

School Transport 2011-12: Pupils in FS2 - Year 13

Aim: to provide a safe, reliable and efficient transport service for pupils (FS2 to Y13).

The school leases its operation to Abou Hol Company, an experienced bus operator able to provide modern vehicles suitable for purpose, driven by experienced drivers (tourist standard). The School does not operate a bus services for children of FS1 age.

BISC Vehicles

BISC has a fleet of vehicles with the following specification: 2009 Toyota *Coaster* and *Hiace* imported 0models; seat-belts factory-fitted; GPS tracking on board; BISC Logo on bus; 'Good Driving' telephone number and reflective stripe on back of bus.

It is school policy to renew its vehicles after a three year depreciation period. The bus operator is a company that the school has worked since 2007 and one that has over 15 years experience in bus transport.

Procedures on Safety

The following procedures are in place. Pupils are required to support these, and their place on school transport is conditional upon this:

- Driver checks all doors are secured before departure. Supervisor checks all pupils have seat-belts fastened properly before the bus moves.
- Supervisor checks that all contact information is on board and that this tallies with the pupils travelling on each journey. Supervisor ensures correct behaviour from pupils throughout the journey. A weekly report to the Principal is made.
- Buses fitted with fire extinguisher and first aid kit as standard. Supervisors trained in basic first aid procedures.
- Buses will be driven at speeds in line with the road conditions, adhering to recommended speed limits. Bus speeds are monitored by a GPS tracking system; a weekly report issued to the Principal by the school's Transport Manager.

Procedures for Parents

1. Complete a School Bus Transport form for each academic year. Renewals cannot be accepted by phone or email.
2. Settle all bus fees in advance of each term. A student cannot be accepted if fees are outstanding.
3. Call the Junior or Senior Office before 10 a.m. (on the day in question) if a change to arrangements has to be made i.e. if a child is being collected by car for the return leg from school at 3.00 p.m. Requests received after 10 a.m. cannot be processed and children are not allowed to switch from bus to bus. Students who normally travel to and from school by car are not permitted to take a school bus.

Communication – who to call

Child is ill and will be absent from school: ->	call school office before 10 a.m.
Change of return leg needed by exception: ->	call school office before 10 a.m.
Concern about a bus being late: ->	call the bus supervisor
Change of address :->	call the school office

Pupil Expectations

1. Arrive for the bus on time. Buses will depart on time and not wait.
2. Wear a seat belt properly throughout the journey.
3. Respect the bus supervisor's directions. Pupils who misbehave on the bus will be asked to see the Head of School who may revoke travel by school bus.
4. Take a bottle of water with you (food & drink not allowed otherwise).
5. Board only the bus you have been designated. Pupils are not allowed to switch between buses.

Special Procedures

(a) Bus Breakdown

- Supervisor rings Transport Manager to inform him. Transport Manager makes an assessment of the issue and, as necessary, sends out a replacement vehicle;
- Driver to ensure that his passengers are safe by moving the vehicle to a secure area;
- Parents to be informed in the case of a return journey: school offices to be informed by the supervisor if the bus is on its journey to school.

(b) Bus Late due to traffic conditions

- Supervisor rings Transport Manager to inform him;
- Transport Manager logs the data;
- Parents are informed if the child has yet to be collected on a return journey: school offices informed by the supervisor if the bus is on its outward journey. Accurate information must be given to parents by the bus supervisor.

(c) Bus in minor road traffic accident

- Supervisor rings Transport Manager to inform him;
- Supervisor rings School Doctor as a matter of procedure and takes advice on action needed. First aid will be applied as necessary by the Supervisor who has received in-school training;
- Driver to ensure that the children are safe;
- Parents are informed by the duty member of SMT.

Personnel

The School insists that its personnel run a professional operation. **Drivers** must be in the age range 30-50 years; Drivers are trained according to BISC standards; Driver performance is monitored weekly, via Supervisor feedback and checks of average speed. Bonus payments made where drivers meet the standards; Drivers are subject to medical checks every six months;

Supervisors should be 25 years of age or over and have good English; Supervisors are trained to BISC standards in pupil management, bus safety and basic first-aid; Supervisors are monitored regularly by the Transport Manager and give basic first-aid training by the School Doctor. Supervisors wear a smart uniform and carry a mobile phone. Supervisors are not allowed to accept tips from parents as this will impinge on accepted professional standards.

Routes & Journey Times

A number of factors frame our approach to routes and journey times: Careful route selection to promote a safe and efficient journey; Conservative journey times to promote safe driving; Journey times that allow for unusual traffic conditions. It is the school's sole responsibility to devise routes and to allocate students to buses.

From	Estimated Route to Beverly Hills	Journey
<i>Helipolis Nasr City</i>	6 th October Bridge, 15 th May Bridge, Mehwer, Juhayna, Beverly Hills	60 min
<i>Maadi</i>	Corniche, Garden City, 15 th May Bridge, Mehwer, Juhayna, Beverly Hills	45 min
<i>Dokki, Giza, Mohandessin</i>	Mehwer, Juhayna, Beverly Hills	35 min
<i>Zamalek</i>	15 th May Bdge, Mehwer, Juhayna, Beverly Hills	40 min

Cost of School Transport

The cost per term of school transport reflects its direct cost and reflects its quality. Please contact the Business Office for information of bus fees as relevant to your school journey. The cost also includes insurance, bus supervisor and GPS tracking costs.