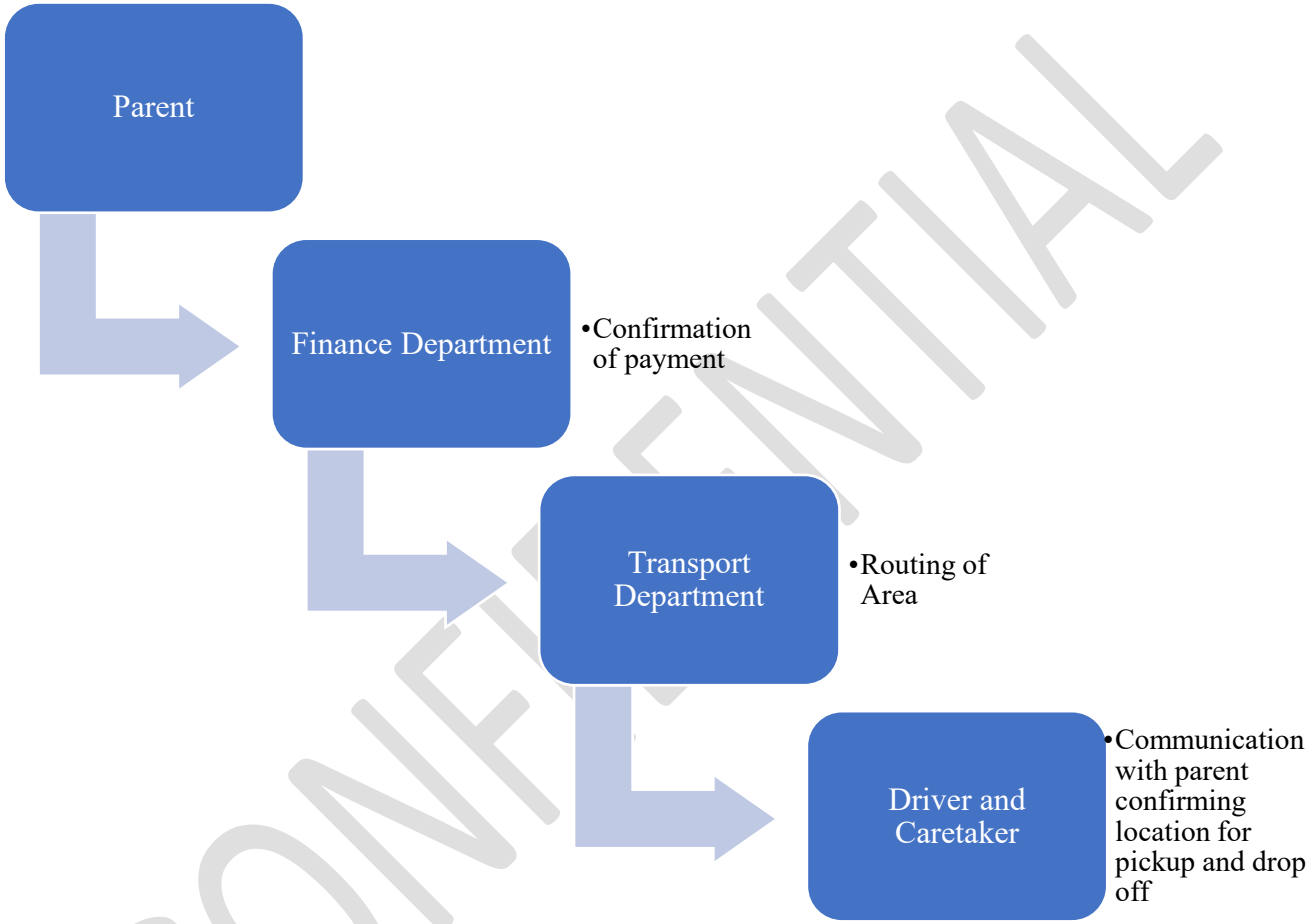
Transportation Policy

Purpose

At Buds Public School, the safety and well-being of our students during school transportation is a top priority. This policy outlines the responsibilities and safety measures for all stakeholders—school management, staff, parents, and students—based on guidelines provided by the Road and Transport Authority (RTA).



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Responsibilities of Road and Transport Authority (RTA)

The RTA is responsible for:

- Establishing and enforcing regulations for school transport.
- Approving bus designs, safety equipment, and seating capacity.
- Conducting periodic inspections of school buses to ensure compliance.
- Training and licensing school bus drivers and transport staff.
- Issuing safety booklets and awareness materials to schools and parents.

Responsibilities of the School

School Management

- Ensure all school buses comply with RTA safety regulations.
- Appoint trained and licensed drivers and bus monitors.
- Maintain functioning GPS tracking systems in all buses.
- Conduct regular safety drills for students on bus usage.
- Provide parents with real-time transport updates through approved communication channels.
- Arrange timely maintenance and safety inspections of all vehicles.

Teachers

- Escort students to designated bus boarding areas.
- Ensure younger students are handed over to the correct bus monitor.
- Encourage students to follow bus safety rules at all times.

Student Safety Guidelines While Waiting to Board the Bus

- Arrive at the bus stop 5–10 minutes early.
- Wait in a safe location away from the road.
- Avoid playing or running near the bus stop.

While Riding on the Bus

- Students must tap their student ID cards while boarding and alighting the bus at the designated card reader.
- Remain seated at all times.
- Wear seat belts where provided.
- Keep hands, arms, and head inside the bus.
- Avoid loud noises or distractions for the driver.
- Follow instructions from the bus driver and monitor promptly.

While Leaving the Bus

- Wait for the bus to come to a complete stop before standing.
- Use the handrail when exiting.
- Cross the road only when the driver signals it is safe.

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Parents' & Guardians' Responsibilities

As per the RTA School Transport Safety Booklet:

- Ensure children are ready and waiting for the bus on time.
- Educate children about safe behaviour at bus stops and inside buses. Inform the school of any changes in transport arrangements in advance. Cooperate with bus monitors and school staff for smooth boarding and drop-off.
- Avoid requesting unscheduled stops or route changes.

School Bus Driver Responsibilities

- Pre-trip check and Risk assessment
- Hold a valid RTA school bus driver's license.
- Follow all RTA safety and road regulations.
- Maintain a safe driving speed at all times.
- Ensure students board and leave the bus safely.
- Perform a final check to ensure no child is left behind on the bus.

School Bus Monitor Responsibilities

- Assist students during boarding and disembarking.
- Maintain discipline and safety inside the bus.
- Keep attendance records of students on board.
- Report safety or behavioural concerns to school management.

GPS Tracking System

- All Buds Public School buses are equipped with GPS tracking for real- time location monitoring.
- Parents have access to bus tracking through the school's transport application.
- GPS ensures a quick response in case of route delays or emergencies.

School Transport Cancellation Procedure

- Change of Location must be informed at least 1 month before.
- Parents must inform the school transport coordinator at least 24 hours in advance if their child will not be using school transport.
- For temporary suspension (holidays, sickness), written or email notification is required. For permanent cancellation, one month's prior written notice must be given, however transportation fees will be charged for the whole term.
- Transportation fees are term-based but are charged on monthly basis.

Own Transport Policy

- Parents opting for private transport are responsible for ensuring compliance with road safety regulations.
- Students arriving via private transport must be dropped off and picked up only from designated school areas.

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In Case of Emergency

- In the event of an accident or emergency, drivers and monitors are trained in first aid and evacuation procedures.
- The school will immediately inform parents and the concerned authorities.
- Emergency contact numbers are displayed in every bus.

Our Commitment:

Buds Public School, in collaboration with the RTA, is committed to providing safe, reliable, and efficient transportation for all students, ensuring peace of mind for parents and a secure environment for children.

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Reviewed By: Senior Leadership Team

Next Review: March 2027

Approved By: Mr. Donald Weilson (Principal)

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