



مدرسة جلوبال الفلبينية

THE PHILIPPINE GLOBAL SCHOOL

Leader in Academic Excellence and Values Formation

Hadbat Al Zaafaranah, Abu Dhabi, United Arab Emirates

TRANSPORTATION POLICY

SECTION 1. School's Philosophy, Vision, Mission and Aims

I. Introduction

The Philippine Global School (TPGS) recognizes that the safe, efficient, and reliable transportation of students is a critical component of ensuring their overall wellbeing and security. Anchored in the guidelines and standards set forth by the Abu Dhabi Department of Education and Knowledge (ADEK), this Transportation Policy establishes clear protocols and responsibilities to safeguard students during all school-related travel, whether to and from school or during extracurricular and off-campus activities.

This policy outlines the framework for managing transportation services, including the selection and monitoring of transport providers, adherence to safety standards, and the roles of staff, students, parents, and transport personnel. Through rigorous compliance with ADEK's regulations and continuous risk assessment, The Philippine Global School aims to provide a transportation environment that prioritizes the health, safety, and comfort of every student while fostering a culture of accountability and care.

II. School's Educational Philosophy, Vision and Mission Statement

Educational Philosophy

The Philippine Global School is geared towards developing a holistic personality among learners, physically fit, emotionally stable, morally upright, intellectually capable, spiritually guided, scientifically empowered and culturally awakened in a global competitive society.

Vision

We envision to be the center of academic excellence, train students to become good leaders who are globally competitive and build character that makes a difference; Equipping them to be competent for the future challenges and be of service to mankind.

Mission

The Philippine Global School is a God-centered learning institution. It is committed to providing education for the development of the youth in all aspects of life, striving for excellence in academic, social, physical, and spiritual lives of its students, their

families, the community and the world. Our mission is to provide an affordable quality education while developing and nurturing the whole child in a God-centered environment.

III. Aims

The Philippine Global School is committed to providing safe, reliable, and efficient transportation services that uphold the highest standards of student welfare and protection. In line with the Abu Dhabi Department of Education and Knowledge (ADEK) Transportation Policy, our aims focus on ensuring the health, safety, and security of students during all school-related travel. These aims guide the development, implementation, and continuous improvement of transportation practices that foster a responsible and caring environment for students, staff, drivers, and parents alike.

We aim:

- To ensure the safety and security of all students during transportation to, from, and within school-related activities, in full compliance with ADEK safety standards.
- To establish clear responsibilities and protocols for drivers, transport staff, school personnel, students, and parents to promote safe and efficient transportation practices.
- To maintain high standards of vehicle maintenance, driver training, and route management to minimize risks and ensure reliability.
- To implement robust procedures for monitoring, reporting, and responding to transportation-related incidents or emergencies.
- To promote a culture of accountability, punctuality, and respectful behavior among all individuals involved in school transportation.
- To ensure transparency and regular review of transportation services and policies for continuous improvement and alignment with ADEK regulations.

SECTION 2. Provision of The Philippine Global School for School Bus Service and Rider Safety

The Philippine Global School (TPGS) is dedicated to ensuring the highest standards of safety, security, and comfort for all students utilizing the school bus service. Whether the transportation is operated directly by TPGS or contracted through third-party bus operators, TPGS enforces strict policies and procedures aligned with ADEK regulations to safeguard students during all phases of transportation.

1. Qualified and Trained Drivers and Attendants

- All drivers, including those employed by third-party bus operators, must hold valid UAE commercial driving licenses specific to school transport vehicles, as required by ADEK and local transport authorities.

- Drivers are required to undergo comprehensive background checks, including criminal records and driving history reviews, before employment or contracting.
- TPGS mandates ongoing professional development, including defensive driving, child safeguarding awareness, emergency response training, and first aid certification for all drivers and bus attendants.
- Bus attendants, responsible for supervising students on board, are trained in child safeguarding, emergency evacuation procedures, basic first aid, and student behavior management.
- Third-party operators must provide documented proof of driver and attendant training, and TPGS conducts periodic verification audits to ensure compliance.

2. Vehicle Safety and Maintenance

- All school buses—whether owned by TPGS or operated by third-party providers—must meet stringent UAE vehicle safety regulations and pass regular inspections from authorized transport authorities.
- Vehicles are required to have essential safety equipment, including functioning seat belts for every passenger, fire extinguishers, first aid kits, GPS tracking systems, two-way radios or communication devices, and emergency exit mechanisms.
- TPGS enforces a strict maintenance schedule, requiring daily pre-trip vehicle inspections conducted by drivers or attendants, and formal mechanical servicing at certified workshops at intervals mandated by manufacturers and local laws.
- Third-party operators must submit maintenance logs, vehicle inspection reports, and incident records to TPGS's transportation coordinator for review.
- TPGS reserves the right to audit third-party vehicles without prior notice and reject any vehicle deemed unfit or unsafe for student transport.

3. Safe Boarding and Alighting Procedures

- Clearly designated and approved bus stops are established in consultation with parents, TPGS authorities, and transport providers to optimize safety and efficiency.
- Supervision is provided at major boarding points and drop-off locations by trained TPGS or transport staff to ensure orderly and safe student movement.
- Attendance checks are mandatory: drivers or bus attendants conduct roll calls at boarding and alighting to ensure no student is left behind or disembarked at an incorrect location.
- For younger students and those with additional needs, personalized boarding and drop-off arrangements are made, including handover protocols to authorized caregivers or family members.
- Parents and guardians receive regular communication about bus stop locations, pickup/drop-off times, and emergency contact procedures.
- TPGS implements a strict policy requiring parents or guardians to notify TPGS in advance of any changes in a student's transportation arrangements.

4. Student Conduct and Rider Safety

- TPGS communicates comprehensive bus behavior policies to students and parents, emphasizing respect, safety, and responsibility.
- Students are required to remain seated and use seat belts at all times while the bus is moving.
- Running, shouting, or any form of disruptive behavior that could distract the driver or endanger others is prohibited.

- Procedures are in place for reporting and addressing incidents of bullying, harassment, or misconduct during transport, with clear consequences aligned with TPGS's overall behavior management policy.
- Regular awareness sessions are conducted with students to reinforce safe riding habits, emergency procedures, and respectful conduct towards peers and staff.

5. Emergency Procedures

- TPGS and all contracted third-party operators maintain a comprehensive emergency response plan covering scenarios such as accidents, medical emergencies, vehicle breakdowns, fires, or severe weather conditions.
- Drivers and attendants are trained to implement evacuation drills, administer first aid, and communicate effectively with emergency services.
- Emergency contact numbers, including TPGS's transport coordinator and designated safeguarding leads, are accessible at all times on vehicles and to staff.
- In the event of an incident, prompt notification protocols are in place to inform parents or guardians, TPGS leadership, and relevant authorities.
- Post-incident reviews and investigations are conducted to identify root causes and implement corrective actions to prevent recurrence.

6. Parental and Student Communication

- TPGS ensures clear and continuous communication with parents and students through multiple channels such as newsletters, mobile apps, SMS alerts, and the school website.
- Parents receive timely updates about bus schedules, route changes, delays, and safety reminders.
- Parents must provide up-to-date contact information and inform TPGS promptly of any change in emergency contacts or transportation needs.
- A feedback mechanism allows parents and students to report concerns or suggestions related to the bus service, which are reviewed regularly by TPGS's transportation team.

7. Third-Party Operator Selection and Monitoring

- TPGS employs a rigorous selection process for third-party bus operators, including evaluation of their licensing, insurance coverage, safety records, staffing qualifications, and capacity to meet ADEK standards.
- Contracts with third-party providers explicitly define safety requirements, driver and attendant training expectations, vehicle maintenance standards, reporting obligations, and procedures for handling incidents or complaints.
- TPGS conducts regular and unannounced audits and inspections of third-party operators to ensure adherence to contract terms and safety protocols.
- Performance metrics, such as punctuality, incident reports, and parent/staff feedback, are monitored and reviewed quarterly to inform contract renewal or termination decisions.
- TPGS works closely with third-party operators to implement continuous improvement initiatives based on audit findings and evolving ADEK regulations.

8. Continuous Monitoring, Review, and Improvement

- TPGS's Transportation Coordinator, in collaboration with the Designated Safeguarding Lead and Senior Leadership Team, conducts quarterly reviews of all transportation services.
- Incident logs, maintenance records, student behavior reports, and stakeholder feedback are analyzed to identify trends, risks, and areas for enhancement.
- Updates to transportation policies and procedures are communicated promptly to all stakeholders.
- Ongoing training and awareness campaigns are delivered to drivers, attendants, staff, students, and parents to maintain a culture of safety and responsibility.
- TPGS remains committed to aligning with the latest ADEK transportation policies and UAE laws, adapting practices as necessary to uphold exemplary safety standards.

Through these detailed provisions, The Philippine Global School guarantees a comprehensive, transparent, and proactive approach to school bus service and rider safety, ensuring that all students travel under the safest possible conditions whether transported by TPGS-operated vehicles or trusted third-party providers.

Section 3. The Philippine Global School's Traffic Management Plan

TPGS prioritizes the safety and well-being of its entire school community by implementing an effective and comprehensive Traffic Management Plan. This plan ensures the smooth, safe movement of vehicles and pedestrians on and around the school campus, especially during peak drop-off and pick-up hours, minimizing risks and congestion. The plan is fully aligned with ADEK's school transportation and traffic management policies.

1. Development, Maintenance, and Updating of Traffic Management Plan

Objectives:

- Ensure safe and efficient flow of vehicles and pedestrians.
- Minimize traffic congestion during peak hours.
- Protect students, staff, parents, and visitors from accidents or injuries related to traffic.

Procedures:

- **Traffic Flow Mapping:**
 - TPGS maintains detailed, up-to-date maps that identify all internal and external traffic routes including vehicle entry and exit points, drop-off/pick-up zones, parking areas, and pedestrian crossings.
 - Separate lanes or paths are designated for buses, private vehicles, and pedestrian traffic to reduce conflicts.
- **Peak Hour Traffic Management:**
 - Specific traffic patterns are established for morning arrival (7:00 AM – 8:30 AM) and afternoon dismissal (2:30 PM – 3:30 PM).
 - Staggered timings or grade-level-specific zones may be implemented to reduce crowding.

- **Quarterly Review and Updating:**
 - The traffic plan is formally reviewed each quarter by the Transportation Coordinator in collaboration with the Safety Officer, Senior Leadership Team, and representatives from parents and transport providers.
 - Updates are made based on traffic incident reports, stakeholder feedback, changes in student population, or guidance from local authorities.
- **Coordination with Authorities:**
 - TPGS liaises regularly with local traffic police and municipal authorities to ensure alignment with city traffic regulations and to seek support during peak traffic times if needed.
- **Communication of Changes:**
 - Any updates or changes to traffic routes, timings, or procedures are communicated promptly to all stakeholders via email, SMS, notices, and the school website.

2. Deployment of Trained Traffic Task Force

Objectives:

- Manage and direct traffic efficiently during peak hours.
- Ensure safe crossing and movement for students and pedestrians.
- Prevent vehicle congestion and unsafe driving behaviors on or near campus.

Procedures:

- **Formation of the Task Force:**
 - TPGS assigns a sufficient number of staff members as traffic marshals, drawn from existing school staff who volunteer or are designated for this role.
 - The size of the task force is determined by the volume of traffic and critical control points around campus.
- **Training and Preparation:**
 - All traffic marshals receive formal training covering:
 - Traffic flow control and direction techniques
 - Use of communication devices such as walkie-talkies
 - Emergency procedures and evacuation protocols
 - Child safeguarding and conflict management
 - First aid basics
- **Roles and Responsibilities:**
 - Traffic marshals are deployed at key points: entry/exit gates, pedestrian crossings, bus bays, drop-off zones, and parking areas.
 - Responsibilities include guiding vehicles safely, ensuring students cross roads securely, monitoring driver compliance (speed limits, no double parking), and preventing unauthorized vehicle access.
- **Visibility and Equipment:**
 - Marshals wear high-visibility vests and carry signaling devices (e.g., flags, cones, stop signs).
 - Radios or mobile phones are used for instant communication with the transport coordinator and security personnel.
- **Shift Schedules:**
 - Marshals work in shifts covering peak times with designated breaks to maintain alertness and effectiveness.

- **Incident Reporting:**
 - Any traffic incidents, near-misses, or unsafe behaviors observed are immediately reported to the Transport Coordinator.
- **Coordination with Parents and Drivers:**
 - Marshals remind parents and drivers of traffic rules and designated areas, helping enforce orderly behavior.

3. Transport Emergency and Communication Plan

Objectives:

- Respond quickly and effectively to any transport or traffic-related emergencies.
- Keep all stakeholders informed with accurate and timely information.
- Minimize disruption and ensure student safety during emergencies.

Procedures:

- **Emergency Preparedness:**
 - TPGS maintains a detailed Transport Emergency Plan that covers scenarios such as:
 - Vehicle accidents on campus or en route
 - Medical emergencies during transit or on school grounds
 - Vehicle breakdowns or mechanical failures
 - Severe weather conditions impacting transportation
 - Security threats related to traffic areas
- **Emergency Contacts and Roles:**
 - A list of emergency contacts is maintained and regularly updated, including:
 - Transportation Coordinator
 - School Nurse/Health Officer
 - Security Head
 - Local Police and Emergency Services
 - Bus Company or Third-Party Operator contacts (if applicable)
- **Emergency Communication Procedures:**
 - Clear communication protocols ensure rapid notification to parents, school leadership, emergency responders, and transport providers.
 - Communication channels include SMS alerts, phone calls, emails, and announcements on official school platforms.
- **Immediate Actions:**
 - Traffic marshals and transport staff are trained to secure the scene of an incident, administer first aid if necessary, and assist emergency services upon arrival.
 - Evacuation routes and safe waiting areas for students and parents are predefined and communicated.
- **Post-Incident Review:**
 - All transport-related incidents are logged and investigated to determine causes and improve procedures.
 - Findings are discussed in Safety Committee meetings and shared with staff to prevent recurrence.
- **Regular Drills and Training:**

- Annual emergency response drills involving staff, students, and transport personnel are conducted to maintain preparedness.
- Feedback from drills is used to update the emergency plan.

Additional Components

Pedestrian Safety Measures

- Clearly marked crosswalks with signage and physical barriers where necessary.
- Crossing guards positioned during peak hours.

Parking Management

- Dedicated parking zones for staff, visitors, and parents to avoid blocking traffic routes.
- No-parking zones strictly enforced near entrances and crossings.

Signage and Road Markings

- Installation and regular maintenance of clear traffic signs, speed limit indicators, and road markings on campus and nearby roads.

Monitoring and Continuous Improvement

- CCTV cameras may be used to monitor traffic flow and identify issues.
- Feedback from parents, staff, and students is collected periodically to improve the traffic plan.

Section 4. Transport Emergency Plan

Purpose

To provide clear and effective procedures for managing emergencies related to school transportation to ensure the safety and well-being of all students, staff, and visitors.

1. Vehicle Accidents on Campus or En Route

Procedures:

- **Immediate Response:**
 - The driver and accompanying staff immediately ensure the safety of all passengers.
 - Contact emergency services (ambulance, police) by calling 999 or local emergency number.
 - Alert the Transportation Coordinator and School Nurse immediately.
- **On-Campus Accidents:**
 - Secure the area to prevent further hazards using cones and signage.
 - Traffic marshals assist in redirecting vehicles and pedestrians away from the accident site.
 - Provide first aid to injured individuals until professional help arrives.

- **Off-Campus Accidents:**
 - Ensure passengers remain calm and stay inside the vehicle if safe.
 - Contact parents or guardians of affected students promptly.
 - The driver or escort must accompany injured students to the hospital if emergency services are delayed, with school approval.
 - Transportation Coordinator coordinates with local authorities and updates the school leadership.
- **Post-Incident:**
 - Complete an accident report form detailing the incident and response.
 - Conduct a review meeting with involved parties to improve future response.
 - Offer counseling support to affected students and staff.

2. Medical Emergencies During Transit or On School Grounds

Procedures:

- **Immediate Action:**
 - Staff accompanying students must be trained in basic first aid and respond immediately.
 - Contact the School Nurse and call emergency services if required.
 - Isolate the affected student to a safe and comfortable area (if on campus).
- **Communication:**
 - Notify parents or guardians immediately with details of the emergency and actions taken.
 - Keep school leadership informed throughout the process.
- **Transporting to Medical Facilities:**
 - If medical transportation is required, arrange for ambulance or parental pick-up as appropriate.
 - Ensure a staff member accompanies the student during transit.
- **Documentation and Follow-up:**
 - Record the incident and care provided.
 - Follow up with parents and health professionals as necessary.

3. Vehicle Breakdowns or Mechanical Failures

Procedures:

- **On Campus:**
 - Driver contacts the Transport Coordinator immediately.
 - Arrange for the safe evacuation of passengers using an alternate vehicle or on-foot if safe.
 - Notify parents if the delay will affect arrival or departure times.
- **Off Campus:**
 - Ensure passengers remain calm and stay inside the vehicle unless it is unsafe.
 - Contact roadside assistance or the third-party bus operator's emergency service.
 - Communicate with the school and parents about the delay and alternative arrangements.
- **Safety:**

- Keep the vehicle hazard lights on and use safety triangles/cones to warn other motorists.
- Maintain communication with students to prevent panic.
- **Resolution:**
 - Arrange prompt repair or replacement vehicle.
 - Document the breakdown and review to prevent recurrence.

4. Severe Weather Conditions Impacting Transportation

Procedures:

- **Pre-Trip Assessment:**
 - The Transportation Coordinator monitors weather forecasts regularly.
 - If severe weather (sandstorms, heavy rain, flooding, extreme heat) is expected, consult with school leadership regarding trip delays, cancellations, or route adjustments.
- **During Transit:**
 - Drivers receive instructions to reduce speed, increase caution, and use headlights and hazard signals as necessary.
 - Ensure students remain seated and calm.
 - Report any hazardous conditions immediately to the Transport Coordinator.
- **Communication:**
 - Inform parents and staff of any changes or delays caused by weather.
 - Update the school community via SMS or other channels if weather affects arrival or dismissal times.
- **Post-Weather:**
 - Conduct safety checks on vehicles before returning to normal operation.
 - Assess the condition of roads used for student transport.

5. Security Threats Related to Traffic Areas

Procedures:

- **Prevention:**
 - Coordinate with security personnel to monitor traffic areas for suspicious activity.
 - Implement access control measures for vehicles and individuals entering campus.
- **Emergency Response:**
 - If a security threat (e.g., suspicious package, aggressive behavior, unauthorized access) is identified:
 - Alert the Security Head and school leadership immediately.
 - Notify local law enforcement authorities.
 - Activate lockdown or evacuation procedures if necessary.
 - Keep students and staff away from affected areas.
- **Communication:**
 - Provide clear instructions to drivers, parents, and staff regarding pick-up and drop-off changes during the threat.
 - Maintain constant updates until the threat is resolved.
- **Post-Threat:**
 - Review the incident to improve security and emergency protocols.

- Provide counseling and support to students and staff affected.

Key Roles and Responsibilities

Transportation Coordinator

- Oversees the entire student transportation system, including scheduling, route planning, and compliance with ITC and ADEK regulations.
- Leads all emergency responses and acts as the primary contact for communication with school leadership, authorities, and families.
- Conducts regular reviews and audits of journey times, vehicle conditions, and staff preparedness.

Drivers

- Ensure the safety of all passengers throughout the journey.
- Perform daily vehicle safety checks before departure.
- Follow approved routes and report any incidents, delays, or emergencies immediately.
- Maintain a calm and professional demeanor at all times.

Bus Attendant

- Assists students in safely boarding and alighting the bus, especially younger students and those with additional learning needs.
- Maintains order and monitors behavior inside the vehicle.
- Takes daily attendance and ensures all students are accounted for.
- Assists in emergency procedures (e.g., evacuation, first aid).
- Communicates with the driver and Transportation Coordinator regarding student issues or concerns during the journey.

School Nurse

- Coordinates medical response during any transport-related medical emergency.
- Provides immediate first aid upon student arrival in case of incidents during transit.
- Maintains medical records and emergency care plans for students with health concerns.

Security Personnel

- Monitor traffic flow and ensure order and safety during peak pick-up and drop-off times.
- Implement and enforce traffic management plans within and near school premises.
- Respond swiftly to any security incidents around transportation zones.

Staff Escorts (when assigned)

- Accompany students during trips and excursions, particularly for long-distance or off-campus events.
- Provide reassurance, supervision, and assistance to students.

- Support in implementing emergency procedures and liaising with medical or security personnel if needed.

Communication and Reporting

- Maintain an updated emergency contact list for all stakeholders.
- Use multiple communication channels (phone, SMS, email) for emergency alerts.
- Complete detailed incident reports after every emergency and review for continuous improvement.

This Transport Emergency Plan is reviewed annually and updated as necessary to ensure the highest standards of safety and preparedness in line with ADEK requirements.

Section 5. Duration of Journey and Associated Pick-up and Drop-off Points

1. Maximum Journey Time

- The duration of a journey for any school bus operating under TPGS shall **not exceed the maximum travel time specified by the Integrated Transport Center (ITC)** from the designated pick-up point to the final drop-off point and vice versa.
- This ensures students' travel time remains within safe and reasonable limits to minimize fatigue and discomfort.
- TPGS regularly coordinates with the ITC to stay updated on any changes in journey time regulations and adjusts routes and schedules accordingly.
- In cases where unexpected delays occur (e.g., traffic congestion, roadworks), TPGS promptly communicates with parents and takes necessary action to ensure student safety and comfort.

2. Pick-up and Drop-off Points

- **Designated Locations:**
 - TPGS identifies safe, convenient, and accessible pick-up and drop-off points for students based on residential clusters and traffic safety considerations.
 - Locations are chosen to minimize road hazards, avoid heavy traffic intersections, and provide easy access for school buses and vehicles.
- **Communication to Parents and Students:**
 - Pick-up and drop-off points and times are clearly communicated to parents at the start of the school year and updated as necessary.
 - Maps and written instructions are provided, including guidelines on student behavior and safety while waiting.
- **Safety Measures at Points:**
 - Each point is monitored by a designated school staff member or a trained transport assistant to ensure student safety.
 - Students are instructed to wait in supervised, shaded areas away from traffic.
 - Parents are reminded to be punctual to avoid crowding and ensure smooth traffic flow.
- **Third-Party Operators:**
 - When buses operated by third-party companies are used, TPGS coordinates with operators to confirm pick-up/drop-off points meet school safety standards and that drivers are aware of procedures.

Student Pick-Up and Drop-Off Procedures

To maintain efficient and safe school transportation services, **The Philippine Global School (TPGS)** establishes the following pick-up and drop-off procedures in alignment with ADEK's transportation policies and best practices:

Pick-Up Time Guidelines

- Students are expected to be **at their designated pick-up point at least five (5) minutes before** the scheduled arrival time of the school bus.
- The school bus will **wait for a maximum of two (2) minutes** at each pick-up point to avoid delays for other students and ensure adherence to the approved route schedule.
- Failure to arrive within the specified window may result in **missed transportation**, and parents will be responsible for arranging alternative travel to school.

Drop-Off Procedures

- Students will be dropped off at their **designated drop-off points** as communicated and agreed upon during registration.
- A **responsible adult** (parent or authorized guardian) must be present to receive students in **KG to Grade 3**.
- For older students, drop-off is completed as per parental consent and school policy regarding independent travel.

Important Reminders for Parents and Guardians

- Changes to pick-up or drop-off points must be requested in writing **at least 24 hours in advance** and are subject to approval by the Transportation Coordinator.
- Parents must ensure that students **do not run toward or away from the bus** and **wait safely at a visible and accessible location**.
- Continuous failure to follow these guidelines may result in a review of the student's eligibility for transportation services.

3. Route Planning and Optimization

- Routes are planned to ensure the shortest and safest paths between pick-up/drop-off points and the school.
- Traffic patterns, road works, and community events are monitored and considered in route planning to avoid delays or hazards.
- Alternative routes are prepared and communicated in case of emergencies or road closures.

4. Review and Feedback

- The duration of journeys and effectiveness of pick-up/drop-off points are reviewed each quarter.
- Feedback from parents, students, and drivers is collected regularly to improve scheduling and locations.
- Adjustments are made accordingly to enhance safety, efficiency, and satisfaction.

Section 6. Parking in School and Speed Limits in School Zone

1. Parking in Schools

TPGS is committed to maintaining a **safe and organized parking system** that prioritizes the security of all students, staff, and visitors, particularly during arrival and dismissal periods.

Designated Parking Zones:

- **Staff Parking:**
Located within the school compound and clearly designated. Reserved strictly for academic, administrative, and support personnel.
- **Visitor Parking:**
Limited visitor slots may be available on campus, subject to prior approval. Visitors must coordinate with the security team and register at the entrance.
- **Parent Parking:**
All parents must park outside the school premises in designated public parking areas.
 - Parents are encouraged to use the **official drop-off/pick-up zone** for quick and safe student handovers.
 - Parking in non-designated or restricted zones near the gate is strictly prohibited and monitored by school security and relevant local authorities.
- **Bus Zones:**
School buses and authorized third-party operators have an exclusive **bus bay** for safe loading and unloading. Access to this area is restricted to school transportation only.
- **Emergency Access Routes:**
Must remain **clear and unobstructed** at all times to allow emergency vehicle access.

Pick-Up and Drop-Off Procedures:

- Vehicles must not be left unattended in drop-off lanes.
- Students are only allowed to exit/enter vehicles at supervised designated points.
- Security personnel and staff guides are stationed during peak times to facilitate smooth and safe movement.

2. Speed Limits in School Zones

All vehicles operating in the vicinity of The Philippine Global School (TPGS) are required to strictly adhere to the designated speed limits within the school zone, as mandated by Federal Law No. (21) of 1995 on Traffic, its Executive Regulations, and any subsequent amendments.

Within TPGS Premises:

- **Maximum speed limit: 20 km/h**
- Speed bumps, safety mirrors, and warning signs are installed at critical locations to control speed and ensure driver awareness.

Around School Zone (External Roads):

- The **external school zone speed limit** is generally **30 km/h**, unless otherwise specified by traffic authorities.
- This regulation applies to **all private vehicles, public service vehicles, third-party contractors, delivery services**, and any other traffic passing through or near school premises.
- **Speed limit signs** are clearly posted at all critical entry and exit points, and **speed-calming measures** (e.g., speed bumps, warning signage, traffic cones) are in place to ensure compliance.

TPGS works closely with the **Integrated Transport Center (ITC)** and local authorities to ensure that **speed enforcement and road safety regulations are strictly implemented**, especially during **peak hours** (drop-off and pick-up).

Failure to comply with these speed limits may result in:

- Reporting to the appropriate transport authorities,
- Restriction from entering or accessing school drop-off zones,
- And, if necessary, legal consequences under UAE traffic law.

3. Community Awareness and Compliance

- All school community members—including staff, students, parents, and contractors—share responsibility in maintaining a safe school environment.
- Regular communication (e.g. SMS alerts, parent bulletins, orientation sessions) reinforces compliance with parking and speed policies.
- TPGS teaches students basic **road safety and awareness** to promote safe behavior when navigating pick-up and drop-off areas.

Section 7. Bus Services for Field Trips

Field trips are essential for extending learning beyond the classroom, and TPGS ensures that all transportation for such activities complies with the highest standards of safety, comfort, and legal regulations.

1. Vehicle Specification

- All students participating in field trips shall be transported **exclusively by school buses** that fully comply with the **technical and safety specifications** set by the **Abu Dhabi Guideline for School Bus Route Regularization**, including the following key features:
 - **Seat belts for all passengers** and proper seating capacity.
 - **Functioning air-conditioning and ventilation systems.**
 - **GPS tracking systems**, dashcams, and two-way communication tools.
 - **Emergency exits**, fire extinguishers, and first aid kits on board.
 - **Wheelchair-accessible buses**, where applicable, for students with additional needs.

- For field trips involving **distances exceeding 80 kilometers**, the bus specifications must meet **long-distance safety and comfort requirements**, such as:
 - Additional **driver rest intervals**, monitored by the Transportation Coordinator.
 - Sufficient **water and emergency supplies** for all passengers.
 - **Extra adult supervision** and one additional staff or security personnel as required.

2. Third-Party Operators

- If buses are provided through **third-party transportation operators**, the following shall be ensured:
 - Operators are **approved and licensed** by the Integrated Transport Center (ITC).
 - Vehicles are **regularly inspected**, maintained, and compliant with the **School Bus Technical Manual**.
 - All drivers and bus attendants are **trained in student safety, emergency response, and child protection protocols**.
 - TPGS maintains a **memorandum of agreement** with the operator outlining shared responsibilities, liabilities, and procedures.

3. Trip-Specific Transport Planning

- Each field trip shall have a **transportation plan** reviewed and approved by the School Management, detailing:
 - Departure and return times.
 - Routes and rest stops (if applicable).
 - On-board **adult-to-student ratios**, based on grade level.
 - Designated **medical support**, such as a nurse or trained first aider.
 - Emergency contact details and communication lines for all involved.

Section 8. Non-School Bus Transportation

TPGS prioritizes the safety and welfare of every student traveling to and from the school. While school buses remain the primary and preferred mode of student transport, TPGS recognizes that some students may opt to use alternative, non-school bus transportation. This section outlines the guidelines, limitations, and responsibilities surrounding such arrangements in compliance with the ADEK School Safeguarding Policy and the Integrated Transport Center (ITC) requirements.

1. Authorized Students for Non-School Bus Transportation

Scope and Age Restriction

- Only **Cycle 3 students** (Grade 9–12) are permitted to **travel independently** to and from school using **non-school bus or public transportation**, without the supervision of a parent or parent-appointed responsible adult.

Students Below Cycle 3 (Grades KG to Grade 8)

- Students in **KG to Grade 8** are **not allowed to travel alone** using public or private transportation unless they are **accompanied by a parent or an authorized adult**.
- **Parents/guardians of these students must submit a signed Consent and Responsibility Form** if they choose to use non-school bus transportation for their child.

Parental Responsibility

Parents of students below Cycle 3 must:

1. **Accept full responsibility** for the safety, supervision, and conduct of their child during travel.
2. **Ensure that a responsible adult** accompanies their child to and from school at all times.
3. **Submit a signed Consent Form**, clearly stating:
 - Their awareness of the **school's limited responsibility** during off-premise travel.
 - Agreement that **TPGS is not liable** for any incidents that occur while the student is in transit outside of the school's supervision.
 - Commitment to **comply with ADEK and ITC regulations**, including the proper use of safety equipment and authorized routes.

⚠ Failure to submit this form or non-compliance with this provision may result in the student being denied access to campus until safe and acceptable transport arrangements are made.

School's Supervision Limitation

- TPGS supervision begins **only once the student enters the school premises** and **ends when the student exits the school** unless they are part of a supervised school activity.
- TPGS reserves the right to **regulate the entry and parking of non-school transport vehicles** and to enforce safety protocols inside school grounds.
- This regulation ensures age-appropriate safeguarding measures and aligns with student developmental readiness and safety needs.

2. School's Liability and Scope of Responsibility

- TPGS shall not be held **liable for any incidents, delays, or risks** arising from a student's use of **non-school bus transportation**, as the school does not maintain **supervisory oversight** over the student's journey outside the school premises.
- **The school's duty of care begins** once the student **enters the school gates** and **ends upon exit**, unless the student is under school-supervised after-school programs or activities.
- TPGS reserves the right to **regulate the use of such transportation** on campus, including:
 - Allowing or disallowing vehicle entry (e.g., scooters, bicycles, motorcycles).
 - Requiring use of **designated access points and pathways** to ensure the safety of pedestrians and riders.
 - Assigning **specific parking or drop-off areas** for non-school transport vehicles, if permitted.

3. Parental Consent Requirement

- Parents choosing non-school bus transportation for their children are **required to submit a signed consent form**, confirming:
 - Their understanding of and acceptance of **responsibility** for the student's transportation to and from school.
 - Their acknowledgment that TPGS holds **no liability** for any incidents during off-campus travel not under school supervision.

Additional Parent Declarations Required in the Consent Form:

- Acknowledgment of the **type and distance** of transportation used (e.g., bicycle, scooter, walking, private car).
- Agreement to **comply with ITC regulations**, including:
 - **Permits or registration**, where required.
 - Use of **approved pathways and road safety gear** (e.g., helmets, reflectors).
- Commitment to ensuring the **safety and readiness of the child** to travel independently.

4. Compliance with ITC Requirements

- TPGS shall inform all parents that the use of **non-school bus transportation is subject to the regulations of the Integrated Transport Center (ITC)**, which may include:
 - **Permit acquisition** for specific modes of transport (e.g., electric scooters).
 - Adherence to **designated pedestrian or cycle paths**.
 - Usage of **protective gear** and safety-compliant vehicles.
- The school may coordinate with ITC or other authorities to provide **guidance sessions or materials** to students and parents on safe non-school transportation practices.

Section 9. Quarterly Review and Compliance of the Transportation Policy

To uphold the highest standards of safety, efficiency, and regulatory alignment in all transportation-related operations, **The Philippine Global School (TPGS)** shall implement a structured **Quarterly Review and Compliance Framework** for its Transportation Policy. This ensures that transport services, traffic management, and related safety protocols remain up-to-date and effective.

Objectives of the Quarterly Review

- Assess compliance with **ADEK Transportation and Safety Guidelines**.
- Ensure that transportation services are safe, efficient, and responsive to stakeholder needs.
- Identify and address emerging risks or incidents related to transport.
- Monitor and update **emergency preparedness, traffic flow, and bus service operations**.
- Gather and incorporate feedback from students, parents, drivers, and school personnel.

Quarterly Review Components

Each quarterly review shall include the following:

1. **Bus Service Compliance Audit**
 - Review contracts and performance of **third-party bus operators**.
 - Validate that all vehicles meet technical, safety, and cleanliness standards.
 - Confirm driver and attendant compliance with **training, licensing, and conduct requirements**.
2. **Traffic and Parking Management Check**
 - Assess effectiveness of traffic flow during **peak hours** (drop-off and pick-up).
 - Review **staff deployment and communication procedures** for managing on-site and perimeter traffic.
 - Ensure **speed limits, signage, and parking rules** are consistently enforced.
3. **Incident and Risk Report Review**
 - Analyze transportation-related incidents (e.g., near misses, delays, breakdowns).
 - Evaluate response times and emergency communication effectiveness.
 - Update risk register and identify any patterns or recurring issues.
4. **Stakeholder Feedback Collection**
 - Conduct surveys or feedback sessions with **parents, students, and staff**.
 - Record concerns, suggestions, or complaints regarding transport safety or efficiency.
5. **Policy and Consent Form Review**
 - Verify that all required **parental consent forms** (e.g., non-school bus transport) are collected and current.
 - Update policy language if necessary to reflect **new ADEK or ITC regulations**.

Responsibilities

- The **Transportation Coordinator** leads the quarterly review process in coordination with:
 - **Health & Safety Officer**
 - **School Principal and SLT**
 - **Security Team**
 - **Bus Operator Representatives**
 - **Parent Representatives (as needed)**

Documentation and Reporting

- A **Quarterly Transportation Safety Report** shall be prepared and submitted to the School Leadership Team.
- Significant findings or required changes shall be discussed in a **review meeting** and documented in the **school's compliance log**.
- Follow-up actions must be assigned with clear deadlines and monitored until resolution.

Continuous Improvement

- Insights from the quarterly reviews will guide the **annual policy update**.
- Any critical findings requiring immediate action will be escalated to **ADEK** as per policy requirements.



مدرسة جلوبال الفلبينية

THE PHILIPPINE GLOBAL SCHOOL

Leader in Academic Excellence and Values Formation

Hadbat Al Zaafaranah, Abu Dhabi, United Arab Emirates

PARENTAL CONSENT FORM FOR NON-SCHOOL BUS AND PUBLIC TRANSPORTATION

This consent form is required for all **students** who travel to and from school using **non-school bus transportation**, including **walking, cycling, scooters, private vehicles, and public transport**.

This policy is in line with the **ADEK School Safeguarding Policy** and **ITC regulations**.

Student Information

- **Full Name of Student:** _____
- **Grade/Year Level:** _____
- **Mode(s) of Non-School Bus/Public Transportation:**
 - Walking
 - Bicycle
 - Scooter (manual/electric)
 - Private Vehicle (e.g., dropped off by parent/driver)
 - Public Bus
 - Public Taxi / Ride-Hailing App
 - Other (please specify): _____

Parent/Guardian Declaration

I, the undersigned parent/guardian of the student named above, acknowledge and accept the following:

1. **Responsibility & Supervision**
 - I understand that **TPGS is not responsible for the safety or supervision** of my child during their travel to or from school using non-school bus or public transportation.
 - I take full responsibility for my child's **travel arrangements, safety, and conduct** during transit.
2. **School's Duty of Care**
 - I understand that TPGS's supervision and responsibility begin **only when my child enters the school premises** and end upon their departure unless they are participating in an official school-supervised activity.
3. **Public Transport Use**
 - I confirm that my child is **aware of how to safely use public transport**, including:
 - **Following road safety laws and public transport rules.**
 - **Safeguarding personal belongings** and maintaining appropriate behavior.
 - **Communicating with me or a trusted adult** in case of delays or emergencies.

4. Infrastructure & On-Campus Use

- I agree to comply with TPGS's regulations regarding **student entry/exit points**, the use of **bicycle/scooter parking**, and other **on-campus movement pathways** for alternative transportation modes.

5. Compliance with ITC Regulations

- I confirm that the chosen mode of transport **complies with ITC regulations**, including:
 - Use of **protective gear** (e.g., helmets for scooters/bikes).
 - Proper **licensing or permits**, if applicable.
 - Use of **authorized transit routes and drop-off/pick-up areas**.

6. Preparedness & Suitability

- I confirm that my child is **physically, emotionally, and developmentally prepared** to travel independently using the selected mode(s) of transport.
- I understand and accept the **implications of travel distance**, potential risks, and my role in ensuring my child's safe commute.

Emergency Contact Details

- **Parent/Guardian Full Name:** _____
- **Primary Mobile Number:** _____
- **Alternate Contact Name:** _____
- **Alternate Contact Number:** _____

Acknowledgement & Consent

I hereby grant permission for my child to use **non-school bus and/or public transportation** for travel to and from The Philippine Global School. I acknowledge the risks involved and confirm that I have educated my child on how to travel safely and responsibly.

Parent/Guardian Name _____
and Signature

Date _____

Student Name and Signature _____

Date: _____



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BUS RIDER AGREEMENT

The Philippine Global School (TPGS)

In accordance with ADEK's Transportation Policy

Student Pick-Up and Drop-Off Protocols

To ensure the safety, efficiency, and punctuality of our daily school transportation, all bus riders and their families are expected to comply with the following:

◆ Pick-Up Guidelines

- I understand that **my child must be at the designated pick-up point at least five (5) minutes before** the scheduled arrival of the school bus.
- I acknowledge that the bus will **wait at the pick-up point for a maximum of two (2) minutes only** before proceeding to the next stop.
- I accept that if my child misses the bus, I am responsible for arranging transportation to school.

◆ Drop-Off Guidelines

- I understand that a **responsible adult must be present** at the designated drop-off location for students in **KG to Grade 3**.
- I agree that if no authorized adult is available, the bus attendant will follow the protocol to keep the child onboard and notify the Transportation Coordinator for immediate contact.
- I accept that repeated failures to meet pick-up or drop-off protocols may result in a review of my child's eligibility for bus services.

◆ Parent and Student Responsibility

- We will ensure that the student waits **calmly and safely at the pick-up point**, and follows all safety instructions while boarding or leaving the bus.
- We agree not to request unscheduled stops or last-minute route changes.
- We understand that the school's transportation schedule must be followed strictly to ensure timely arrivals and dismissals for all students.

Key Points: School Bus Transportation Reminders

For Parents:

To ensure the safety, efficiency, and shared responsibility of school transportation, all parents/guardians are requested to carefully review and observe the following key points:

Timeliness

- The **maximum journey time** for a school bus shall not exceed **60 minutes** from the pick-up point to the final drop-off point, in line with **Article No. (10)** of the **Executive Regulation Concerning the School Transport Service Regulation** in the Emirate of Abu Dhabi.
- Notify the school **in advance** of any changes in transportation needs or routine.

Safety

- Reinforce school **bus safety rules** with your child regularly, including safe behavior while waiting, boarding, riding, and exiting the bus.
- For **younger children (KG to Grade 3)**, a **safe and clear handover** must occur with the assigned **bus supervisor**.
- Parents may authorize an **elder sibling (15 years or older)** to collect a younger sibling (Grade 1 and above) **only with a signed consent form** submitted to the school. This form must affirm:
 - That the **parents acknowledge** the elder sibling's maturity to act responsibly;
 - That the **elder sibling is aware of and accepts the responsibility**;
 - That the **school shall not be held liable** for any incidents arising from this arrangement, in accordance with ADEK policy.

Communication

- Stay regularly informed of the **bus schedule** and any **changes due to weather, road conditions, or school activities**.
- Promptly **report any concerns or issues** regarding bus safety, delays, driver/attendant behavior, or student conduct to the school's **Transportation Coordinator or School Administration**.
- Maintain updated **contact details** with the school to ensure you receive timely transportation alerts or updates.

For Students:

Parents must guide students in understanding and following these expectations:

Behavior

- Follow all **bus rules** and **listen to the driver and bus supervisor** at all times.
- Remain **seated and wear your seatbelt** during the journey.
- Be **respectful to fellow students, the driver, and the bus supervisor**.

Safety

- Board and leave the bus **in an orderly and safe manner**.
- Keep the bus **clean** and treat the vehicle with care.
- **No eating or drinking** is allowed on the bus.

Emergencies

- Learn the **emergency procedures** shared during safety drills.
- **Cooperate calmly** during any emergency or practice drill.

General Rules

- **Bus Supervisor:** Supports the driver in managing safe and orderly travel.
 - **Incidents:** Misbehavior or safety violations will be addressed according to **school policies**.
 - **Review:** This agreement and policy will be **reviewed regularly** to ensure full alignment with **ADEK requirements and transportation best practices**.
-

✓ **Acknowledgement:** By signing the **Bus Rider Agreement**, I confirm **that I have read, understood, and agree to comply with the pick-up and drop-off procedures and Key Points for Parents and Students**, and I will actively ensure my child/ren are properly oriented and responsible while using TPGS school transportation.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Name of Child:	Grade & Section:	Age:
Name of Child:	Grade & Section:	Age:
Name of Child:	Grade & Section:	Age:
Name of Child:	Grade & Section:	Age: