



**SCHOOL BUS TRANSPORTATION REQUEST FORM TO/FROM
DUBAI INTERNATIONAL ACADEMY AL BARSHA**

Please complete the form in **CAPITAL LETTERS** and return to the transport office located at the DIA Al Barsha or email to csr.dia@arabfalcondubai.ae. For any query kindly call our representative on +971562677086.

PARENTS' PARTICULARS

FATHER'S PARTICULAR	FIRST NAME	FAMILY NAME	CONTACT NO.	
Email Address			Tel	
			Mobile	
MOTHER'S PARTICULAR	FIRST NAME	FAMILY NAME	CONTACT NO.	
Email Address			Tel	
			Mobile	

CHILDREN PARTICULARS

No.	GENDER (M/F)	FIRST NAME	FAMILY NAME	CLASS/ GRADE	START DATE
1.					
2.					
3.					

HOME PHYSICAL ADDRESS

AREA	STREET NAME	UNIT	BUILDING NAME

MAP: Kindly draw a map of your location at the back of this sheet.

This Registration form will not be processed unless it is signed. By signing, you agree to the terms and conditions of student code of conduct.

Parent/ Guardian Name	Signature	Date



TRANSPORTATION POLICY

1. Students will wear seats-belts at all times, except when getting on or off the bus.
2. Students are expected to speak in a quiet tone of voice, and use acceptable language.
3. No eating or drinking is allowed on the bus.
4. Students are to be courteous and respectful towards the bus driver, attendant and fellow students. RUDENESS TO THE DRIVERS AND/OR ATTENDANTS WILL NOT BE ALLOWED ON THE BUS. The bus attendant will report all matters of misbehavior to the school, who will take action accordingly.
5. This will involve the school telephoning the parents of the child concerned.
6. A second complaint may lead to suspension of the bus riding privileges.
7. Please note that any payment made is NOT REFUNDABLE upon suspension.
8. The bus company shall provide transportation service to all students who wish to use the service, who live within 30 Kilometers (18.6 miles) of the school, subject to a minimum of 12 children opting for bus service on a route.
9. The bus company shall determine the exact route and timings for pick up and drop off in cooperation with the school. However, it must be clearly understood that the first child to be picked up will not necessarily be the first to be dropped off.
10. The bus company will endeavor to ensure no child is on the bus for more the 60 minutes (one-way).
11. In the event this is not possible, parents will be requested to sign the undertaking letter stating they accept the expected length of journey.
12. The bus company will only use buses and drivers on our routes which have been authorized by the RTA for school transportation. Drivers will be able to communicate in English.
13. The buses will be fitted with GPS tracking devices and CCTV.
14. The bus company will ensure processes and checks to ensure there is no child left behind in the bus.
15. In case of a change in residence, the transport service will be provided subject to available seats on the new route.
16. As a rule, the bus drivers are not allowed to make any stops at a gas station with the students on board. However, this will be allowed in case of an emergency situation.
17. Neither the bus company nor the school will be responsible of the loss of any items left on the bus
18. The bus company shall provide a transport coordinator to the school. This individual will directly handle concerns, complaints, and issues concerning bus transportation.
In the event that an issue cannot be resolved directly with the bus company, the school's transport coordinator will follow-up on the issue and try to achieve a resolution.
The bus company can be reached on csr.dia@arabfalcondubai.ae
19. All parents are required to provide passport size photograph of student and the person who will be responsible for picking and dropping off. This must be provided along with the application form.
20. Bus waiting time for pick up and drop off is maximum two minutes and then bus will move on to next pick up/ drop off point. No provision could be made for the bus to come back and parents of pre-school/ pre-kindergarten and Primary (KG1 to Grade5) students are requested to ensure someone meets the bus on arrival at home from school. Students not met will be taken back to school to await collection from the school.



21. Students of Grade 6 or above can be given permission for being dropped off without a parent or guardian receiving the child. In addition, they can be responsible for a younger sibling if required. Parents must provide a written request at the time of the bus service registration.
22. Parents are requested to bring the students to the pick-up point at least 5 minutes before the designated pick-up time of the bus and also to be at the pick-up point at least 5 minutes before the designated drop-off time in order to avoid delay for other students on the bus. Please note that the bus driver will not wait beyond designated time.
23. Please note that the bus supervisors will not be allowed to leave the bus except in emergency cases. Under no circumstance will the conductor escort a student from the bus to the front door of the student's home. A parent or appointed guardian must escort the student from the bus to the front door of the student's home.
24. The buses will depart at the designated time from the school: 1.40pm, 3pm and 4.15pm. Should a student miss the bus for any reason, other than an error in our process, then it will be the responsibility of the parent(s) to come and pick the student up from school.
25. In emergency cases, if a student needs to be dropped off at another stop after school, whether on the same or different route then, he/she will be required to present a written request from the parent to the bus supervisor of the bus in the morning, who in turn will hand it to the transport coordinator at the school for approval. The transport coordinator will confirm the request with the parent(s) and accommodate, if possible. The student will be informed of the decision during the school day. Students who have not registered for a bus service will not be allowed to use a bus in individual situations.
26. Parents must notify the school & bus company in writing of their desire to change to a different bus route at least two weeks in advance.
27. If a student is found to have caused damage to the bus or the property or belongings of a fellow student then, the parent(s) will be required to compensate adequately for the repair or replacement of the damaged item. The bus company will provide an incident report along with an invoice to be settled.
28. In accordance with the RTA guidelines, the school Principal may exclude any student from the school transport service in any of the following cases:
 - If a student causes the delay of a trip multiple times in one school year.
 - If a student violates any safety rule and endangers the safety of others during the trip.
 - If a student refuses to ride a bus from a pickup point approved by the school.
 - If a student leaves the bus before reaching his/her designated destination without prior approval/permission.
 - If a student continues to cause disturbance after a written warning is filed against him/her during one school year.
 - Or any similar incident
29. Parents should deal only with the transport representative and not directly with the driver or attendant on all matters relating to the bus transportation service.



30. Students will be dropped off ONLY at the school and their own home. NO PROVISION CAN BE MADE FOR STUDENTS TAKING THEIR FRIENDS HOME AND WHO NORMALLY TRAVELS ON ANOTHER BUS OR BY CAR.
31. TERMINATION: If a parent wishes to terminate use of the bus, written notification must be given to the transport representative in school.
32. He/she will be eligible for a refund of the fees for any full months which have not been used, e.g; if the child withdraws in mid-April, the refund will be for the month of May and June only.
33. Please note that as per the Company Policy one-way service will be provided at a 25% discount.
34. The parent(s) will pay the fees for the transportation service directly to the bus company in advance for each payment period (two semesters of 5 months each).
35. The rates charged will be a fixed rate for using the bus service, regardless distance or time.
36. Please refer to bus fee document (one-way or two-ways).
37. The fees for the bus service are payable in two installments. 1st payment due before 20 August (five months of bus service), 2nd payment due before 15 January (five months of bus service).
38. The fees are payable in full for each installment, irrespective of any holiday during this time. This is because the total cost of providing the transportation service for the year has been averaged over a 10-month time frame.
39. If the fees are not paid in advance at the start of the payment period, the child will not be permitted to use the service until they have been paid in full.
40. There will be no discount if any student opts to use the service only for few days of the month.
41. The transport charges for excursions will be in accordance with the circulars from the school on a case-by-case basis.
42. Students may occasionally be moved from one bus to another to accommodate changes in pick up areas with minimal disruption and change in timings.
43. Timing for pick up and drop off could be changed occasionally to accommodate new students in the bus.
44. Students residing on roads with dead-end or narrow lanes must walk to the pick-up points designated by the Transportation Coordinator.
45. Please note that parents are NOT permitted to ride on the school buses.
46. Attendants will travel with each bus.
47. Buses are able to run after CCAs to designated areas. Parents are required to inform the bus company of external paid CCAs their children attend, as part of the school's CCA programme. School-led CCAs will automatically be catered for. Please note these buses and routes may differ from normal end of school day buses and routes.
48. The transport charges for excursions will be in accordance with the circulars from the school on a case-by-case basis.



49. APPLICATION – We require three (3) weeks advance notice for all new application.

Late submission may result in students not being able to get on the bus on the desired date.

In the interest of safety, parents are required to sign this Agreement. It is necessary that this Agreement is completed and signed prior to commencing the use of the bus service. Please keep a copy as reminder.

Name of children taking the bus service:

No.	Name	Year

Parents/Guardian Name and Signature	Date