School Transport Chart

Road security rules / By using the school transport, I engage to:

- Respect all circulation rules in the bus parking area and in the bus.
- Be on time for pickup in the morning (the bus will not wait for more than a minute) and the departure time in the afternoon. Note that the bus parking gates will immediately close at 2:40pm or 4:40pm.
- Keep my designated seat (seats will be allocated to students at the beginning of the year) and remain seated at all times during bus trips.
- Keep the seatbelt fastened and adjusted to my size.
- Take responsibility of all my belongings (school bag, lunch box, etc.).
  Remain calm and courteous, speak softly.
- Respect the bus driver, assistant and other students.
- Notify the bus assistant of any problem.

Road security rules / It is strictly forbidden to:

- Take pictures, videos or voice recording
- Share violent or inappropriate images
- Share your iPad with others
- Eat, move or quarrel in the bus
- Disturb or talk to the driver
- Damage the interior of the bus
- For parents to phone the driver, get on the bus or interact with other students.

Road security rules / Students are allowed to:

- Drink
- Use their iPad to work, listen to music (using headphones) or play non-violent and appropriate games.

  The lack of respect of any of the above regulations will lead to sanctions based on the type of violation (See section below “Bus rules and sanctions”.)

Bus Rules and Sanctions:

General Behavior (inappropriate words / insults / non respect of road safety codes)

- Any violation of bus rules will result in an "Incidental Report" sent by bus management.
- After two Incidental Reports, the student will receive an Official Warning from the school management.

Aggressive Behavior

- Any instance of aggressive behavior will result in an Official Warning issued immediately by the school management.

- Any violation of the rules after receiving an Official Warning will lead to suspension from bus privileges for a specified period (e.g., one week).

Reminders

- Reminder: any change in the organization of the buses must be approved by the bus department.
- An authorization email is requested in case the family member or the representative is not able to pick up your child when the bus arrives at your home in the afternoon.
- Parents are not allowed to interfere with bus routes which are optimized by the department in coordination with the bus company.
- In case your child will not take the bus for the return trip, the school transport department needs to be informed by email (bus.lfi@aflec-fr.org) **before 11:00AM (Monday to Thursday) and before** & **9am (Friday**). Kindly cc the viescolaire.primaire.lfi@aflec-fr.org for the Maternelle and Primary , and viescolaire.secondaire.lfi@aflec-fr.org for the College and Lycée.
- **Communication through the bus assistant will not be recognized.**

Fees:

The registration fee for the bus service is AED 8,500 for the school year.

Please note: payment is made quarterly, according to the terms below:

- AED 3,400 1st term (payment to be made before the start of the school year)
- AED 2,550 2nd quarter (payment to be made by January 1st)
- AED 2,550 3rd quarter (payment to be made by April 1st)

Procedure for cancelling the service:

Any request to cancel the bus service must be communicated before the start of the next school term. If you wish to cancel the service during the quarter, the full amount for it will be charged. Please note that a seat will not be guaranteed if you wish to re-register your child in the school bus service.

In case of non-compliance with the regulations, the student could be denied access to the bus, temporarily or permanently.

I hereby acknowledge that I have read and understood all the terms mentioned above.

Date:

Student's name and Family name:

Class:

Parents signature:

Introduction

The school organizes for the families a payable school transportation service operated by a private company approved by the RTA:

- Between home and school,
- In a perimeter around the school allowing a bus to make the return trip in less than 70 minutes,
- For the morning pick-up and the return after the class ends of 2:30PM, 4:30PM & 6:30PM,
- From the first to the last day of classes,
- With a single rate per year and per student regardless of the distance, age and number of children in the family,
- For pupils not requiring medical care during the time of the journey,
- For families complying with the school transportation rules.

In accordance with the RTA regulations, buses carry at least 16 pupils. An English-speaking assistant, in addition to the driver, is responsible for the supervision during the journeys. The buses chartered by the AFLEC transportation service carry a maximum of 24 or 33 pupils. All seat belts are adjustable and adaptable to all students' size from kindergarten to high school. The buses are equipped with cameras whose recording can be viewed on request at the transportation service office during the archiving period (1 month).

The transportation service affects students on buses. The routes and timetables are defined by the transportation service to optimize the pick-up, journey and drop-off times of all the students. Users must comply with scheduled timings and stops. The school management has the right to exclude from the transportation service, temporarily or definitively, any family which does not comply with the transportation rules.

Regulations

School rules apply to school transportation parking area and bus journey.

In addition, they are some specific school transportation rules that are detailed in the document below and in the charter of conduct. They specify the rules of safety, discipline, establishment of the circuits, punctuality, communication, payment, and sanctions. Please read the rules bellow before registering your children. Only families complying with the school and school transportation rules can benefit from the service.

School management is entitled to exclude from the transport service any family that does not comply with the regulation.

School Transportation Rules

1. Safety

Students must travel seated and stay in place throughout the ride with their belts attached and adjusted to their waists. The first ranks are reserved primarily for kindergartens. Pupils younger than 12years old are not allowed to sit next to the driver.

They must not disturb the driver, distract his attention in any way, or jeopardize safety. It is forbidden to touch the handles, locks or door openers before stopping the vehicle.

Parents are responsible for their children, between the home and the stopping point, until the vehicle leaves in the morning, and since the arrival of the vehicle in the afternoon.

The primary school pupils are handed over at the exit of the bus to the person authorized by the parents. In the absence of the latter, the pupil is taken back to the school or to the headquarters of the transportation company.

2. Discipline, Respect for property and persons

Students must have a calm attitude and a civil behaviour. They must follow the instructions of the assistant. It is forbidden to shout, spit, eat, jostle or fight, to project anything, to set foot on the seats. It is forbidden to deteriorate the equipment, to carry on and to handle dangerous objects such as knives, scissors. Any deterioration committed inside the bus is the responsibility of the parents.

3. Bus routes

The transportation service is doing its best to meet all requests and cover most of Dubai's areas:

- The districts with 16 to 33 pupils benefit from a dedicated bus. The route is defined by the transportation department to optimize the journey of all students. The target travel time is less than 70 minutes. The order of pick-up and drop-off is identical: the first pupil picked up is the first one dropped-off.
- For districts with more than 33 students waiting lists are possible until an additional bus is chartered.
- When several neighborhoods with fewer than 16 students are close to each other, a multi-neighborhood bus can be set up:
  - with increased pickup and drop-off times
  - with an ad hoc route, pick-up and drop-off order to optimize the journey of all the students of the bus
  - Within the limit that it is always possible for the bus to make the return trip in less than 70 minutes.
- For districts with less than 16 students who are isolated, meeting points can be set up, on request, on the route of a bus that still has available seats. Alternatively, families are encouraged to implement a private solution.

The transportation service affects students on buses. Routes, stops, and timetables are defined by the transportation department to optimize the pick-up, journey and drop-off time of all students.

The assignment to buses and the routes can be changed during the year by the transportation service, with the objective to optimize the overall routes of all buses, especially in the event of changes in registrations and addresses. In addition, the driver and / or assistant may change during the year.

It is forbidden to ask the driver to modify the route, the order or the schedules of pickup or drop-off. However, when possible, the transportation service is willing to allow some flexibility for students registered to the service (regular drop off at nursery or afterschool activity, exceptional play date, etc.). These particular cases are subject to prior written request (at least one week in advance), and prior written approval from the transportation service, which will be given only if drop off is located on an existing bus route and there is an available seat on this bus route. No detour is possible. No student will travel on a bus that is not his own without previous written approval.

4. Hours and Punctuality

The bus schedules in the morning depend on the area. They are defined at the very best and are communicated at the beginning of the year. In the afternoon, the bus-parking gate is open from 2:25PM to 2:40PM and from 4:30PM to 4:40PM. The buses leave school between 2:46PM to 2:55PM for the first trip, and between 4:45PM and 4:55PM for the second trip. The 3rd trip departure is between 6:30PM and 6:35PM from the Administration gate.

In the morning, parents are asked to ensure students are at the pick-up points at least 3-5 minutes before the scheduled time. Buses will arrive and depart from pick-up points at the scheduled times and cannot wait for late students more than **a minute.**

In the afternoon,

- Primary school students (Kindergarten and Elementary) will not be permitted to exit the school bus in the absence of their parents or authorized representative. This person should be available to collect the student at the usual arrival time. If the bus is earlier or later, due to unforeseen circumstances, the bus monitor will contact and inform the person. If this person is not at the bus drop off when the school bus arrives, the bus monitor will contact the parents and wait for no longer than **two minutes.** After what the school bus will bring the student back to the school and either the parents will come to pick up their child or the child will be drop off on the next bus trip. In the case no one is present to collect the student at the last bus trip, the student will be taken to the headquarters of the transportation company where the parents will have to collect him.

- Secondary school students (College and Lycée) should be able to access their homes and should not delay the bus.

Any student late in the morning or afternoon will not be expected by the bus service. Any student delaying the bus in the morning, when leaving school or returning home can be excluded from the bus service.

For information:

A. In no case can the duration of the bus journey be compared:
   - From one neighborhood to another because of very specific traffic situations,
   - From one year to the next due to the evolution of students registered in a neighborhood,
   - To the same journey by private car:
     - According to the regulations the maximum speed of the buses is 80 km / h,
     - The time taken to collect all the pupils of a bus is on average 45 min (circuit and average duration of each stop),
     - Buses cannot all arrive at the same time / at the last minute at the school: the average arrival time is between 7:25 AM to 7:50 AM.

B. After 2 weeks of adaptation at the beginning of the school year, kindergarten students who take the bus leave the classroom at 2:10PM and are picked up at 2:15PM to 2:20PM by the bus assistants in the air-conditioned gymnasium, joining their bus around 2:20PM i.e. 1 to 2 minutes before opening the grids to the older ones. Full buses depart from 2:46 PM.

5. Communication

In the event a student is not taking the bus, parents are required to inform the teacher / vie scolaire and school transportation service as soon as possible in written (bus.lfi@AFLEC-fr.org), indicating the child's name, first name, class and bus number. **No telephone inquiries will be accepted**. Communication should happen at least one working day in advance for a morning pick-up and before 11am for an afternoon drop off.

In emergency cases (less than one working day in advance or after 11am) parents should inform the bus assistant by phone **in addition** to the written message.

Changes of address must be communicated at least one month in advance. When the change of address implies a change of district, the transportation service reserves the right to terminate the contract, without refund, in the case where there is no bus seat available in this district.

6. Registration and Payment

Registration is confirmed for the year. The quarter is prepaid in its entirety. Any quarter begun is due in full regardless of the number of journeys used. No pro rata will be applied in case of early departure or registration during the quarter.

In the event of non-payment of the transportation costs on time, the student will no longer be able to benefit from the school transportation service.

It is recalled that the gift of money to the driver or the assistant is strictly prohibited. Failure to comply with this rule will lead to the immediate exclusion of the transportation service.

7. Sanctions

Failure to comply with these rules may result in the student being excluded, temporarily or permanently, from the use of the bus by decision of the head of the school, in accordance with the sanction procedure described in the school rules.

8. Catchment Areas

This list (areas and number of buses) might evolve every year according to inscriptions. Please contact the transportation service if you wish to know the typical pick-up time range for a given area.

Areas Served	Number of Buses
Al Barsha 1, 2,3	2
Al Furjan, Jebel Ali	2
Al Garhoud, Dubai Festival City, Al Badia	1
Al Hudaiba, Al Badaa, Al Satwa, City Walk	2
Al Jaddaf, Oud Metha	1
Al Safa 1, 2, Al Habtoor	1
Al Sufouh 1, 2	1
Arabian Ranches 1, 2, 3	4
Arjan, Al Barsha South, Villa Lantana	1

Business Bay, Dubai Downtown	3
Damac Hills, Remraam	2
Damac Hills 2, The Valley	2
Dubai Creek Harbour	1
Dubai Hills	3
Dubai Marina, JBR	3
Dubai Silicon Oasis	2
Dubai Sport City, IMPZ, Tilal Al Ghaf	2
JLT, Jumeirah Heights	1
Jumeirah 1, 2, 3, Wasl Port View	3
Jumeirah Park, Jumeirah Island	1
JVC	4
JVT	1
Layan, Al Waha, Sustainable City	1
Liwan, Q Point, The Villa, Skycourt	1
Meydan	2
Mira Oasis 1, 2, 3, Cherrywoods	2
Mira Community	2
Mirdif (Uptown, Shorooq, Ghoroob)	3
Motor City (Foxhills, Uptown, Green Community), Studio City	3
Mudon	2
Palm Jumeirah	1
Serena Community, Rukan Community	2
Sharjah	1
Springs, Meadows	5
TECOM, The Greens, The Lakes	2
The Gardens, View Villas, Discovery Gardens	1
Town square	4
Umm Suqeim 1, 2, 3, Al Manara	3
Villanova	2

Enrolment

Proceeding with the registration implies that you agree with the school transportation rules and that you are committed to paying the service in due time.
To register, you should connect to the parents' portal and indicate precisely your address by choosing your district from the list, pointing you home on the map, filling your street name and house number.
As per the registrations, the school transportation service will confirm the opening of a bus route in your district or let you know that you are on waiting list.
The registration is valid only at the address indicated in the system. As per the school transportation rules, address changes must be communicated at least 1 month in advance. The transportation service reserves the right to cancel the contract, without reimbursement, in the case, there is no school bus seat available at your new address.

Contacts

Mr. Yamin KHRAIS
bus.lfi@aflec-fr.org
04 396 0607- extension 104

Bus Commission

The school administration launched a Bus Commission in November 2014 based on an initiative by APELFI. Every month, it brings together members of the management, the head of the transportation department and parents' representatives. The goal is to work together to improve the service performance:

- Optimize travel times,
- Communicate clearly,
- Guarantee optimal safety and better discipline.