

TRANSPORTATION POLICY

<i>Policy Revised By</i>	<i>Admin Supervisor</i>	<i>Policy Reviewed By</i>	<i>Transport Manager</i>	CEHS/TP 2026-27
<i>Date of Review</i>	18/03/2026	<i>Approved by</i>	<i>Principal</i>	
<i>Academic year</i>	2026-27	<i>Next Review</i>	16-03-2027	

Rationale

The transportation policy is designed to safeguard students during school commutes while ensuring consistency in procedures and minimizing potential risks. It promotes discipline, punctuality, and clear communication. In line with RTA regulations and school expectations, the policy ensures that Crescent English High School offers a reliable and secure transport experience for every student.

General Guidelines

- All students using school transport must wear their school-issued ID cards to ensure proper identification and avoid boarding or alighting from the wrong bus.
- Students must maintain strict discipline on the bus at all times. Eating and drinking are prohibited, except for water.
- Parents/guardians must be present at the pick-up and drop-off points at least 5 minutes before the scheduled time to avoid delays.
- Transport service is point-to-point and not door-to-door.

Transport Use and Route Management

- Students must use the same bus for arrival and departure. If a student needs to change their return bus for a day, a request must be emailed from the registered email ID to the Transport Department, with approvals from the Supervisor and Transport In-Charge.
- If the family changes residence, the new address must be submitted immediately via the official transport form available at the school reception.
- Students will continue to receive transport only if the new location falls within the school's covered bus route.

Transport Service Terms

- Once a parent opts for school transport, it must be used throughout the term. Mid-term cancellations are not allowed.
- Transport fees must be paid in advance at the start of the payment period. If unpaid, the child will be denied access to transport services.
- Bus fees apply for all working months, regardless of long absences or extended leaves.
- One-way transport service is not available.

Special Considerations

- Parents of students in KG1 to Grade 5 must ensure someone is available to receive the child at the drop-off point. If not, the student will be returned to school and must be picked up by the parent.
- During extra classes, transport is not available for students residing in Al Quoz, Satwa and International City.
- If a parent plans to pick up a child directly from school, prior notification must be provided to the school.

Student Responsibility and Accountability

- If a student damages the bus or another student's belongings, parents will be required to cover the cost of repair or replacement.
- Students may face exclusion from the transport service under the following conditions:
- Consistently refusing to use the approved pick-up/drop-off points.
- Leaving the bus without prior approval.
- More than three written complaints regarding misconduct in a school year.

Safety and Monitoring

The school uses an advanced Bus Attendance Management System to monitor student presence, thereby enhancing safety and ensuring punctuality.

This policy is binding for all students who opt for the transport service and must be followed in letter and spirit. The school reserves the right to amend this policy at any time in consultation with regulatory bodies and transport service providers.

OWN TRANSPORT

- Own transport students of KG Morning Shift and Grade 1 – Grade 12 should reach the school by 07.30 am. Late Morning Shift Students should reach the school by 10:50 am. The parents are requested not to drop the students outside the school and leave them unattended.

In order to maintain order and safety during dispersal times, we request parents to strictly adhere to the school's pick-up schedule as outlined below:

- KG Morning Shift OT Students Pick up Timing:
 - o Monday to Thursday: 10:45 am - 11:00 am
 - o Fridays: 9:30 am – 9:45 am
- KG Late Morning Shift & All Higher Grades OT Pick Up Timing:
 - o Monday to Thursday: 2:10 pm to 2:35 pm
 - o Fridays: 11:30 am to 11:45 am

Red Tag Holders

- All parents are required to enter the school premises and collect their child from the Own Transport (OT) student waiting classroom during dispersal. No student will be signed out from the gate without being accompanied by a parent.
- The parent or authorized guardian picking up the child must mandatorily produce the Parent ID Card.
- If the Parent ID Card cannot be produced at the time of pick-up, the parent must send an email to the school from their registered email ID clearly authorizing the concerned person. The email must include the Emirates ID copy of the authorized individual. The school will verify the Emirates ID details before releasing the child.

Yellow Tag Holders

- Transport options (Metro / Walking / RTA Public Transport) are available only for students in Grades 6 to Grade 12. Approval will be granted solely by the School Administration, based on a formal written request from the parent.
- Issuance of a yellow tag is strictly subject to submission of a duly signed parental consent form.
- For students below Grade 6, yellow tags will not be issued unless the child is accompanied by a sibling studying in Grade 6 or above.
- In such cases, it is mandatory for parents to personally visit the school, submit the required consent form, and provide complete transport details.
- This authorization is valid for only the running academic year only and must be renewed at the beginning of each academic year by the parent.

Signed  _____ Dr. Saleem Jamaludhin (Director)

Date: 20/03/2026

Signed  _____ Dr. Sharafudeen Thanikatt (Principal)

Date: 20/03/2026