GROUP BUS SAFETY & TRAFFIC MANAGEMENT POLICY

14 Schools
UAE,KSA and Oman

18000+ Students

2500+ Staff

60+ Nationalities

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Status	Version	Change Reference	Date	Next Review Date
Approved	00	First Group Circulation		

School Name	Responsible Lead	Signature	Date
Ajyal - Al Falah			
Ajyal - MBZ			
SMS			
HPS MOE			
HPS American			
Al Majd			
TIS			
ABQ – AZZAN			
ABQ – IMTIAZ			
ABQ – SEEB			
ABQ – SOHAR			

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1. Purpose

This policy establishes guidelines for bus safety procedures and traffic management within AlephYa Group schools. The objective is to ensure the safety of students, staff, and visitors during school transportation operations and on-campus traffic management.

2. Scope

This is a provisional policy and will be reviewed, updated, and officially circulated as the final version.This policy applies to:

1.   School staff responsible for supervision and traffic management.

2.   Students using school transportation.

3.   Bus drivers and bus attendants.

4.   Parents and guardians during pick-up and drop-off.

5.   Traffic marshals and security personnel.

6.   External personnel, such as transport contractors and maintenance staff.

7.   Temporary and volunteer workers assigned to traffic supervision.

3. Traffic Management Control

3.1   Traffic Management Team (TMT)

The Traffic Management Team (TMT) is responsible for:

- Monitoring and managing traffic flow during peak hours.
- Enforcing safety measures and ensuring compliance with designated routes.
- Using LED traffic batons (light wands) to direct vehicles safely.
- Ensuring all supervising staff wear high-visibility safety vests for quick identification.
- Coordinating with the Facilities or Operations Team to liaise with local authorities (ITC, municipality) for infrastructure improvements, including:

o Installation of speed bumps to control vehicle speed.

o Placement of safety signage (speed limits, pedestrian crossings, bus stop markers).

o Enhancements to drop-off/pick-up areas for safer traffic flow.

o Implementation of additional safety barriers, road markings, or pedestrian crossings if needed.

3.2 Traffic Flow & Supervision

- Schools must have a clearly defined traffic management plan to prevent congestion and ensure safety.
- Designated areas must be assigned for buses, staff vehicles, and parents.
- Traffic marshals must be stationed at critical locations during peak hours.
- Speed limits a maximum 10 km/h must be enforced within school premises, over and above UAE school zone regulations.

3.3 Supervision & Safety Measures

- The Traffic Management Team (TMT) must actively supervise bus operations.
- School staff and academic team members should be actively involved in bus duty and student supervision during arrival and dismissal times.
- Schools should provide regular training for staff involved in student transportation to ensure effective traffic management and safe supervision.
- Parents must follow designated pick-up/drop-off procedures.

3.4 Traffic Management Resources

Schools must have the following essential equipment for traffic management:

- High-visibility jackets for all staff involved in traffic control and supervision.
- LED traffic batons (light wands), cones, and chains for directing vehicles and regulating traffic flow.

Additional resources may include:

- Blow-molded barriers, water-filled, or sand-filled barriers for enhanced traffic control where needed.

4. Bus Safety Procedures

4.1   Boarding & Exiting Procedures

- Bus supervisors must assist students when boarding and exiting.
- Students must wait for the bus to stop completely before boarding.
- Younger students must be escorted by a supervisor to and from the bus. Children 11 and under must be met off the bus by an escorting adult. If they are not met the children should be returned to school, and the school policy followed for contacting parents.
- No reversing of buses should occur inside school premises unless guided by a staff member.

4.2   Bus Driver & Attendant Responsibilities

Bus Driver Responsibilities:

Bus drivers play a critical role in ensuring student safety during transportation. Their main responsibilities are outlined below, however it is not limited to these only and they must adhere to all local and company regulations:

- Driving safely and adhering to all traffic laws and school/service provider transport policies.
- Ensuring the bus is in proper working condition by conducting pre-trip and post-trip inspections before and after every journey.
- Ensuring that drop-offs and pick-ups occur only at designated stops as per the approved route.
- Strictly following the school speed limits and driving cautiously in school zones.
- Communicating any mechanical issues or delays to the Transport Coordinator immediately.
- Following emergency protocols in case of breakdowns, accidents, or security incidents.
- Ensuring the bus is checked for students at the end of every trip and displaying the "Bus Checked Clear" sign in the rear window.
- Mobile phones must be stored away in the glove box and not collected again until all duties are complete.

Bus Attendant Responsibilities:

Bus attendants assist in ensuring student safety and supervision while onboard. Their main responsibilities are outlined below, however it is not limited to these only and they must adhere to all local and company regulations:

- Helping students board and exit the bus safely at their designated stops.
- Ensuring that students remain seated and wear seat belts throughout the journey.
- Maintaining an accurate student attendance register for each trip.
- Supervising student behaviour and reporting any concerns or incidents.
- Assisting younger students and those with additional needs in boarding and disembarking.
- Guiding students across the street safely when required.
- Ensuring all students collect their belongings before leaving the bus.
- Confirming that the bus is empty at the end of each trip and assisting the driver in displaying the "Bus Checked Clear" sign.

5. Bus Emergencies & Incident Reporting

5.1   Accidents

- The driver and bus attendant must assess the situation and determine if evacuation is necessary.
- The accident must be reported immediately to school management and emergency services.
- The bus must be moved to a safe location, hazard lights activated, and a reflective triangle placed 10 meters behind the bus.
- Students must remain seated unless evacuation is required.
- A replacement bus must be arranged promptly, ensuring student safety.

5.2   Accidents Requiring Evacuation

- If there is fire, leaking fuel, or bus instability, evacuation is required.
- Students must be led at least 100 meters away from the bus to a safe location.

5.3   Bus Breakdown

- The bus driver must move the bus to a safe location and activate hazard lights.
- The Transport Coordinator must be informed immediately.
- A replacement bus must be arranged as soon as possible.

6. Traffic Incidents & Reporting

Schools must:

- Record and report all traffic-related incidents. Following the incident and reporting form/policy.
- Request police assistance if necessary.

7. Risk Assessment

- Each traffic management plan must be supplemented by a site-specific risk assessment.

8. Zero Tolerance for Safety Violations

There is zero tolerance for negligence in school transportation. Schools must take immediate corrective action against any driver, supervisor, or staff member failing to comply with safety protocols.

9. Review and Revision

- This policy will be reviewed annually or as required by operational or regulatory changes.
- Incident reporting and escalation procedures will be outlined in a separate policy. Schools must comply with all current reporting protocols until the official Incident Reporting Policy is released.
- Where appropriate the crisis and disaster management policy should be refereed too for escalation and the team who will manage incidents.