

**School Vision**

Become an institution of innovative education for a society of knowledge and global pioneering.

**School Mission**

To equip its graduates with 21<sup>st</sup> century skills and a high awareness of themselves, their community and the world. It works to ensure they have the ability to make the right decisions, are actively responsible and have essential world-class skills that allow them to pursue their academic and professional goals.



مدرسة رويال الامريكية  
ROYAL AMERICAN SCHOOL

# TRANSPORTATION Policy 2021 - 2022

This policy will form part of all new staff induction

Review date September 2022

This policy has been read and adopted by the Royal American School Board of Governors and Principal:

Signed: \_\_\_\_\_

For and on behalf of Royal American School

Signed: \_\_\_\_\_

School Principal Kim Migneron

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

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

#### School Vision

Become an institution of innovative education for a society of knowledge and global pioneering.

#### School Mission

To equip its graduates with 21<sup>st</sup> century skills and a high awareness of themselves, their community and the world. It works to ensure they have the ability to make the right decisions, are actively responsible and have essential world-class skills that allow them to pursue their academic and professional goals.

## REQUEST FOR SCHOOL TRANSPORTATION

For the purposes of this policy, transportation is the request and use of school bus services.

There are 4 steps to the request for school transportation at Royal American School.

### STEP 1

Complete a student bus registration form and meet the bus coordinator to confirm an available seat on the requested bus. Sign the form add to list to hold seat.

### STEP 2

Form then goes to accounts to pay for the transportation service. Form gets signed and stamped by accounts.

### STEP 3

Form progresses to Registrar to be added to Esis student account. Form gets signed and stamped by Registrar.

### STEP 4

Form is returned to bus coordinator to confirm official addition to bus list. And student's name is added to the SALAMA system.

See annex A for the form.

## PROCEDURE FOR SCHOOL TRANSPORTATION ROUTES

Following the previous years' requirements, bus lists and routes are available for 18 areas at the moment.

Bus table

## PROCEDURE FOR MORNING SCHOOL TRANSPORTATION

Busses will be departing the school with driver and supervisor.

As students enter the bus they must follow Covid guidelines...

1. KG and younger students should be delivered to the bus stop from an adult.
2. All students must wear a mask in the bus from grades KG1 to 12.
3. Bus supervisors will measure all students temperature before letting them enter the bus (Students may not enter the bus if their temperature is above 37 degrees Celsius)
4. Students must then sanitize their hands and sit down on their seat with seat belt fastened.
5. There should be no eating or drinking on the bus, with the exception of water.
6. On arrival at the school, students should make their way to their classrooms.
7. If a child shows symptoms on the bus after leaving their stop, they must be isolated until they arrive at school. Then brought to the isolation room after informing the nurse and contacting parents to come collect them.

**School Vision**

Become an institution of innovative education for a society of knowledge and global pioneering.

**School Mission**

To equip its graduates with 21<sup>st</sup> century skills and a high awareness of themselves, their community and the world. It works to ensure they have the ability to make the right decisions, are actively responsible and have essential world-class skills that allow them to pursue their academic and professional goals.

## PROCEDURE FOR AFTERNOON SCHOOL TRANSPORTATION

The end of day bell will ring at 2:20. All buses will be in their designated places by then, arranged by numbers 1 through 18.

1. 2:10 pm wave 1 will be called: Classes grade KG1, KG2, will be brought through the gate to collect Grades 1 and 2 to take them directly to their busses before the end of day bell rings by the bus supervisors.
2. 2:20 pm all other Grades can go straight to their busses, when the bus is complete drivers turn their red signs to green showing all is ready to leave.
3. At precisely 2:30 pm a whistle will blow informing drivers to close their bus doors. Late students and teachers will be held out of busses and warned.
4. Responsible staff will clear the areas and busses will leave the area in an orderly manner.

All registers must be taken morning and afternoon before busses leave the school.

Check for any early leavers with the security if anyone from the morning is missing.