



TRANSPORTATION POLICY

1. Introduction

Merryland International School is committed to ensuring the safety, wellbeing, and inclusion of all students during their transport to and from school. This policy sets out the minimum obligations of the school and defines the roles and responsibilities of various stakeholders with regard to the provision of a safe, inclusive, high-quality, and efficient school bus service that accommodates and respects the diverse needs of all students.

2. Definitions

Additional Learning Needs: Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented). For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.

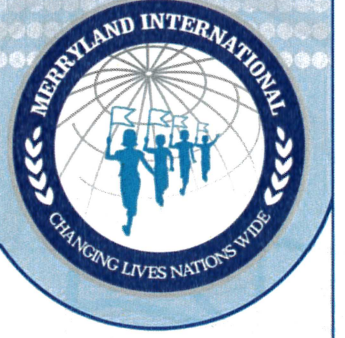
Abu Dhabi Quality and Conformity Council (QCC): The authority responsible for ensuring the quality of school bus service provision is in line with global standards. They are responsible for providing and certifying training of school bus personnel and are involved in their licensing processes.

Bus Supervisor: The person responsible for supervising the students on the school bus during the journey.

Driver: The person responsible for driving the school bus during the journey.

Drop-Off Point: A designated location where the operator drops off the student and is absolved of his/her responsibility.

Integrated Transport Centre (ITC): The authority responsible for regulating the operation of transportation in Abu Dhabi, including school buses.



Journey: Process of transporting students from a pick-up point to a drop-of point using a school bus or other vehicles, regardless of whether it is a free or paid service. This includes journeys to and from schools, as well as to and from school-related events (such as excursions, inter-school competitions, etc.).

Non School Bus Transport: Any mode of transportation that is not a school bus such as scooters, e-scooters, bicycles, etc.

Operators: Any entity licensed by the ITC to provide school bus services, whether it be the school itself or an external entity appointed by it.

Parent-Appointed Responsible Adult: Adult(s) appointed by the parent(s) or guardian(s) to be responsible for their child(ren) in their absence, such as nannies, drivers, etc.

Pick-Up Point: A designated location where the operator picks up the student and assumes his/her responsibility.

School Bus: A vehicle authorized by the Integrated Transport Centre (ITC) to transport students to and from school and/or any other location while under the school's supervision.

School Bus Service: The service of providing school buses and has the same meaning as the term 'School Transport Service' mentioned in the Executive Regulation Concerning the School Transport Service Regulation in Emirate of Abu Dhabi.

School Transport Coordinator: A school-based role coordinating between the operator, school, and parents to monitor the school bus services.

UAE PASS: A national digital identity and signature solution that enables users to identify themselves to government service providers in all emirates through a smartphone-based authentication.

Policy

1. Scope of Policy

1.1 Applicability of Policy: This policy is applicable to Merryland International School, its third-party school bus transport operator and the school bus service staff. In case of any contradiction between ADEK and the ITC policies, ITC policies shall prevail.



1.2 The school bus transport operator and school bus service staff should comply with ITC requirements listed in the *Executive Regulation Concerning School Transport Service Regulation in the Emirate of Abu Dhabi* and the *Guidelines for Movement Paths and Starting and Stopping Points for School Transport*. Additionally, the operator should comply with the traffic law requirements of the Abu Dhabi Police.

2. Obligations of the School

2.1 Provision of School Bus Service and Rider Safety

1. Mandatory Provision of School Bus Service: Merryland School has provided school bus service to their students in line with Article No. (2) of the *Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi*. In addition, the school will provide any required support or related aids and services for students with additional learning needs to avail of school bus services. In exceptional cases where it is not feasible to provide school bus service to individual students, the school will request the ITC to grant an exemption.

2. Rider Safety: The school is aware of the fact that it is ultimately responsible for the safety of all students and individuals on school buses during the journey, even though the school relies on third-party operator.

3. Training Students for School Bus Service: The school will ensure that the operator provides bus safety and pedestrian safety training for students in line with Section 7.2 of the *Guidelines for Movement Paths and Starting and Stopping Points for School Transport*.

4. Student Discipline: The school will ensure that student discipline policies include provisions for student behaviour during the journey. Students are expected to treat the school bus environment as an extension of the school environment and to abide by the school rules on student behaviour during the journey.

5. Educating Parents about School Bus Service: The school will communicate with parents and provide educational information in line with Section 7.1 of the *Guidelines for Movement Paths and Starting and Stopping Points for School Transport*.



2.2 Duration of Journey, and Associated Pick-up and Drop-of Points

1. Maximum Journey Time: The duration of a journey for a school bus will not exceed 60 minutes from the pick-up point to the final drop-off point in line with 6 Article No. (10) of the *Executive Regulation Concerning the School Transport Service Regulation in Emirate of Abu Dhabi* unless otherwise agreed to by the parents of the students by signing an undertaking.

2. Designated Pick-Up and Drop-Off Points: Students will be picked up and dropped off at designated pick-up and drop-of points in accordance with Section 3 of the *Guidelines for Movement Paths and Starting and Stopping Points for School Transport*.

2.3 Exclusive Use of School Buses

Use of School Buses: School buses will not be used to transport passengers other than students in line with Article (10) of the *Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi*.

2.4 School Bus Fees

School Bus Fees: The school bus fees will be proposed by the third-party operator based on the ITC School Bus Fee Framework and approved by ADEK. Request for exceptional fee increases has to be approved by ADEK.

2.5 Picking Up of Younger Siblings by Elder Siblings

1. Picking Up Younger Siblings: Elder siblings (15 years or above) are permitted to pick up younger siblings (grade 1 and above) in place of a parent-appointed responsible adult only when parents provide a signed consent form to the school. The consent form shall state the following:

- Parent(s) recognize that the elder sibling's maturity level is deemed sufficient for them to provide consent.
- Parent(s) have explained the responsibility to the elder sibling and that the latter is aware of what it entails.
- The school will not be liable in case of any incidents resulting as a consequence of this policy.



2.6 Grievances and Complaints

Handling Parent Concerns: The school will establish a process for handling parent concerns in line with Section 7 of the Guidelines for Movement Paths and Starting and Stopping Points for School Transport. The final decision making authority will rest with the Principal or the governing board. Safety will be the primary consideration when evaluating a complaint, and not personal circumstances or convenience.

2.7 Parking and Speed Limits

1. **Designated Parking Lots:** The school has designated parking areas within school premises for school buses, as well as for staff vehicles, in line with the ADEK Buildings and Facilities Policy.
2. **Speed Limit of Other Vehicles:** Vehicles will adhere to the speed limit of the school zone as set out by the Traffic Law of the Abu Dhabi Police.

2.8 Bus Services for Field Trips

1. **Vehicle Specification:** Vehicles other than school buses will be permitted to transport students for other school-related activities (such as field trips, etc.) only with approval from the ITC. The school will apply for such approvals to the School Transport Team within the ITC, through their website.
2. **Speed Limit:** Vehicles will adhere to the speed limitations of the road and the vehicle in case of non-regular transportation of students, such as field trips, inter-school activities, etc.
3. **Duration of Journey:** The 60-minute maximum duration of a journey will not apply in these cases.

2.9 Non-School Bus Transportation

1. **School's Liability:** Merryland School will not be responsible for the use of non-school bus transportation by students since they do not have supervisory oversight over the journey. In such cases, the school's supervision begins the moment the student enters the school's premises, and the school has the right to regulate the admissibility, usage of appropriate pathways, and parking of such modes of transportation.



2. Consent Form: The school will collect a consent form signed by parents stating that they will uphold their roles and responsibilities, and the school will not be liable in case of any incidents resulting from the use of non-school bus transportation. Additional aspects will be outlined in the consent form based on the type of non-school bus transportation outlined below:

- Parents understand the implications of distance travelled to school using other non-school bus transportation such as scooters, bicycles, etc.,
- Parents will ensure compliance with the relevant ITC regulations regarding permits, usage of pathways, etc.

3. Transportation Requirements: The school will inform parents of the latest requirements regarding the use of non-school bus transportation. The following criteria will be applicable to the usage of each of the following modes of transportation during the journey, and they may be subject to change based on the ITC regulations:

- Scooters: Scooters and E-scooters will only be allowed for students who are at least 16 years old on cycling paths at a speed limit of 20km/h.
- Bicycles: Bicycles will be used on cycling paths. Appropriate parent/adult supervision shall be required for students under the age of 12 who use bicycles as a mode of transportation to and from schools.

3. School Bus Service Staff

3.1 Staffing Requirements

1. Driver: The requirements for Drivers are as per Article (6) of the *Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi*. The school will ensure the following:

- Drivers have obtained a QCC license followed by the ITC license.
- Drivers are familiar with the ADEK Student Protection Policy.
- Drivers are registered on PASS.
- They have considered the long processing time for the licensing procedures and planned their school bus service accordingly.



2. Bus Supervisor: The requirements for Bus Supervisors are as per *Article (7) of the Executive Regulation Concerning the School Transport Service Regulation in the Emirate of Abu Dhabi* and *Section 4.3 of Guidelines for Movement Paths and Starting and Stopping Points for School Transport*. The school will ensure the following:

- Appoint a Bus Supervisor for each bus used for transporting students aged 11 years or below.
- Only female Bus Supervisors are employed, except for all-male school buses with Cycle 2 and 3 students where a male supervisor may be employed.
- Bus supervisors shall have obtained a QCC license followed by the ITC license.
- Bus Supervisors familiar with the ADEK Student Protection Policy.
- Bus Supervisors are registered on PASS considering the long processing time for the licensing procedures and plan their school bus services accordingly.

3. School Transport Coordinator: Schools has appointed one member of staff to be the School Transport Coordinator. The school will ensure that this person is familiar with the ADEK Student Protection Policy, is registered on PASS, and can adequately speak, read, and write in the language of instruction at the school.

3.2 Communication with Schools and Parents

1. Bus Supervisor: The role entails regular communication with the parent(s) and schools regarding the following aspects:

- Notifying the parent-appointed responsible adult regarding delays of the school bus for pick-up and drop-off.
- Notifying the school and parent in case of the absence of the parent-appointed responsible adult at the drop-off point.
- Notifying the School Transport Coordinator of any misconduct by students.
- Other aspects related to the daily journey as required.

2. Driver: The role entails reporting to the School Transport Coordinator any incidents while driving the school bus and misconduct by students.



3. School Transport Coordinator: The school has provided the third-party operator and parents of students with the contact details of the School Transport Coordinator and ensured that he is the point of contact for parents on matters beyond the remit of the Bus Supervisor, such as an emergency or system-wide issues outlined as follows:

- Delays related to fog or accidents.
- Changes in the schedule of school buses.
- Other emergency or system-wide issues that may arise.

This policy will be reviewed annually.

Official Supporting Document:

ADEK_School_Transportation Policy_v.1.0 2024 (January)
Department of Education and Knowledge, Abu Dhabi (ADEK)

Principal

[Signature]

Reviewed on 25 May 2026



Merryland International School is an outstanding, ISO 9001-certified, British Curriculum K-12 school located in Abu Dhabi, U.A.E. providing high quality education to pupils of more than 40 nationalities. Merryland has been a pioneer in education for the last four decades remaining true to its motto 'Changing lives...Nations wide'.