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### **Transport Policy**

Revised on	13 April 2026
Reviewed by	Principal, Vice Principal, SLT and Operations Manager and EHS Officer
Next Review	April 2027

#### **A. General -**

1. The Transport is service provided by a third party Vendor, who operates the buses in compliance with the guidelines of regulatory authorities.
2. All buses have designated pick up and drop off points.
3. It is the responsibility of the parent(s) to ensure that their child /children is/are present at the pick-up point on the designated time. Buses will not leave from collection points ahead of schedule. However, due to traffic pressures, buses will not be able to wait at pick-up points after the scheduled time. Due to traffic delays buses may arrive at pick-up and drop-off points behind schedule.
4. Children will not be left at the drop off point unless the designated guardian is present to collect them. Guardian designated to pick up child/children should carry a valid photo ID. In case the guardian is not available at the drop off point the child/children will be brought back to school and handed over to the School Administration. In such case it is parent's responsibility to pick their ward from school.
5. The person designated by the parent shall be present at the drop off point to collect child/children under the age of 11 years at the times specified by the school.
6. Written request, signed by the parent/guardian, for reasons of safety and security, is required if a drop-off other than usual point is requested. The same shall be submitted to the transport vendor and school.
7. Parents are required to inform the Bus Guardian if a student is absent on a particular day. If a student does not want to use the return trip on any particular day the parent should give a written communication and send an e-mail to PRE/ school authorities.
8. In case of change of residence, provision of transport service will be subject to the availability of seats on established routes. Fees as applicable to the new pickup area as per the fee structure will apply.

9. Children with contagious disease are not permitted to travel in the bus. This will be treated as per the regulatory guidelines.

10. For safety reasons, eating and drinking on the bus other than water will not be permitted.

11. In a situation the Child is not feeling well after reaching school, it will be parent's responsibility to arrange for their pick up.

12. For safety reasons, all passengers are prohibited to bring sharp or hazardous objects inside the bus. In case of such event that the passenger has brought an object which can be considered as a safety concern, the object will be confiscated by the Bus Attendant and same will be handed over to the School Authority, and will be treated as per the regulatory guidelines.

13. Transporter reserves the right to decline provision of transport service. Allocation of bus facility will be based on the availability of seat in the bus, plying in that area.

14. Parents or guardians shall compensate the company for any damages caused/sustained by the bus or other travelers as a result of inappropriate action by their child/children.

15. School/Transporter will use e-mail id/mobile number of the parents for conveying messages/sending newsletter/ circulars etc. It is parents responsibility to educate their child/children on the importance of traffic safety during the trip and when waiting for, getting on or getting off the bus and the compliance with the following:

- To be present at the assembly point on or before the specific time
- Not to violate the safety regulations or expose self or others to danger within the bus;
- Not to leave the bus before reaching the school or the designated drop-off point;
- To remain seated with seat belt fastened throughout the trip.

**B. Registration for Transport Service**

1. All students who require the transport service shall fill the request form available at the school/ transporter counter.
2. The application form available at the school/ transport counter should be completed and submitted by the parent. All asterisk marked columns must be filled.
3. Every transport user will be provided with a Bus Identity Card in order to take the Electronic Attendance.
4. Students are required to carry their cards at all times while travelling in the Bus. In the absence of the card the child/Children would be denied access to the transportation service.
5. In case of Loss of ID card, New card will be replaced at a fee of AED 50/-.
6. The transport fee will be charged as per the ADEK guidelines.

7. Student placed in the waiting list does not guarantee them the transport facility.
8. After registration, the confirmation from the transport Vendor may take time depending upon the availability of the service, only after the confirmation the services shall commence.
9. **Cancellation** - If the parent wishes to terminate the bus service, written notice must be given to the School 30 days in advance.
10. Transport Vendor reserves the right to decline services from using school transport services if:
  - The student repeatedly violates the safety regulations or endangers himself or others while on the bus.
  - The student continues to misbehave or creates a nuisance or participates in any inappropriate behavior.

**C. Payment of Fees**

1. Following options are given to parents for payment of fees –
  - Cash/Credit Card/Cheque at the school counter
  - Cheque should be drawn in favor of 'Global Indian International School, LLC.

**D. Transport Discontinuation**

- If the parent wishes to discontinue the transport Services, he should inform the School and Transporter 30 days in advance. If the parent fails to do so, he is liable to pay the charges for that month.
- All refunds and discontinuation policy will be in adherence to the ADEK guidelines

**E. Transport Fee Refund**

- Refund policy will be in adherence to the ADEK guidelines. <https://www.adek.gov.ae/-/media/Project/TAMM/ADEK/Downloads/Private-schools/Private-Schools-Policy-and-Guidance-Manual.pdf>
- For discontinuation, 1-month prior notice is required to be served. Refund (if any applicable) will be processed via Bank transfer. Parents are required to provide their Bank details in the format prescribed by School.
- No discontinuation is permissible for the months of MARCH, JUNE and DECEMBER.

**F. Area Change**

- The parents should provide the Area Change form (available at the school/ transport counter in the school) to the School and Transporter. The parent will be informed of the availability of seat in the bus plying in the new area.

Parents are requested to abide by the Terms and Conditions to ensure safe and comfortable journey for their wards.

### **Terms for Own Transport Students:**

1. In case the parent is opting for Own transport or is switching to own transport from School transport, he will be responsible to pick and drop the student from the School premises.
2. Child/Children will only be handed over to the parent or registered guardian with valid identity proof.
3. School will not handover the child/Children to anyone except the Parent or Guardian in any condition unless a written consent from the parent is submitted to the School authorities.
4. Children below 11 years of age will not be sent home on their own in any situation without the presence of a valid guardian. (No requests in this regard through any medium will be entertained)

### **Undertaking**

I undersigned..... , the parent of student(s) .....

have read, understood and agree to comply with the rules & regulations set forth above by the School.

.....Date .....

(Signature of the Parent)



**Dilip Kumar**  
**Principal**  
**Global Indian International School, Abu Dhabi**