

Bus Transportation Regulations and General Guidelines

Morning Pick-Up from home:

- Child must be ready on time and outside at the designated area for pick-up.
- Children between KG and Grade 2 must be accompanied by an adult who waits until the bus arrives and picks up the child from the bus stop drop-off.
- Drivers have been instructed to wait no longer than two (3) minutes for a house pick up at any stop during the morning pick-up time.
- Should the child be late, the bus will move to the next stop.
- If a child misses the bus, the parents must provide transportation to school.
- Child should wear the mask before go inside the bus.
- Bus Assistant should take the temperature of student before go inside the bus.

After School Drop-Off:

- Drivers and bus assistants have been instructed NOT to drop off any young child unless there is an adult present to meet and pick the child.
- Should the bus arrive at the stop and no adult is present to meet the bus on arrival, the child will be kept on the bus and brought back to school where parents will be contacted to provide transportation home. **This rule is strictly enforced.**
- Bus Assistants will escort students to the outside of the school and take them to the bus parking lot in the afternoon dismissal. In addition, children are to be picked up from the bus on arrival to the house by an adult.
- Buses depart 10-15 minutes after school dismissal. Parents of those students who missed the bus will be contacted by phone and requested to transport their children home.
- If the school is dismissed earlier than the usual hours (please see school calendar for specific dates); buses will still depart 10-15 minutes after dismissal time.
- As we guarantee a seat for all registered students, and the drivers/monitors are obliged to follow the designated route, requests to have a child ride home on a different bus is strictly prohibited.

Safety measure:

- Apply precautionary and preventive measures to measure students' temperature before boarding the bus.
- Sanitize school buses before and after each trip.
- Provide hand Sanitizer when entering the bus and during the ride.
- Install Plexiglass barrier around drivers' seat.
- Open windows to circulate fresh Air.

- Bus Assistant has to enforce Social Distancing during ride.

Seating

- With Masks, one student seated every other row, alternating side.
- Mark seats with taps to show students where to sit.

Contact Tracing:

- Keep students log to enable contact tracing if someone tests positive for COVID-19
- Reduce the capacity of students in buses by applying the spacing between students.
- Prepare the spot in the school building for the students who will go home by bus.

Boarding and Disembarking the Bus:

- During pandemic time, Siblings (Brothers and sisters from the same house) can sit next to each others.
- All high school / middle school students are kindly asked to occupy the back seats on the bus. Please start with the very last seat and work forward. Young Students will start by occupying the front seats and work towards the back.
- Bus attendants will provide assistance to little students on boarding, seating and disembarking.
- When boarding the bus if students are in line, please remain in the line and do not venture to the front or back of the bus.
- When disembarking the bus, please proceed directly to your home. Do not linger around the front or back of the bus. If you must cross the street to get to your home, please await instructions from the monitor.

Seating:

Students may in the beginning of the year choose their seat. Once settled into school and the bus service they will be asked to keep that seat. It may however necessary that bus monitor will change the seating on the bus if there is a conflict between one or more students.

Priority of the front seats is always given to lower primary and younger students.

Bus Behavior Guidelines

The behavioral expectations and rules that apply on the premises of the school also apply on the school bus. However, because of a strong concern for safety, a special code of conduct for bus passengers has been established for students.

Students Are NOT Allowed To:

- **Remove Masks while inside the bus.**
- Remove/loosen or refuse to wear seatbelts while inside the bus.
- Change seats, stand or move around the bus.
- Shout, yell, speak in loud voices or use profane or vulgar language.
- **Open the window at any time. Should the air conditioning fail and it becomes necessary to open the windows, the monitor will open windows. Students are to remain seated in seatbelts at all times and keep all body parts inside the bus. However, during this pandemic time, Bus Assistant can open it to get fresh air for students.**
- Exit from or enter via any means but the bus door.
- Fight, tease, bull or harass other students, the monitor or driver.
- Behave in any way that is distracting to the driver and/or other students.
- Shout at pedestrians or passengers.
- Mark or vandalize the bus on the inside and/or outside.
- Destroy or cut the seats cushion and seatbelts.
- Play loud music. (Music players with earphones are allowed).
- Eat or drink on the bus. Only drinking water is permitted.
- Carry any type of weapon, which includes sharp objects, pocket knives, etc.,
- Carry any prescribed medications without prior notification and approval of our office.
- Leave trash on the bus seats and floors.
- Leave the bus once boarded.
- Treat or address fellow students, the bus monitor or the bus driver disrespectfully or discourteously.
- Request the bus driver to stop at any undesignated bus stop.
- Be dropped at any other stop other than their designated stop without written permission from a parent.
- Ride on any other bus at any time.
- Bring friend/s to ride in the bus at any time. This rule is strictly enforced!

Bus monitors have the authority to stop misbehavior and to report violations of the abovementioned rules to the parents and transportation office/school principal. Students who misbehave on the bus are subject to referral and/or discipline. Serious incidents and/or repeated misbehavior will result in suspension or termination of the privilege of bus transportation.

Discipline

Children who receive two warnings will be suspended from riding on the bus for 3 days.

Children who receive three warnings will not be provided with transportation for the remainder of the school Quarter or 10 weeks, whichever is greater.

In the above situation, parents will be fully responsible for the transportation of their children, to and from school.

Serious infractions between where any type of verbal or physical abuse, bullying and/or false accusations made against one another will be brought to parents and school attention. Should our office and parents efforts fail to resolve or end such behavior, a termination of one, both or all involved children may be the last resolution. In such case, re-applying for the bus service for the following year will be on a Probation Contract.

Please instruct your children to adhere by the following rules when boarding the bus in the morning and/or in the afternoon for drop off.

Bus Safety

While protecting students on the bus starts inside the bus with clear rules that are enforced, it is also important to protect all students from outside influences. We apply the following rules for our buses:

Our buses are marked using a sign which displays the School name.

Drivers and bus assistants are not allowed to use mobile phones while in transit unless there is an emergency or a call from the school or the transportation office. This is to ensure that both are focused on their respective jobs, which is to keep the students safe at all times.

Bus assistants are on board to ensure the safety of each and every student.

Parents are asked to refrain from conversations or arguments with the bus assistants during their routes as it distracts them from the students that are on board.

Parents and/or guardians, etc., are not allowed to board the bus at any time.

Parents should refrain from sending sick children to school as the bus is a confined space.

All information regarding our riders is kept strictly confidential. Unfortunately we cannot share or disburse information such as route sheets, etc., as it contains most confidential information.

Parents and/or guardians are asked to refrain at all times from stopping the bus at any time or point other than its usual assigned stop points. Please remember the driver has been instructed to disregard anyone attempting to stop bus at any point which is not designated. The driver will only stop the bus for police and/or emergency personnel provided they are in a marked emergency vehicle and in clearly identifiable uniforms.

Parent's disputes must be resolved in private with not interference or involving any of the bus riders. However, we will ensure that no parent dispute will have any consequence on our bus operation.

In the event that a quarrel, dispute or any disagreement occurs on the bus between two children, the parents must immediately inform the management of the school and vice versa. We investigate the matter, present the known facts and issue a report along with possible actions and discipline to be taken. It may be necessary, depending on the circumstances to meet with parents to develop a plan that will correct the situation.

Eating or drinking is not permitted on buses. Water is allowed to be consumed by student(s). While this partially assists in keeping our buses clean, the primary reason for this is for safety (i.e. choking) and in the event we have students on board with allergies, etc.,

For the purposes of safety and liability it is strictly prohibited for anyone other than registered students and monitors to ride on their appointed bus at any time.

Medical Conditions

Students should not be carrying any type of prescribed medicine onto the bus at any time. If a student is required to carry any type of medication, please advise our office immediately. We will require specific details on the type of medication, etc. Students which have life threatening allergies known as Anaphylaxis and who require an epinephrine are asked to advise our office immediately.

Should a child have a medical condition we require this information in advance.

Such information is to be provided on the application form. We may at this point need to meet with the respective parents to obtain detailed information.

Accidents, Illness and Emergencies

In the event of a serious accident, illness and/or emergency parents will be notified immediately. In the event of emergency the Bus Assistant will inform the school Staff who will notify parents.

During an emergency and dependent on the nature of the emergency our priority is to protect all students and to cooperate with Bus Staff. This may involve evacuation/moving students to a safe location away from the bus; assessing and assisting students who appear to be injured; or possibly lock-down the bus. In such cases the closest staff member to the bus will be dispatched to the location to transmit critical information that parents will need. It is imperative to remember that the employees on-board are dealing with the emergency at hand and are not in a position to take telephone calls.

Notifications

Please advise the School Office in writing by email at info@rakaag.com of any changes, etc.

If you are planning a vacation or know of a planned absence from school, i.e. an illness, please notify the school office in writing.

In case of any change of your address/home location, please contact us a week before moving, regarding the availability of a seat for your child on the designated bus of your new location, (new location map will be required). We do our best to accommodate address changes however we cannot guarantee seats are available for the new locations. We also may not have service in the area you are moving to so please check with our office in advance.

New applications to ride the bus will be processed as soon as possible. Acceptance of new applications is based on seating availability and if there is service to the area. Applications will be accepted on standby basis and parents will be informed by phone should a seat become available for the child(ren) to ride on the bus within no less than one week. Should there be no available seating on the requested route, your application will be kept on file should an expansion of the route become necessary in the future. In either case, you will be contacted and updated on the status of your application.

Disputes, Complaints and Concerns

For all disputes, complaints and concerns parents are asked to inform us in writing by a letter or email at info@rakaag.com / h.alsafadi@rakaag.com or contact number: **0502127749**

Violations

Should any of the above-listed rules be violated, the School reserves the right to terminate the bus service to the violators with no refund granted to the terminated applicants.