



Rationale

Our goal is to provide safe, reliable and efficient transportation to the students. It is very useful to review basic rules for cooperation and safe travel by school bus.

We would like to ask parents to remind children that riding the bus is a privilege, and it can be temporarily suspended if the child's behavior jeopardizes the safe operation of the bus or the safety of other children riding the bus. Please speak with your child (ren) about the importance of obeying the safe riding rules.

Kindly be aware of the below bus safety and behavior rules.

- Students must be ready to board the bus FIVE MINUTES before their scheduled departure time.
- Students are expected to follow bus manager directions and school rules at all times. They must obey their driver promptly and respectfully. Yelling, shouting or whistling is not permitted as it distracts the driver's attention from the road. Quiet talk is permitted.
- Eating food on the bus, including sunflower seeds and gum, is not allowed. This is to prevent possible choking and/or allergic reactions. Keep buses clean and sanitary for the benefit of all passengers.
- Students who misbehave, will be reported to the school's principal and their parent. Repeated misbehavior or disrespect may result in suspension from the school bus for a period of time. Unsafe bus riding manners will be documented on a bus incident report form and reported to the school principal. **Should a third report be issued, the principal may suspend the bus riding privilege for the remainder of the year.**
- All willful damage caused to the school bus by a student will be charged to the student responsible.
- All seats are to be shared. At no time is a seat to be "saved" for a friend. Each student is to remain in their assigned seat from the bus manager.
- The bus will run the full route on its daily schedule regardless of absent students.
- Students are asked to wait for the bus at a safe distance until it has come to a complete stop before approaching it. Board in single file without pushing or shoving.
- Students will be picked up and dropped off only at their scheduled stop. Rabigh town students are not allowed to go out of the bus without the authorized person to come and take the child (ren) from the bus manager.
- Any changes to addresses must be reported to school by email to registrar@twa.edu.sa & r.azzouz@twa.edu.sa



The World Academy
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- If any student from outside KAEC will join KAEC buses or travel to another destination, we are kindly requesting from the parents to send an email to r.azzouz@twa.edu.sa max by 12:00 PM to check the seats capacity of KAEC, Petro Rabigh and Rabigh buses.
- Please pick-up your child on time. If the bus is early 5 minutes or late for 10 minutes, that might be a delay of departure timing from school.
- The bus manager is the authorized person to talk to the bus driver.



Students - Bus Conduct Rules and Disciplinary

The daily transportation of TWA students is a privilege accorded by the school system in compliance with statutory requirements. The bus driver should be able to expect that the parents will have the children at the bus stop on time, students will be behaved and will comply with the rules of conduct, so that the driver can focus his attention on driving the bus. To provide maximum safety, each eligible student riding a school bus shall conform to the rules listed below.

Rules:

1. Parents shall have their children at the school bus loading point prior to the arrival of the bus.
2. Bus drivers are not required to wait for a tardy child.
3. Students will enter bus in an orderly manner.
4. Student will take a seat immediately.
5. Aisles will be kept clear at all times during movement of the bus.
6. Students will talk in low voices, and use proper language.
7. Students will keep hands and all body parts inside the bus.
8. Students will not eat or drink on the bus, due to choking hazard.
9. Students will not be destructive.
10. Students will keep the bus clean.
11. No fool fighting or fighting on the bus.
12. Students may be assigned seats.
13. Students will cooperate with driver and bus manager, observing bus conduct to the fullest.

In the event a student from TWA fails to comply with the rules listed above, a three-step policy will be followed. However, for serious conduct, such as destroying property, fighting, or disrespect to the bus driver or bus manager, the principal will go to step 2 or 3 of the policy.

1. Upon a written report, student counselor/ child life specialist will discuss incident with student.
2. Principal will warn student, notify his/her parents in writing that a second report may mean bus suspension for 5 days.
3. Should a third report be issued, the principal may suspend the bus riding privilege for the remainder of the year.

I understand and agree to the Bus Safe Behavior Code.

Name of Student _____ Student ID No: _____ Grade _____

Name of Parent _____

Signature of the Student

Signature of the Parent

Date: _____

(Please retain a photocopy for your records)



Teachers - Bus Manager Policy

A bus manager is in place to ensure the safe transportation of students to and from school. The primary purpose of the bus manager is to assist school bus drivers in carrying out their responsibilities with respect to the safety of students using the school bus service.

Job Duties and Responsibilities

1. Assists children in getting on the bus and to assigned seats.
2. Maintain an attendance register for all journeys.
3. Checks the bus to assure there are no children remaining on the bus at the end of the route.
4. Ensures all students are properly restrained while riding the bus.
5. Maintains order and behaviour of the children on the bus so the driver will not be distracted from safe driving.
6. Must maintain a positive, calm attitude and a soft voice while on the job.
7. Protects all children from physical y anyone on the bus.
8. Immediately reports any incident to the centre director and Principals.
9. Notifies the Principals of any concerns regarding the child's health, behaviour or emotional state.

I understand it is my responsibility to be aware and read all of the above information. In failing to do so, it may result in a disciplinary action up to and including termination of employment.

I understand and agree to the Bus Safe Behaviour Code.

Name of bus manager _____

Name of Principal _____

Signature of the Bus Manager

Signature of the Principal

Date: _____

(Please retain a photocopy for your records)



Bus Drivers Conduct Rules and Disciplinary

There are many important duties and responsibilities that you have as a bus driver. Students, parents and TWA personnel count on you to be polite, courteous and on time. You expected to follow guidelines and procedures.

General Rules.

1. You shall never use the bus for personal or unauthorized reasons.
2. No smoking is permitted on or near the school buses.
3. If you will be absent or late, you must notify the school operation and bus manager immediately.
4. Phones are prohibited and should never be used while driving or while on duty.
5. Uniform must always be clean, properly fitted and worn on duty.
6. Pre-trip inspection of the school bus.
 1. Check for fluid leaks under the bus.
 2. Damage or vandalism.
 3. Check air pressure, fuel gauge, and oil and engine temperature.
 4. Check all emergency equipment in place, fire extinguisher and first aid kit.
7. The bus should never be driven in excess of the posted speed limit.
8. You are to keep both hands at all times on the steering wheel while driving the bus.
9. Seatbelt must be worn while driving.
10. The bus must be clean before and after each trip.
11. Report any problem immediately to the bus manager.
12. The bus manager is the authorized person to talk to the students.

I understand that I must maintain order on the bus, and take my responsibilities and duties seriously. I will ensure the safety of all student passengers on my bus.

I understand and agree to the Bus Conductor.

Name of Driver _____

Name of Principal _____

Signature of Driver

Signature of the Principal

Date: _____

(Please retain a photocopy for your records)