

## BUS TRANSPORTATION RULES & REGULATIONS 2023–2024

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 Transportation Parental Consent below and submit the form to the School Bus Supervisor.

### Bus Transportation Registration

1. Parents who choose to have their child commute by bus should complete and submit the Bus Transportation Application at the time of registering their child at the school.
2. Availabilities of bus seats are limited; bus transportation 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. Bus services for PS, KG & Prep students are separate from those for Grades 1–12 students for afternoon trips only.(Subject to change according to mode of learning.)
5. In certain circumstances in which an insufficient number of students are registered on a bus route, PS, KG & Prep students will be given the option to use the Grades 1–12 buses for afternoon trips also.
6. Please note that the bus services will not be provided to your residential point, but to the nearest bus stop locations.
7. The school may provide bus services to other areas; in this case, additional transportation fees may be incurred.
8. The deadline for enrollment in Bus Transportation Services for AIS existing Students is **May 30, 2023**.
9. The deadline for enrollment in Bus Transportation Services for new admissions is **June 30, 2023**.

### Bus Transportation Fees

1. A bus registration fee of AED 500 must be paid to the Accounts Department. This amount will be deducted from the bus fees.
2. 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.
3. Bus transportation fees are charged for two-way transportation.

### Cancellation

1. Cancellation requests should be submitted in writing or by email for Abu Dhabi City campus ([busad@aisuae.com](mailto:busad@aisuae.com)) and MBZ City Campus ([busmbz@aisuae.com](mailto:busmbz@aisuae.com)) by **May 30, 2023** for existing students and by **June 30, 2023** for new admissions. In such a case, you will not be charged any school bus fees and the AED 500 fee will be refunded.
2. The bus transportation fees will still be charged for the whole year if cancellations are made after the above mentioned dates. Usually cancellation requests are made at the beginning of the year; these cancellations will not be accepted.
3. The school may decline a bus transportation 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.

	Abu Dhabi City Campus		Mohamed Bin Zayed City Campus	
	First Morning Pick Up Time	Time Last Drop Off Time	First Morning Pick Up Time	Last Drop Off Time
City Limits (Grades 1-12)	6:20 AM	4:15 PM	6:15 AM	4:40 PM
PS, KG & Prep	6:20 AM	3:00 PM	6:15 AM	3:00 PM
MBZ City, Sas Al Nakhl, Abu Dhabi Gate City	No bus	No bus	6:15 AM	4:40 PM
Khalifa City A&B, Al Raha, Al Riyadh City	No bus	No bus	6:10 AM	4:40 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; ([busad@aisuae.com](mailto:busad@aisuae.com)) for Abu Dhabi City Campus and ([busmbz@aisuae.com](mailto:busmbz@aisuae.com)) for MBZ City Campus by **May 30, 2023**.
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.
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 Transportation Services for AIS existing students: May 30, 2023.
  - Enrollment in Bus Transportation Services for new admissions: June 30, 2023.
  - Change in residential address: May 30, 2023.
  - Bus service cancellation for AIS existing students: May 30, 2023.
  - Bus service cancellation for new admissions: June 30, 2023.
2. Please communicate cancellations or any changes to your residential address or bus stop locations to the Bus Supervisor in writing or by email;
  - ([busad@aisuae.com](mailto:busad@aisuae.com)) for Abu Dhabi City Campus.
  - ([busmbz@aisuae.com](mailto:busmbz@aisuae.com)) for MBZ City Campus.
3. For any suggestions or complaints, please email Mr. George Alexander ([George@aisuae.com](mailto:George@aisuae.com)).

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

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

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

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