



TRANSPORTATION POLICY



POLICY NAME	TRANSPORTATION POLICY						
APPROVAL AUTHORITY	PRINCIPAL	ADOPTED	APRIL 2023	REVIEWED	JANUARY 2024	NEXT REVIEW	JANUARY 2025
RESPONSIBLE EXCECUTIVE	TRANSPORT SUPERVISOR						
RESPONSIBLE OFFICE	ADMISSION OFFICE	AVAILABLE	In the Library , Website				

RATIONALE:

- Begin by outlining the reasons behind the need for a transportation policy. This could include:
 - Addressing traffic congestion and reducing commute times.
 - Promoting sustainability by minimizing carbon emissions and reliance on fossil fuels.
 - Enhancing accessibility and connectivity, especially for underserved communities.
 - Supporting economic growth through efficient movement of goods and people.
 - Improving safety on roads and other transportation modes.
 - Fostering innovation and integrating emerging technologies into transportation systems.

AIMS AND OBJECTIVES:

- Clearly define the overarching goals the transportation policy aims to achieve. Examples include:
 - Reduce greenhouse gas emissions by a certain percentage by a specific year.
 - Improve public transit ridership by increasing accessibility and affordability.
 - Decrease traffic congestion by promoting alternative modes of transportation such as biking, walking, or carpooling.
 - Enhance infrastructure resilience to withstand the impacts of climate change.
 - Increase the adoption of electric vehicles and other sustainable transportation options.



- Ensure equitable access to transportation services for all demographics and regions
- Objectives should be SMART (Specific, Measurable, Achievable, Relevant, Time-bound) to allow for effective monitoring and evaluation.

OPERATIONAL DEFINITIONS :

RTA – Road Transport Authority in the Emirate Dubai.

Agency – Public Transport Agency

SOP – Standard Operating Procedure

PROCEDURE :

- All school buses are staffed with a care taker.
- All school buses are equipped with a speed control device
- Fixed bus are pre - identified and Co – ordinated by the school principal and transportation co -ordinator .
- Buses must not be required to back up or make U turns, except when necessary for reasons of safety or due to physical barriers.
- Parents and children should not cross the street to get on and off the bus.
- Bus helpers will assist the children in getting on and off the bus .
- The bus waits a maximum of 2 minutes in front of the house ,for pick up and drop off ,before it continues its route.
- Students will not be dropped off unless a guardian is present to receive them.
- In situation where the guardian is no found present at the drop off point ,the student will remain on the bus; the bus helper will contact the parents.
- Sits in seats calmly and never leave their seats when the bus is in motion.
- Avoid eating and drinking in the bus.
- Respect the driver ,bus helper and other students at all times.

ROLES AND RESPONSIBILITIES OF TRANSPORT TEAM MEMBERS

Transport Manager:

- Overseeing all transportation activities and operations.
- Developing transportation strategies and policies to optimize efficiency and cost-effectiveness.
- Managing the budget and financial aspects of transportation operations.
- Ensuring compliance with regulations and safety standards.
- Monitoring performance metrics and implementing improvements.
- Handling logistics, route planning, and scheduling.
- Liaising with other departments, external stakeholders, and transportation service providers.



- Handling customer inquiries, complaints, and feedback related to transportation services.

Transportation Coordinator

- Coordinating transportation schedules and routes.
- Assigning drivers and vehicles to specific routes and tasks.
- Communicating with drivers to provide instructions, updates, and assistance.
- Monitoring vehicle locations and status in real-time.
- Handling changes to schedules or routes due to unforeseen circumstances.
- Responding to customer inquiries and resolving issues related to transportation services.
- Maintaining accurate records of transportation activities and transactions.

Drivers:

- Operating vehicles safely and responsibly.
- Following traffic laws, regulations, and company policies.
- Conducting pre-trip and post-trip inspections of vehicles.
- Ensuring the safety and comfort of passengers or cargo.
- Adhering to schedules and routes as assigned.
- Reporting any vehicle defects, accidents, or incidents.
- Providing excellent customer service to passengers or clients.
- Maintaining cleanliness and orderliness of vehicles.

Maintenance Technicians:

- Performing routine maintenance and repairs on vehicles.
- Conducting inspections to identify and diagnose mechanical issues.
- Performing preventive maintenance tasks such as oil changes, tire rotations, and brake checks.
- Repairing or replacing faulty components and systems.
- Keeping accurate records of maintenance activities and vehicle history.
- Ensuring compliance with safety and environmental regulations.
- Ordering parts and supplies as needed.
- Maintaining a clean and organized workshop or maintenance facility.

Date of Review : January 2024

Next Review : January 2025

Dr. Prasanna Bhaskar
Principal