



Canadian International School

Transportation Policy

Revision Date: 19 Sep 2025

Next Review Date: 18 Sep 2026

Contents

1. Introduction	3
2. Purpose	3
3. Scope	3
3.1 Applicability of Policy	3
3.2 Regulatory Compliance	3
4. Roles and Responsibilities	4
4.1 School Transport Coordinator / Transportation Supervisor	4
4.2 Occupational Health and Safety Officer	5
4.3 Bus Driver	5
4.4 Bus Supervisor	6
4.5 Parents / Guardians	7
4.6 Student	8
5. School Obligation Regarding Transportation	9
5.1 Provision of School Bus Services	9
5.2 Student Safety and Legal Responsibility	9
5.3 Training for Students and Staff	9
5.4 Student Discipline and Conduct	9
5.5 Parent Education and Communication	9
5.6 Journey Duration and Pick-Up / Drop-Off Compliance	10
5.7 Exclusive Use of School Buses	10
5.8 Bus Fee Management	10
5.9 School-Owned Bus Compliance	10
5.10 Staff Requirements	10
5.11 Elder Sibling Pick-Up Policy	11
5.12 Traffic Management and Infrastructure	11
5.13 Emergency and Communication Plan	11
5.14 Grievance and Compliant Handling	11
5.15 Parking and Speed Limits	11
5.16 Field Trip Transportation	11
5.17 Non-School Bus Transportation	12

6. References.....	12
7. Document Review & Approval	13
8. Appendix 1 - Parent Undertaking Form	14
9. Appendix 2 - Parental Consent Form for Elder Sibling Pick-Up.....	16
10. Appendix 3 - Parental Consent Form for Non-School Bus Transportation	17

1. Introduction

At Canadian International School, Abu Dhabi, the safety and well-being of our students are of utmost importance. This Transportation Policy outlines the standards and procedures necessary to ensure that all students are transported to and from school in a safe, efficient, and reliable manner. The policy aligns with the requirements set forth by the Abu Dhabi Department of Education and Knowledge (ADEK), the Integrated Transport Centre (ITC), and other applicable UAE federal laws and guidelines.

2. Purpose

- To define the school's responsibilities in ensuring the safety of students during school transportation.
- To establish clear roles and responsibilities for all stakeholders involved in the school transport service, including school staff, drivers, bus monitors, students, and parents.
- To promote the consistent implementation of safe and high-quality transport practices in line with local regulatory frameworks.

3. Scope

3.1. Applicability of Policy:

This policy applies to all individuals and entities involved in the provision of school transport services at Canadian International School, including:

- School bus drivers and bus attendants/monitors
- School staff responsible for transportation oversight
- Students using school transportation and their parents/guardians

3.2. Regulatory Compliance:

All transportation services must comply with:

- ADEK Private Schools Policy Guidelines
- Executive Regulation Concerning School Transport Services in the Emirate of Abu Dhabi (DMT, 2017)
- Abu Dhabi Guideline for School Bus Route Regularization (QCC, 2023)
- Federal Decree Law No. (21) of 1995 on Traffic and its Executive Regulations, as amended
- ITC policies, which shall prevail in case of any contradiction

4. Roles and Responsibilities

To ensure a safe, efficient, and compliant transportation system, Canadian International School assigns clearly defined roles to all individuals involved in school transport. These responsibilities align with the School Transport Regulation of the Emirate of Abu Dhabi and are vital for safeguarding student well-being during travel.

4.1. School Transport Coordinator / Transportation Supervisor:

- Serve as the main point of contact between the school and the transport staff team (Bus drivers and Bus supervisors).
- Supervise daily bus transport operations and ensure the implementation of school transportation policies and procedures and address and resolve operational issues promptly and efficiently.
- Communicate transport updates, route changes, or delays to parents, drivers, and bus supervisors in a timely manner.
- Coordinate with school administration to formulate a detailed Transport Plan outlining bus routes, pick-up and drop-off points, and procedures, in alignment with the ADEK and ITC guidelines.
- Determine and regularly review student pick-up and drop-off points to ensure they are within 200 meters of the student's home, free from traffic hazards, do not require crossing roads with speed limits above 40 km/h, and have safe, non-disruptive stopping areas.
- Ensure school buses do not operate beyond ten (10) years from the date of manufacture, unless certified annually (for up to five additional years) by the Department.
- Monitor that all buses meet safety and technical standards as per the ITC regulations and guiding manual.
- Confirm that school buses are not used to transport non-student passengers during school operations.
- Guarantee that no students are transported more than the bus seating capacity.
- Ensure nursery children (under 4 years of age) transported do not exceed 21 per bus.
- Confirm appropriate student seating on buses based on age and gender.
- Provide separate buses for male and female students aged 12 and above; if a mixed arrangement is necessary, enforce clearly designated seating based on age and gender.
- Ensure that the bus is completely empty at the end of each trip, using trip sheets and roster checks.
- Report any negative student behavior observed on the bus to school management promptly.
- Ensure that drivers and female supervisors hold valid Department-issued permits, comply with the approved dress code and wear uniforms during duty, are familiar with students' names, addresses, and guardian contact details.
- Maintain accurate and up-to-date records, including student rosters and trip sheets,

incident reports with actions taken (in Department-approved formats), complaint and resolution logs, periodic maintenance and safety inspection records, and CCTV footage retained for a minimum of 180 days.

- Arrange for alternative buses to transport students within a maximum of one hour in case of a bus breakdown or accident.
- Provide necessary equipment and arrangements for students with special needs to access school transport services.
- Ensure school buses do not play video programs or advertisements without prior approval from ADEK.
- Prohibit the transportation of unauthorized passengers from the initial pick-up point to the final drop-off point.

4.2. Occupational Health and Safety Officer:

- Ensure implementation of safety procedures on school buses.
- Perform scheduled and surprise inspections of buses, depots, and parking areas to ensure compliance with ADEK-OSH standards.
- Check that first aid kits are available, fully stocked, and in good condition.
- Confirm that fire extinguishers are installed and operational.
- Train drivers and supervisors in basic safe traffic rules and regulations.
- Ensure buses are free from sharp or hazardous objects.
- Accompany inspections and verify student safety procedures.
- Verify that loading/unloading zones are safe and that attendants are following procedures to supervise students, especially young or special needs children.
- Log and report all transport-related incidents in the OSH Incident Register and submit reports to the ADEK OSH Section in accordance with the “ADOSH-SF Incident Reporting & Investigation” protocol.
- Draft the Transportation Risk Assessment and update the Risk Register as needed.
- Create a Traffic Management Plan that ensures the safe and efficient movement of vehicles and pedestrians within and around the school.

4.3. Bus Driver:

- Hold a valid UAE school bus driving license, permit, QCC, and Training certificate issued in Abu Dhabi.
- Present the school bus driver permit to authorized inspectors upon request.
- Adhere strictly to all UAE traffic laws and ITC school transport regulations.
- Maintain a professional appearance, wear the designated uniform, and keep a clean attire while on duty.
- Do not eat, drink, smoke, or allow smoking on the bus at any time.
- Refrain from using mobile phones, consuming food, or engaging in any distracting activity while driving (Never use a mobile phone while driving except in emergencies).

- Conduct a daily pre-trip inspection of the bus (lights, tires, seats, exterior).
- Check that emergency equipment (first aid kit, fire extinguisher) is in place and functional.
- Ensure bus entrances, aisles, and emergency exits are free of obstructions.
- Prepare the bus before boarding, ensuring it is clean, and the A/C is set between 21–24°C depending on weather conditions.
- Always Drive safely and responsibly; never exceed the posted speed limit or 80 km/h under any circumstances.
- Use stop arms and warning lights when students are boarding or disembarking, especially when crossing roads or walkways.
- Ensure all students are seated with seat belts fastened before the bus moves.
- Do not allow students to leave the bus at any location other than designated drop-off points unless written instructions are provided by the school.
- Maintain order on the bus and report any misbehavior to the School Transport Coordinator.
- Conduct a thorough check of the bus after every trip to ensure no student is left behind.
- Report any maintenance issues or safety concerns to the school transport supervisor immediately.
- Be familiar with and ready to implement emergency procedures in case of accidents or incidents during transport.

4.4. Bus Supervisor:

- Hold a valid Bus Supervisor Permit, QCC, and Training certificate issued in Abu Dhabi.
- Present the school bus supervisor permit to authorized inspectors upon request.
- Fully comply with ADEK's and ITC School Transport Regulations and all daily school bus duty requirements.
- Wear the official school uniform and maintain a clean, professional appearance at all times while on duty.
- Refrain from using mobile phones during the trip, unless in emergency situations.
- Do not eat or drink while students are on board.
- Ensure that all students are seated properly with seat belts fastened throughout the trip.
- Do not allow students to stand while the bus is in motion.
- Assist students under 11 years of age in safely crossing roads when necessary.
- Deliver students under 11 years directly to their parents or designated guardians, following hand-to-hand delivery procedures.
- Do not allow any student under 11 years to disembark at their stop unless the parent/designee is present. If the guardian is absent, notify the school and return the student after completing the route.

- Monitor and manage student behavior on the bus and report any incidents to the School Transport Coordinator promptly.
- Ensure students do not eat or drink during the ride unless medically necessary.
- Conduct a headcount at the start and end of each trip.
- Maintain accurate records of pick-up and drop-off times and student attendance.
- After each trip, inspect the bus to ensure no students are left behind.
- Ensure bus entrances, aisles, and emergency exits are free of obstructions before the trip begins.
- Comply with seat safety regulations, including those specific to kindergarten students under 4 years, as per seat manufacturer guidelines (3-point seat belt).
- Assist in evacuating the bus calmly and efficiently during emergency situations.
- Support young students in lifting, storing, and retrieving their school bags.
- Communicate with parents about timing and address transportation-related concerns when appropriate.
- Participate in student safety awareness programs organized by school.

4.5. Parents / Guardians:

- Ensure their child is ready and present at the designated pick-up point at least five (5) minutes before the scheduled pick-up time.
- Be present at or near their homes or assigned assembly points at or before the specific time to receive their child, especially for children under the age of 11, either personally or through an authorized personnel member.
- Immediately pick up the student from school in the event the child is returned due to the absence of the parent or guardian at the drop-off location.
- Instruct their child to wait calmly and safely for the bus and not to play near the pick-up area or approach the bus until it has come to a complete stop.
- Educate their child on the importance of traffic safety while waiting for, boarding, traveling on, and disembarking from the bus.
- Guide their child to follow all bus safety rules by staying seated with seat belts fastened, remaining on the bus until the designated stop, behaving respectfully towards the driver, supervisor, and peers, and avoiding any misbehavior, aggression, or actions that could cause harm or violate regulations.
- Provide the school with up-to-date location and contact details and promptly notify the school of any changes.
- Communicate any transportation-related concerns, feedback, or incidents, including issues regarding bus cleanliness, or inappropriate conduct by the driver, supervisor, or other students.
- Accept responsibility for and pay the cost of repair for any damage caused by their child to the school bus or transportation equipment.

- Acknowledge and agree that their child may be suspended from using the school transport service for a specified period, as determined by the school and relevant authorities, in the event of non-compliance with transportation rules and regulations.

4.6. Students:

- Be at the designated pick-up point on time, with all necessary belongings and the school ID card clearly visible or accessible.
- Wait quietly and respectfully for the bus.
- Board and exit the bus in an orderly manner, using the handrail for safety.
- Wait until the bus comes to a complete stop before standing up or disembarking.
- Sit only in the assigned seat and remain seated throughout the journey.
- Fasten the seatbelt properly as required by law.
- No running, pushing, or horseplay is allowed while waiting.
- Always keep the bus clean and tidy.
- Do not eat or drink onboard.
- Do not damage or tamper with seats, windows, or any bus property.
- Do not use sharp or dangerous objects onboard.
- Never tamper with or misuse emergency equipment or exits.
- Keep hands, arms, head, and personal belongings inside the bus always.
- Use respectful language and behavior toward peers, the driver, and the bus supervisor.
- Noise levels should be kept low to avoid distracting the driver.
- Follow all instructions given by the bus driver and bus supervisor promptly and respectfully.
- Students under 11 years old must cross the road only with the assistance of the bus supervisor, following all safety precautions.
- Report any safety concerns, bullying, or inappropriate behavior immediately to the bus supervisor or a responsible member of the school staff as per the child protection policy.
- Smoking, vaping, or using prohibited substances is strictly forbidden on the bus.
- Mobile phones and electronic devices should be used responsibly and in accordance with school guidelines.

5. School Obligations Regarding Transportation

5.1. Provision of School Bus Services:

- Provide mandatory school bus services to all students in accordance with Article No. (2) of the Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi.
- Ensure availability of appropriate transportation aids and services for students of determination or with additional learning needs.
- In exceptional cases where school bus provision is not feasible, formally request an exemption from the Integrated Transport Centre (ITC).

5.2. Student Safety and Legal Responsibility:

- Remain fully responsible for the safety of all students and individuals on school buses, including during transit to and from school.
- Ensure all bus drivers and supervisors understand and fulfill their roles as defined by ADEK and ITC regulations.

5.3. Training for Students and Staff:

- Provide regular student training on bus safety and pedestrian awareness.
- Ensure that all transport-related staff (drivers and supervisors) receive proper training in traffic safety and emergency management.

5.4. Student Discipline and Conduct:

- Integrate rules of student behavior during bus journeys into the school's Student Behavior Policy.
- Treat the bus environment as an extension of the school, ensuring students adhere to school behavior standards during transit.

5.5. Parent Education and Communication:

- Regularly inform parents about school bus procedures, safety expectations, and any changes to transport plans through the school website, weekly parent memos, and other communication channels.
- Inform parents about the availability and use of the Salama application, which allows real-time tracking of their child's school bus. Instructions for downloading and using the application should be made readily accessible via school communication channels.
- Ensure parents are introduced to the School Transport Coordinator the main contact for issues beyond the Bus Supervisor's role such as major delays due to fog or accidents, schedule changes, emergencies, or unresolved concerns, with clear contact details provided by the school.
- Ensure parents understand that the Bus Supervisor and Driver are responsible for student safety communicating delays, reporting misconduct or incidents, and sharing important updates with the school and parents.

- Conduct periodic parent orientation or information sessions, either in-person or virtually, to reinforce transportation policies, introduce transport personnel, and answer questions regarding school transport operations.
- Collect a parent undertaking form for students using school bus transportation to confirm their acknowledgment and compliance with the bus transportation policy (refer to appendix-1 for Parent Undertaking Form).

5.6. Journey Duration and Pick-up/Drop-off Compliance:

- Ensure that student journey times do not exceed limits set by ITC (60 Minutes).
- Designate official pick-up and drop-off points for all students.
- Ensure that a parent or authorized adult is present to receive students under age 11; if absent, the supervisor must return the child to school after dropping off the rest of the students at their destinations.

5.7. Exclusive Use of School Buses:

- Restrict school bus usage strictly to students; transporting any other passengers is prohibited, in accordance with Article (10) of the Executive Regulation.

5.8. Bus Fee Management:

- Set school bus fees in accordance with the ITC's School Bus Fee Framework.
- Coordinate with ITC for any exceptional fee increase requests before submitting them to ADEK for approval.

5.9. School-Owned Bus Compliance:

- Ensure all school-owned buses comply with ITC standards, including specifications, maintenance, licensing, documentation, and record keeping.
- Respond to queries or inspections from ITC as the governing authority on school transport.

5.10. Staff Requirements:

- Ensure bus drivers have an ITC permit, acknowledge the ADEK School Student Protection Policy, and are registered on PASS as per Article 6 of the Executive Regulation.
- Ensure a Bus Supervisor is appointed for each bus with students aged 11 or below, is female unless for all-male Cycle 2 and 3 buses, holds an ITC permit, acknowledges the ADEK School Student Protection Policy, and is registered on PASS as per Article 7 and Abu Dhabi guidelines.
- Establish that schools consider the extended licensing processing time when planning their school bus services.
- Appoint one staff member as School Transport Coordinator who acknowledges the ADEK Student Protection Policy and is proficient in the school's language of instruction.

5.11. Elder Sibling Pick-Up Policy:

- Ensure elder siblings aged 15 years or above are permitted to pick up younger siblings (Grade 1 and above) only when a signed consent form is submitted by the parent(s) to the school (refer to appendix-2 for Parental Consent Form for Elder Sibling Pick-Up). A Digital version of the form is also used via Microsoft Forms to collect parental consent for easy access and submission.
- The signed consent form must explicitly state that the parent(s) recognize the elder sibling's maturity level as sufficient to take on the responsibility, and that they have explained the responsibilities involved, which the elder sibling fully understands.
- The school shall not be held liable for any incidents that may occur as a result of this policy being implemented.

5.12. Traffic Management and Infrastructure:

- Develop, implement, and update annually a comprehensive traffic management plan for both internal and external school traffic.
- Allocate clearly marked and separate zones for buses, private vehicles, and pedestrian access to ensure safe circulation during peak hours.
- Assign and train a school-based traffic management task force to supervise and direct traffic during pick-up and drop-off periods.

5.13. Emergency and Communication Plans:

- Create and maintain a school emergency management plan that includes transportation related emergencies and communication procedures.
- Ensure that this plan is accessible and communicated to all relevant stakeholders including staff, parents, and students.

5.14. Grievance and Complaint Handling:

- Establish a formal process for handling parent complaints regarding transportation.
- Ensure that decisions related to complaints are made by the Principal or Governing Board with student safety as the top priority.

5.15. Parking and Speed Limits:

- Provide designated and safe parking areas for school buses and staff vehicles in line with ADEK's School Buildings and Facilities Policy.
- Display and enforce legal speed limits around the school campus in accordance with Federal Law No. (21) of 1995 and its amendments.
- The public road around the school campus must adhere to a speed limit of 30 km/h. Within the school parking areas and drop-off/pick-up zones, a reduced speed limit of 5 km/h must be strictly observed.

5.16. Field Trip Transportation:

- Use school buses that meet technical specifications outlined in the School Bus Route Regularization Guideline for field trips, including trips exceeding 80 kilometers.
- In rare cases where tourist buses are used, ensure they meet ITC's technical and safe-

ty standards (e.g., seat belts, fire extinguishers, engine suppression system, first aid kits, emergency exits, insurance, and Asateel registration).

- Notify ITC when using non-school buses and inform parents of the bus type via consent forms.
- The maximum journey duration for school buses shall not apply to field trips.
- Ensure that a comprehensive risk assessment is carried out before the field trip, including all transportation-related aspects.

5.17. Non-School Bus Transportation:

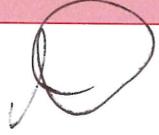
- Allow only Cycle 3 (Grade 9-12) students to arrive at and leave school unaccompanied using non-school bus transportation, provided a signed parental consent form is on file.
- The school is not responsible for the use of non-school bus transportation by students, as it does not have supervisory oversight during such journeys. In these cases, the school's supervision begins once the student enters the school premises.
- The school reserves the right to regulate the admissibility, designated pathways, and parking of non-school modes of transportation (e.g., scooters, bicycles). It is also responsible for ensuring that the necessary infrastructure such as safe tracks and designated parking areas is available to support their safe and orderly use.
- A signed Consent Form must be collected from parents if students use any form of non-school bus transportation. This form must state that parents acknowledge and accept their roles and responsibilities, understand the implications of the distance their child travels using alternate modes of transport (e.g., scooters, bicycles, etc.), and agree that the school shall not be held liable for any incidents arising from the use of such transportation (refer to appendix-3 for Parental Consent Form for Non-School Bus Transportation). In addition to the physical form, a Microsoft Form model will also be used to digitally collect consent from parents. The digital version of the consent form will ensure easy access and submission.
- Ensure that parents are informed that the use of non-school bus transportation is subject to ITC requirements.

6. References:

- ADEK School Transportation Policy_v.1.1- 2024 (September)
- Department of Municipal Affairs and Transport (DMT). (2017). Decision of the Chairman of Department No. 259 of 2017 on the Issuance of Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi.
- Abu Dhabi Quality and Conformity Council (QCC). (2023). Abu Dhabi Guideline for School Bus Route Regularization. (ADG 37, 1st ed.).
- Federal Decree law No. (21) of 1995 on Traffic and its Executive Regulations and their amendments.
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law and its amendments.

7. Document Review and Approval:

This document has been reviewed and approved as indicated in the following table

Date	Amendment	Reviewed by	Authorised by
23-06-2025	 Document Created by OSH Officer	 Transportation Supervisor	 Principal
19-09-2025	<ul style="list-style-type: none"> - Updated Parental Consent Form for Elder Sibling Pick-Up. - Updated Parental Consent Form for Non-School Bus Transportation. - A digital submission option via Microsoft Forms has been introduced for both updated consent forms. 	  Transportation Supervisor & OSH Officer	 Principal



APPENDIX 1 - Parent Undertaking Form



CANADIAN INTERNATIONAL SCHOOL

Albertan Accredited International School
Canada 1-8

Website: www.cisabudhabi.com Contact: Tel: +971 2 556 4206/Fax: +971 2 556 4207

Parent Undertaking Form

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

- _____
- _____
- _____

Undertake that:

1. The person designated by me shall be present at the drop-off point to collect my child(ren) under the age of 11 years at the times specified by the School.
2. I will provide the school with all of my contact details and update those details if changes occur.
3. I will collect my child(ren) under the age of 11 years from school if they are returned to school due to my non-presence at the designated drop-off point.
4. I will pay any bus repair costs for any damage caused by child(ren).
5. I will ensure my child(ren) are aware of traffic safety rules while on or near the bus. I will also make sure my child(ren) are:
 - I. Present at the assembly point at or before the specific time;
 - II. Not violating the safety regulations or exposing him/herself or others to danger within the bus;
 - III. Not leaving the bus before reaching the school or the designated drop-off point;
 - IV. Remaining seated with the seat belt fastened throughout the trip;
 - V. Not misbehaving, making trouble or getting involved in any improper or aggressive behaviors.

As a parent, I agree to:

- VI. Notify the school of any offence relating to bus cleanliness or misbehavior on the part of the driver, supervisor or students.



CANADIAN INTERNATIONAL SCHOOL

Alberta Accredited
International School
CIS 1000

Website: www.cisabudhabi.com Contact: Tel: +971 2 556 4206/Fax: +971 2 556 4207

I also agree that the school may prevent my child(ren) to avail of school transport service in the following cases:

- a. If he/she continues to violate safety regulations or exposes himself/herself or others to danger during the trip and after being given first warning.
- b. If he/she continues to misbehave, cause trouble and be involved in any improper or aggressive behaviors towards other students after three warnings during one school year.

I understand that should I terminate transportation during the school year, fee's will be refunded as per ADEK policy 39. [LINK](#)

Date

Signature of Parent

APPENDIX 2 - Parental Consent Form for Elder Sibling Pick-Up



CANADIAN INTERNATIONAL SCHOOL

Albertan Accredited
International School
Canada

Website: www.cisabudhabi.com Contact: Tel: +971 2 556 4206/Fax: +971 2 556 4207

Parent Consent Form for Elder Sibling Pick-Up

Younger Sibling Details:

1. Name : _____
Age : _____
Grade/Class : _____

Elder Sibling Details:

Name : _____
Date of Birth : _____
Is the elder sibling 15 years old or older? : YES NO
Grade/Class : _____

Consent Statement

I, the undersigned parent/guardian of the above-named younger student, hereby grant permission for my elder child named above, aged 15 years or older, to pick up my younger child from school.

I acknowledge that I have assessed the maturity level of my elder child and deem them sufficiently responsible to take on this role. I have explained the responsibilities involved in this arrangement to my elder child, and they are fully aware of what it entails.

I confirm that the information provided is accurate and true as per official government. I understand and accept the school's Transportation Policy and release the school from any liability related to this arrangement.

Parent/Guardian Information & Declaration

Name : _____
Relationship to Student : _____
Contact Number : _____
Signature : _____
Date : _____

For School Use Only

Received By : _____
Date : _____

APPENDIX 3 - Parental Consent Form for Non-School Bus Transportation



CANADIAN INTERNATIONAL SCHOOL

Alberta Accredited
International School
Canada

Website: www.cisabudhabi.com Contact: Tel: +971 2 556 4206/Fax: +971 2 556 4207

Parental Consent Form for Non-School Bus Transportation

Student Information:

Name : _____

Grade : _____

Mode(s) of Transportation (select all that apply):

- Bicycle
- E-Scooter
- Walking
- Carpool
- Private Vehicle
- Other (please specify): _____

Who will be accompanying the student?

- Unaccompanied (**Note:** Only students in Cycle 3 – Grades 9 to 12 – may travel unaccompanied.)
- Parent / Guardian
- Parent-Appointed Responsible Adult
- Elder Sibling (**Note:** Siblings 15+ may pick up younger siblings - Grade 1+)

Parental Acknowledgment and Consent:

I, the undersigned parent/legal guardian of the above-named student, acknowledge and agree to the following regarding my child's use of non-school bus transportation to and from school:

1. Eligibility & Supervision

- This form is required for all students who arrive at or leave school using non-school bus transportation, including those dropped off or picked up by parents.
- I understand that only students in Cycle 3 (Grades 9–12) are permitted to use non-school transportation unaccompanied.
- Elder siblings (15+) may pick up younger siblings (Grade 1+) only with a signed parental consent form on file.
- For all other grades, students must be accompanied by a parent/guardian, elder siblings or parent appointed responsible adult if using non-school transportation.
- I understand that the school does not supervise students during their travel to and from school when not using school transportation.
- School supervision begins only once the student enters the school premises.



2. Responsibilities & Risks

- I acknowledge that it is my responsibility to ensure that the mode of transportation chosen is safe and appropriate for my child.
- I accept all risks associated with my child's commute to and from school using non-school bus transportation.
- I understand and agree that the school shall not be held liable for any incidents, injuries, or delays that occur during travel outside of school-supervised areas.

3. Compliance with Regulations

- I understand that the use of non-school bus transportation is subject to ITC regulations, other applicable UAE regulations and laws, including but not limited to:
 - Department of Municipalities and Transport's Administrative Decision No. 21 of 2022
 - Abu Dhabi Quality and Conformity Council (QCC) guidelines
 - Relevant federal laws and regulations governing student transportation
- I agree to ensure that these requirements are fully complied with.

Parental Declaration:

I confirm that I have read, understood, and agree to the above terms. I hereby give permission for my child to use non-school bus transportation to commute to and from school, as specified in this form.

Parent/Guardian Name : _____

Relationship to Student : _____

Contact Number : _____

Signature of Parent/Guardian : _____

Date : _____

For School Use Only

Received By : _____

Date : _____