



THE BRITISH INTERNATIONAL SCHOOL OF SULAYMANIYAH (IQ010)

کۆمه‌لگه‌ی به‌ریتانی نیوده‌وه‌له‌تی له سلیمانی



BIS Transportation Policy

2024-2025

1. Policy Statement

The British International School of Sulaymaniyah conducts a series of safety and security procedures, in order to keep children safe, and the school transportation service as efficient as possible. We ask that all parents/guardians review and follow the procedures in order to contribute to our safe school culture and demonstrate consideration and respect for all.

Transportation facilities provided by The British International School is an important service for students and families. This policy recognizes that many students live some distance from their school and need transportation to, and home from, their school.

2. Policy Objective

The objective of the Transportation Policy is to ensure clear, consistent direction with respect to student transportation. It also aims at ensuring the safety and security of the children and efficiency of the school transportation service.

3. General Guidelines:

3.1 The safety of students at bus stops and on school buses is a shared responsibility among students, parents/guardians, bus drivers, duty staff and school transportation supervisor.

3.2 Every student deserves to belong, be safe, and feel welcomed in all aspects of their daily experience, including when they are travelling with other students on provided transportation, to and from school each day.

3.3 Student safety is supported by effective and timely communication between duty staff and families with respect to transportation.

3.4 The school is not obliged to provide transportation services for students who are not eligible due to distance or any other special cases.

4. Student Travel Time

4.1 Students shall ride on a school bus one hour or less during regular travel to or from school, where operationally possible. Exceptions may only be made by the Transportation Supervisor, in consultation with the Bus Driver.

4.2 Students must be at the designated bus stop a minimum of **five minutes** before their scheduled pick up time. The bus driver is not required to wait more than **three minutes** for a student that is not at the bus stop by the scheduled pick-up time.

5. School Bus Routing



5.1 Bus routes are planned before the beginning of a new school year, based on the number of applications we have received at that point in time.

5.2 Transportation will be provided to students living within a reasonable distance of the school. We might not be able to serve some locations due to distance/direction and traffic condition, the Transportation Coordinator will try to arrange a pick-up and drop-off point where the parent can meet the bus.

5.3 Each route/pick-up point is designated to optimize the travelling time and also our number of bus passengers. Therefore, it might not be possible to comply with all individual needs. It is our desire to keep travel time for students as low as possible. Due to the fluctuation in the student population which occurs at international schools, the routes are liable to change, and the time students spend on the bus may vary during the course of a year.

5.4 Buses will not enter into some residential compounds if the estate does not permit the bus to enter or the time taken up (due to buses difficulty in maneuvering in narrow lanes or exit/entrance is on the unfavorable direction) affects the smooth flow of the routes. In this case, students are required to board the disembark the bus at the main entrance of their compound.

5.5 School bus will generally run their routes in the reverse order.

6. Roles and Responsibilities

6.1 Students

It is the responsibility of students to:

- Adhere to the posted instructions on the school bus
- Adhere to the Transportation Policy while waiting for the bus and riding the bus
- Follow the instructions of the bus driver while on, entering, or exiting the bus

6.2 Parents/Guardians

It is the responsibility of the parent(s)/guardian(s) to:

- Ensure that their child arrives safely either to the designated school bus stop or to the school;
- All students must be at the bus stop at least five (5) minutes before the planned pick-up time
- Ensure that students are safe while they wait at the bus stop
- Provide the school with all information required to appropriately plan for safe student transportation; the information required, and the timelines for information to be provided, will be set out by the Transportation Coordinator.
- Ensure all Preschool through Year 4 students are supervised by parents/guardians, or an individual designated by the parent/guardian, until the bus arrives in the morning and are there to greet the student in the afternoon; parents/guardians may apply, in writing, to have their child discharged at a bus stop without supervision
- Parents are requested not to complain to the bus driver/Bus Supervisor in case of a problem but report the matter to the Transportation Coordinator in written.

6.3 Transportation Coordinator

It is the responsibility of Transportation Coordinator to:

- Make registration for transportation service and
- Provide safe, timely, and effective transportation options, for eligible students, within the parameters set in legislation and this policy.
- Ensure that there is a safe and orderly space for students to be dropped off and picked up at their school
- Ensure that all routing is completed in a timely manner
- Conduct regular reviews of transportation services to improve services, safety, and efficiency
- Ensure that routes and route changes are communicated to schools, students, and parents/guardians
- Ensure that all behavioral concerns that arise from student transportation are dealt with appropriately

6.4 Bus Drivers

It is the responsibility of Bus Drivers to:

- Acquire and maintain all required driver training and certification
- Check the safety of the car on daily basis and drive within the permitted speed limits.
- Follow the rules of the road while operating the bus
- Enforce the Transportation Policy on the bus
- proactively communicate any issues related to student behavior to the school administration

6.5 Bus Supervisor

It is the responsibility of Bus Supervisors to:

- Depart from pick-up point on time as per the published timetable.
- To supervise the children while travelling to and from school each day.
- Contact parents in case of emergency or if a student is late or absent.
- Take daily register of students: (1) on the bus in the morning; (2) on the bus area before walking to the bus in the afternoon.
- Ensure that students are all seated
- School bags must be placed on the floor in front of the students.
- Students must not stand or move seats during the journey.
- There is absolutely NO EATING OR DRINKING on the school bus.
- Students must not bring home toys to school.
- Permanent seats must be assigned by the bus supervisor.
- Students must be reminded to walk directly to school and not walk around in the park.
- Preschool up to Year 4 students are to be escorted by the bus supervisor all the way to the school foyer in the morning and on the walk to the bus in the afternoon.
- After school – Do a headcount when at school premises and on board the bus before departing to ensure that no student get left behind.
- Primary students from Years 1 to 4 are to be collected by parents/guardians unless advised otherwise.
- It is strictly the responsibility of the bus supervisor to only release students to their parents or designated guardians.
- Unexpected behaviour, fighting and injuries must be reported to the Transportation Coordinator for further investigation

7. Bus Rules for Students

- 7.1** All the students using the school bus are expected to be at the bus stop at least five minutes before the arrival time of the bus.
- 7.2** Buses will not wait for latecomers (**exceeding 3 minutes**).
- 7.3** Children should stay away from the main road until the bus arrives.
- 7.4** No student should come near the entry door of the bus until it comes to a complete halt.
- 7.5** Students should be seated and throughout the bus journey, regardless of whether the bus is moving or standing still.
- 7.6** Students will be ASSIGNED A SEAT at the beginning of the school year and should sit on the seat assigned to them. Younger students and students prone to car sickness will be assigned seats in front of the bus.
- 7.7** The front door of the bus is the only authorized entrance and exit.
- 7.8** No teasing, fighting, shouting, making loud noises or using bad language. Treat one another with respect, talk quietly and politely to one another. Students should be quiet throughout the bus journey. Throwing objects, shouting, abusing other students/bus monitors/bus drivers physically or verbally are not tolerated.
- 7.9** Keep body parts within the bus. The bus supervisor will ensure that windows are closed at all-time except when the air conditioner is not working.
- 7.10** Keep your head, hands, arms, and all other objects to yourself and in the bus.
- 7.11** Students are forbid to chew gum on the bus. Keep the bus clean. Now throwing things, no spitting, no littering.
- 7.12** The drivers are authorized to stop buses at the designated stops only, unless otherwise directed by the Bus Supervisor in the bus.
- 7.13** Be courteous to the staff on the bus and follow instructions. Always obey and respect the bus supervisor and the driver.
- 7.14** Students should board and exit the bus in an orderly and safe manner.
- 7.15** Students should not leave their seat/stand without permission from the Bus Supervisor.
- 7.16** Students should not get on or off the bus while it is in motion.
- 7.17** Students should not lean out of the window and should keep all body parts inside.
- 7.18** Usage of cell phones or any other electronic gadgets is not allowed.
- 7.19** Students will be respectful and listen to the Bus Supervisor's instructions in the bus.
- 7.20** No student should disturb or harass any other student, Bus Supervisor and the Driver.
- 7.21** When disembarking from the vehicle, ensure that you are carrying all your belongings and look out



carefully for the road traffic.

7.22 Students are not allowed to bring dangerous materials (i.e. knives, sharp items, lighters, etc.) onto the bus. Objects or eatables of any kind must not be discarded inside or thrown out of the bus.

7.23 Any items found in the bus will be handed over to the Bus Supervisor or Driver.

7.24 Students will not indulge in any form of physical or verbal abuse and should not play games within the bus that cause physical harm to other students.

7.25 Any damage caused to the vehicle will be charged to the person responsible or when not owned up divided equally amongst passengers. This is your transport and for your comfort. Take care of it.

8. Bus Discipline Procedure for Students:

In case of violation of the above bus rules and policies, the school social worker will deal with the cases according to the below procedure:

Level One

First or minor offense, verbal warning by Bus Supervisor or Transportation Coordinator.

Level Two

Second or more serious offense, written warning by the Social Worker; Class Teacher notified, form sent home for parent signature or parents are called for a meeting.

Level Three

Social Worker contacts parents; student loses transportation privileges for one week (5 days), student placed on Behavior Probation.

SUBSEQUENT OFFENSE:

Student loses bus privileges for the rest of the year, subject to additional discipline as appropriate.

When students misbehave on the bus, they put themselves and others at risk of serious injury. As a result, we take repeated offenses very seriously and will assign consequences accordingly. It is imperative that students respect and obey the bus supervisor and the driver.

9.1 Appendixes

APPENDIX 1: Parent School Bus Agreement

APPENDIX 1

PARENT SCHOOL BUS AGREEMENT

Terms and Conditions

The following terms and conditions form part of this Transportation Policy contract.

1. The Parent/Guardian acknowledges and agrees that the student must comply with the School Transportation Policy and Bus Rules while being transported to and from school.
2. The Parent/Guardian/Student has read and agrees to abide by the School Transportation Policy.
3. All students must be aware of Transportation and Bus Rules prior to receiving bus transportation.
4. The Parent/Guardian is responsible for the safety of their student travelling to, from and at the bus stop.
5. The Parent/Guardian understands that no changes shall be made regarding specific pick-up/ drop-off locations and times without prior request.
6. The Parent/Guardian agrees that bus transportation will not be guaranteed if the completed Contract is not returned on by Sep 15, 2024. The Parent/Guardian agrees that routes will be determined after all bus information has been received from all families. Bus Coordinator does not guarantee front door pick-up.
7. The Parent/Guardian promises to pay the annual fee referred to in this Contract. The annual fee can be paid in two installments; before the first and second term starts.
8. If the Parent/Guardian permanently moves his/her residence after the beginning of the school year, and as a result the student no longer requires transportation services, or the student moves to another school and no longer requires transportation services, no refunds will be processed for cancellation requests received after Sep 20, 2024.
9. The transportation annual fee is charged according to the distance and proximity from school based on the following division and for One-way transportation, 70% of the above mentioned amounts will be charged:

Zones	Location	Annual Fee
Zone 1	Raparin, Bakrajo, Darwaza, Chwarchra, Qrga	IQD 900,000
Zone 2	Sarchnar, Bakhtyari, Dania City, City Center	IQD 800,000
Zone 3	Garden City, Kurdsat, German Village	IQD 700,000
Zone 4	Sulaimani Heights	IQD 350,000

Students Name	Entering Grade	Students Primary Residence Area	Parents Phone No

Parents Agreement

- I have read and agree with the terms of the Parent School Bus Agreement
- I accept the terms and conditions of this Agreement.

Parent/Guardian Name

Parent/Guardian Signature

Date

