



Transport Policy

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1. Purpose

Woodlem Park School aims to provide a safe, reliable, and efficient transport system for all students. Transport is considered an extension of the school environment and must operate under strict safety, supervision, and regulatory compliance standards.

2. Scope

This policy applies to:

- School bus users
- Own transport students
- Students using permitted independent transport (cycle/e-scooter)
- Parents/guardians
- Transport and school staff

3. School Bus Transport

3.1 Compliance & Safety

1. All buses shall comply with RTA Dubai regulations
- 2. Drivers and attendants must:**
 - a. Hold valid licenses and RTA approvals
 - b. Provide Dubai Police clearance
- 3. Regular training will be conducted on:**
 - a. Safety procedures
 - b. Student management
 - c. Emergency response

3.2 Transport Operations

- A Transport Coordinator will oversee all operations
- **Routes are:**



- a. Defined by the Transport Coordinator
 - b. Approved by the Principal
- Each student is allocated one seat
 - Communication must be maintained at all times between bus staff, the Transport Office, and parents/guardians where required. Parents must communicate all transport-related concerns, changes, or requests only through the official Transport Office/school communication channels.

App Communication (ILM365)

- The school transport app will be used for real-time communication between the school and parents.
- Support staff will tap the student ID card during boarding and dismissal, which will trigger an automatic notification to the parent.
- Parents will receive pop-up alerts for pick-up and drop-off times at school & at their dedicated location.
- Parents can track the bus route and live movement through the app.
- The app also allows parents to communicate directly with the bus nanny when required. (in case of Emergency)

3.3 Seating Arrangement

- Rear: Senior girls
- Front: Senior boys
- Middle: Younger students and supervising staff

4. Parent & Student Responsibilities

4.1 Parents

- Parents must ensure timely arrival of students at the assigned bus stop.
- Parents/guardians must be present at the designated drop-off location to receive the child, wherever parent pick-up is required.
- If the authorised parent/guardian is not present at the drop-off location, the child will not be released at the stop.
- In such cases, the child will be brought back to school under supervision, and the parent/guardian will be required to collect the child from the school premises.
- All transport-related changes must be communicated formally and approved by the school in advance.

4.2 Students

- Comply to instructions provided by the bus supervisor
- Follow all safety instructions



- Maintain discipline and cleanliness
- Use only designated stops
- Remain seated during travel

5. Transport Mode & Change Control

5.1 Transport Modes

- School Bus
- Own Transport
- Own Commute

5.2 Change of Transport Mode

- Must be communicated a minimum 2 working days in advance.
- Must be submitted through the official form.
- Must receive school approval before implementation.
- No same-day, verbal, or informal requests will be accepted under any circumstances.
- Any approved change of transport mode during an ongoing term will be treated only as an operational change. Transport fees are charged on a term-wise basis; therefore, the applicable transport fee for the term will remain payable and will not be adjusted, refunded, or calculated on a day-to-day or partial-use basis.
- Charges applicable upon location change, ranging from 335AED to 460 AED.

6. Identification System (Mandatory)

All students and staff must wear colour-coded ID lanyards:

Category	Colour
School Bus Users	Sea Blue
Own Transport (Independent)	Grey
Parent Pick-up/Drop	Green
Administration Staff	Aqua Blue
Academic Staff	Black
Support Staff	Maroon
Visitors	Purple

👉 Students without proper identification will not be permitted to change transport mode.



7. Own Transport (Parent Pick-up)

1. Must be pre-approved
2. Students must be collected **within 30 minutes of dispersal**
3. A duly filled and signed consent form must be submitted to the school.
4. Only the individuals whose details are mentioned in the consent form will be permitted to pick up the child.
5. Late collection may result in:
 - a. Student being retained under supervision
 - b. Further action if repeated

8. Self commute - Cycles & E-Scooters

Students opting for self-commute by bicycle or e-scooter must submit a duly filled and signed parent/guardian consent form to the school Admin Office. Approval must be obtained before the student is permitted to self-commute.

Students using self-commute must report to school **before 7:30 a.m.** Students reporting after 7:30 a.m. will be marked as latecomers as per the school attendance procedure.

Grey tags for self-commute may be issued from **Grade 5 onwards**. Students up to Grade 4 are not permitted to leave school independently and must be collected by the parent/guardian or authorised person as per the approved dispersal arrangement.

8.1 E-Scooters

- Students using e-scooters must have a valid RTA permit.
- A copy of the valid RTA permit must be submitted to the school Admin Office before approval is granted.
- Students will be permitted to use an e-scooter for self-commute only after school approval is confirmed.

8.2 Bicycles

- Bicycles are permitted only for students aged **12 years and above**.
- A duly filled and signed parent consent form must be submitted to the school Admin Office before approval is granted.
- Wearing a helmet and reflective safety vest is mandatory.
- The school is not responsible for any damage or loss of the bicycle.

8.3 Non-Compliance with Self-Commute Requirements



- If a student arrives at school using an e-scooter or bicycle without meeting the above requirements, the student will not be permitted to leave school using the same mode of transport during dispersal.
- In such cases, the parent/guardian will be required to collect the student from school.
- Continued non-compliance may result in withdrawal of permission for self-commute.

9. Fees & Discontinuation

- **Transport is charged term-wise**
- **Discontinuation:**
 - a. **Allowed only at end of term**
 - b. Requires minimum 2 weeks' notice
 - c. Notice must be given before the end of the term to cancel the service for the next academic term.
- No refunds for mid-term discontinuation
- Irrespective of the duration of usage - whether for a day or a week. Once registered for transport, the full term fee will be applicable.
- Re-allocation subject to availability

10. Safety & Dispersal Control

- Students must strictly follow their assigned transport mode.
- Movement between gates, buses, or transport categories without prior school approval is prohibited.
- Gates will remain closed for entry and exit during dispersal time to ensure student safety, controlled movement, and proper verification.
- Parents are not permitted to enter the school premises during dispersal to pick up their wards unless:
 - the child requires mobility support; or
 - the parent has been specifically requested by the school to enter; or
 - prior approval has been granted by the school authority.
- No student will be:
 - allowed to board an unassigned bus;
 - released without proper verification;
 - permitted to change the approved mode of dispersal without prior approval.

👉 Final clearance for bus departure will be permitted only after student verification and confirmation by the assigned staff.



11. Misconduct & Violations

The Principal reserves the right to withdraw transport privileges if:

- Repeated disturbance (more than 3 instances)
- Safety violations
- Unauthorized boarding/alighting

12. Non-Compliance

Failure to comply may result in:

- Warnings
- Suspension of transport privileges
- Restricted access
- Further disciplinary action

13. Final Note

- School transport operates as a controlled safety system.
- Strict adherence to this policy is mandatory for all stakeholders to ensure the safety, security, and well-being of students.

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