit in a safe, orderly manner, on time
- ✓ Stay seated at all times with the seat belt on until dismissed
- ✓ Sit quietly without disturbing others
- ✓ Be polite & respectful with others, bus driver and bus assistant
- ✓ Refrain from any behavior that endangers others including pushing and fighting
- ✓ Do not damage equipment or draw on bus walls and seats
- ✓ Never chew gum on the bus
- ✓ Avoid eating and drinking on the bus, except for water
- ✓ Never litter or throw objects in or out of the bus
- ✓ Always follow instructions from the driver and bus assistant



Consequences: Repeated breaches or unsafe behavior may lead to loss of privilege to use the school bus services. If a student damages school bus equipment or fixtures, financial liabilities for any damages will be incurred.

Cancellation & Change of Address



Fees



- Enrollment is for the whole year and the annual fee is charged in full.
- Fees cover two-way transportation (home ↔ school) for the full year.
- Once the year begins, the full annual fee applies even if travel days change.

Cancellation



- Submit cancellation requests in writing by email to the School Transport Coordinator.
- Cancellation Deadline: June 30, 2026 for existing students and new admissions.
- After June 30, 2026 fees are not reimbursed.

Change of Address



- Moving homes after the school starts, email the School Transport Coordinator
- Complete the Bus Location Change Form at least 10 days before the change is needed.
- If the new area cannot be served, or the new stop or timing is declined, the full-year fee still applies.



Salama App: Track the school bus live, receive boarding and drop-off alerts, and stay informed of delays, schedule changes, and emergencies. Download and setup instructions will follow soon.

Bus Parent Consent

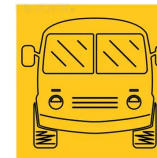


Every parent of a bus student must complete the **Bus Transportation Parent Consent Form** on the **AIS Parent Portal** — a separate form for each child — before travel begins.

BY SIGNING, YOU CONFIRM:

- ✓ You have read and will comply with this Guide — pick-up / drop-off, bus safety, the Student Behaviour Policy & Code of Conduct, and the fees, cancellation and address rules.
- ✓ Your child can travel comfortably for the full journey, with due consideration for motion sickness or nausea.
- ✓ If your child is under 11, they will be met at the stop by an adult — otherwise they remain on the bus and are returned to school.
- ✓ To let an elder sibling (15+) collect a younger child, you will complete the separate **Parent Undertaking for Collection by an Elder Sibling Aged 15+** via the Bus Transportation Department.

Contact Us



School Transport Coordinator

For any request — enrollment, cancellations, address & stop changes, grievances or concerns — email us in writing at your campus:

MBZ Campus

✉ busmbz@aisuae.com

☎ 056 580 1555

AD Campus

✉ busad@aisuae.com

☎ 056 773 3294



Sign your consent

Complete the Bus Parental Consent Form on the AIS Parent Portal — one per student.



Stay informed

The school sends an SMS to all parents about delays, schedule changes and emergencies — please keep your number up to date.

Thank you for your support in ensuring a safe, smooth and timely journey for every student.
We look forward to serving you and your family throughout the school year.