مدرسة رويال الأمريكية
ROYAL AMERICAN SCHOOL

TRANSPORTATION POLICY

Academic Year 2026-2027

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

Review date August 2026

Introduction

Royal American School (RAS) must ensure the safety of all students during their transport to and from school. This policy sets out RAS's minimum obligations for the provision of a safe, high-quality, and efficient school bus service through its contracted, ITC-licensed transport operator, in line with the ADEK Transportation Policy.

Purpose

- To outline RAS's responsibility for the safety of students related to transportation.
- To establish the roles and responsibilities of RAS, its contracted transport operator, and other stakeholders.

Scope

This policy applies to RAS, its contracted ITC-licensed transport operator, drivers, bus supervisors, the School Transport Coordinator, students, and parents.

Definitions

Bus Supervisor	The person appointed by RAS's operator to supervise students on the school bus, holding an ITC permit.
Driver	The person responsible for driving the school bus, holding an ITC permit.
Drop-Off and Pick-Up Point	A designated location for a student's drop-off or pick-up, agreed by the parent, RAS, and the operator.
Integrated Transport Centre (ITC)	The Abu Dhabi authority responsible for regulating transportation, including school buses.
Journey	The process of transporting students between a pick-up and drop-off point, including to/from school and school-related events.
Non-School Bus Transport	Any mode of transportation other than the school bus, such as private vehicles, public transport, or micromobility (cycles, scooters, etc.).
Operator	The ITC-authorized entity contracted by RAS to provide its school bus service.
Parent-Appointed Responsible Adult	An adult appointed by a parent to be responsible for their child in the parent's absence (e.g. a nanny or driver).
School Bus	A bus authorized by the ITC exclusively to transport students.
School Transport Coordinator	The RAS staff member coordinating between the operator, school, and parents to monitor the school bus service.
UAE PASS	The UAE's national digital identity and signature solution.

Policy Statement

Scope and Applicability

- RAS and its contracted operator comply with the ITC's Executive Regulation Concerning School Transport Service Regulation and the Abu Dhabi Guideline for School Bus Route Regularization; ITC requirements prevail over this policy in the event of any conflict with ADEK requirements.

Provision of School Bus Service and Rider Safety

- RAS provides school bus service to its students through its contracted operator, including any required support or aids for students with additional learning needs, and requests an ITC exemption in exceptional cases where individual service is not feasible.
- RAS remains ultimately responsible for the safety of students and other riders during the journey, even though the service is delivered by a contracted operator.
- RAS ensures its operator provides bus and pedestrian safety training to students, that the RAS Student Behavior Policy covers student conduct during the journey, and that parents are educated about the school bus service.

Journey Duration and Pick-Up/Drop-Off

- Journey duration does not exceed the period specified by the ITC. Students are picked up and dropped off at designated points; the Bus Supervisor ensures a parent or parent-appointed adult is present to receive a student under 11, and returns the student to school (after completing the rest of the route) if no one is present, informing the school of the situation.

Exclusive Use, Fees, and School-Owned Buses

- School buses are used exclusively to transport students.
- School bus fees are proposed by the operator per the ITC Fee Framework and approved by ADEK; exceptional fee increases are coordinated with the ITC before ADEK approval.
- Should RAS operate its own buses in future, it will adhere to all applicable ITC regulations on specifications, maintenance, and record-keeping.

Picking Up of Younger Siblings by Elder Siblings

- An elder sibling aged 15 or above may collect a younger sibling (Grade 1 or above) in place of a parent-appointed responsible adult only with a signed parental consent form acknowledging the elder sibling's maturity, that the responsibility has been explained to them, and that RAS bears no liability for resulting incidents.

Transportation and Traffic Management

- RAS develops, maintains, and updates a traffic management plan for peak drop-off/pick-up hours, deploys a trained staff task force to manage daily traffic operations, and maintains an updated transport emergency and communication plan shared with all stakeholders.

Grievances and Complaints

- RAS handles parent transport concerns per the Abu Dhabi Guideline for School Bus Route Regularization, with final decision-making authority resting with the Principal or Governing Board and safety as the primary consideration.

Parking and Speed Limits

- RAS designates parking areas for school buses and staff vehicles on its premises, and all vehicles observe the school zone speed limit under Federal Law No. (21) of 1995 on Traffic.

Bus Services for Field Trips

- Students are transported for field trips using buses meeting the ITC's technical requirements. Where tourist buses are used (e.g. for trips exceeding 80km), they must have seat belts, fire extinguishers, an automatic engine-fire suppression system, first aid kits, emergency exits, comprehensive insurance, and Asateel platform registration. RAS informs the ITC and parents of the vehicle type used; the maximum journey duration limit does not apply to field trips.

Non-School Bus Transportation

- Only Cycle 3 students may arrive at or depart from RAS unaccompanied using non-school bus transportation, in line with the RAS Student Protection Policy. RAS is not liable for the use of non-school bus transportation, as its supervision begins once a student enters the premises; RAS may regulate the admissibility and parking of such transportation on its grounds and provides the necessary infrastructure where it permits their use.
- RAS collects a signed parental consent form for use of non-school bus transportation, confirming parents understand the distance/mode implications and will comply with relevant ITC regulations, and informs parents that such use is subject to ITC requirements.

School Bus Service Staff

- Drivers hold a valid ITC permit, sign off on acknowledging the RAS Student Protection Policy, and are registered on PASS.
- A Bus Supervisor is appointed for every bus transporting students aged 11 or below; supervisors are female, except on all-male buses for Cycle 2/3 students where a male supervisor may be employed; supervisors hold a valid ITC permit, sign off on the RAS Student Protection Policy, and are registered on PASS.
- RAS appoints a dedicated Transport Officer/Coordinator as its School Transport Coordinator, who signs off on the RAS Student Protection Policy and is proficient in the school's language of instruction.

Communication with Parents

- RAS informs parents that the Salama application can be used to track their child's school bus. The Bus Supervisor notifies parents of pick-up/drop-off delays and any absence of the responsible adult at drop-off, and notifies the Transport Coordinator of student misconduct. The Driver reports incidents and misconduct to the Transport Coordinator. The Transport Coordinator is the parents' point of contact for emergencies and system-wide issues (e.g. fog or accident delays, schedule changes).

Procedures

- The School Transport Coordinator liaises daily with the contracted operator to monitor the safety, punctuality, and quality of the bus service.
- The Transport Coordinator verifies that all drivers and bus supervisors hold valid ITC permits, are registered on PASS, and have signed the RAS Student Protection Policy acknowledgment before starting work.
- The Transport Coordinator maintains and updates RAS's traffic management plan and coordinates the trained staff task force during daily pick-up and drop-off.
- The Transport Coordinator manages parent communication on delays, schedule changes, and emergencies, and handles transport-related complaints, escalating to the Principal or Governing Board where needed.
- For field trips, the Transport Coordinator verifies bus/tourist-bus compliance with ITC technical requirements, registers tourist buses on Asateel, and informs the ITC and parents of the vehicle type used.
- Where a parent requests non-school-bus transportation or an elder-sibling pick-up arrangement, the Transport Coordinator collects the required signed consent form before authorizing it.
- The Transport Coordinator submits any request for an individual school-bus-service exemption to the ITC on RAS's behalf.

Responsibilities

- **Governing Board/Principal:** holds final decision-making authority on transport-related parent complaints, with safety as the primary consideration.
- **School Transport Coordinator:** manages day-to-day liaison with the operator, parents, and ITC; oversees PASS/permit compliance, the traffic management plan, and complaint handling.
- **Contracted Transport Operator:** provides ITC-compliant drivers and bus supervisors, delivers student bus/pedestrian safety training, and proposes fees per the ITC framework.
- **Bus Supervisor:** supervises students on board and communicates delays, absent guardians, and misconduct.
- **Driver:** drives safely and reports incidents and misconduct to the Transport Coordinator.
- **Parents:** ensure the presence of a responsible adult at drop-off for children under 11, and complete consent forms where relevant.

Compliance

This policy has been effective since the start of Academic Year 2024/25 (Fall term), and RAS has been fully compliant since the start of Academic Year 2025/26 (Fall term). Failure to comply with this policy may result in legal accountability and penalties in accordance with ADEK's regulations, policies, and requirements, in addition to any penalties under Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments, or any other relevant law. ADEK reserves the right to intervene where RAS is found to be in violation of its obligations.

Related Policies and References

- ADEK School Transportation Policy
- RAS Student Behavior Policy
- RAS Student Protection Policy
- ADEK School Buildings and Facilities Policy