



## **School Policy for the Bus Service**

Parents who would like to use the bus service must complete an application form which can be collected from school (see appendix 1)

The application form highlights the 'terms and conditions' from the company and a signature from the parent confirms the agreement to these.

### **Responsibility of Parents**

**Parents can promote school bus safety in the following ways:**

Discuss with your child the bus safety rules, the content of this document, particularly the responsibilities of the pupils.

Provide extra help and guidance during the first several weeks of school, especially for Early Years, Year 1 and Year 2 pupils.

The pupils must have a good understanding of the behavioural expectations while waiting for the bus, as well as on board; what to do when the bus is late, etc. Safety is of utmost importance and should be emphasised by parents. It is important that the parents go through the ministry instructions for when 'pupils are forgotten inside the school bus.' (see appendix 2)

What parents should be aware of regarding school bus service:

- Pupils should be at the bus stop at least 5 minutes before the normal pick up times.
- Parents are responsible for pupils until they board the bus and following drop off at their designated spot.
- Parents will be responsible for willful damages to school buses caused by their child/children.
- Provide written note/phone call to the school, if your child is to return home by any other means and is not to take the bus home at all.
- Do not give your child food specifically to eat on the bus-no eating allowed-only water.

### **Responsibility of the pupils**

Pupils using the bus must remember they are responsible for their behaviour and must follow instructions from the bus driver and bus supervisors at all times.

- The driver and the supervisor are in charge of the bus and their instructions must be followed.
- The driver will report any misconduct to the bus coordinator and the Head of Primary

- The supervisor may assign specific seats to pupils
- All pupils must wear their seat belt as soon as they sit down. All pupils must be seated and belted when the bus is moving.
- Pupils must not throw paper or any other material on the floor or out of the bus windows.
- Pupils must not eat on the bus or hand out any food to other pupils
- While on the bus, pupils must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
- Pupils deliberately causing damage to the bus will be held responsible.
- When leaving the bus, pupils must follow the supervisor's instructions.

### **Pupils conduct on school buses**

Bus drivers and supervisors are responsible for the safety and conduct of the pupils while they are on the bus.

Pupils using the bus are expected to give the bus driver and supervisor respect and cooperation, and always and immediately carry out their instructions.

#### **If a pupil chooses to break a rule, the following processes may be applied:**

- Pupils warned by the supervisor and the bus coordinator informed
- Pupils assigned a seat, parents informed
- Bus coordinator informs the Head of Primary and School Counsellor

#### **Duties and Responsibilities of School Bus Driver**

The school believes that the bus should be operated in a safe and courteous manner.

#### **Guidelines**

The bus driver shall:

- Be properly licensed for operating a school bus
- Be familiar with and adhere to the requirement of the Traffic laws and related sections of other Acts of Qatar
- Must not exceed speed limit and drive at no more than 80 kilometers an hour
- Must not overtake
- Must not take unnecessary risks
- Must no drive away before the pupils have their seat belts on
- Must regularly check for any faults in the belts and immediately refer to the coordinator
- Must not use their mobile phones whilst driving
- Ensure that the bus interior is clean and that the exterior lights are free of any obstacles

## **School Bus Collision**

### **Procedures**

- The driver of the bus must contact the school/school coordinator immediately and relay the following information:
- Location
- Number of students on the bus
- Injuries
- Number of vehicles involved

The school will-

- Call 999 and ambulance services required
- Send a relief bus to the scene of the accident
- All parents will be notified by telephone by the school bus coordinator

The school coordinator is responsible for the day-to-day operation of the bus system at the school level.


### **Dissemination of information**

The school coordinator shall:

- Ensure that the regulations, responsibilities and disciplinary channels are made known to staff and pupils at the beginning of the school year and throughout the year as required.
- Share this policy with parents
- Make every effort to inform parents of younger children of their responsibility for their children, in respect to bus safety, expected behaviour and disciplinary measures.
- Coordinate meetings with drivers, supervisors and Head of Primary

### **Bus Cancellation**

The school coordinator will contact parents in the event of cancellations

BAITH AL-AQOODH TRADING & CONT.		بيت العقود للتجارة والمقاولات										
School Manager: 66273435 Barwa NIA : 74780149 Barwa NBA : 74780506 Lagoon : 74780517 WestBay : 74780497 Dring : 74780581 Al Waab : 74780401 Dafna : 74780536 Muraikh : 30126085 Smash : 74780407	WWW.BAATCO GROUP.COM E-mail : baithalaqoodh@gmail.com	مدير مدرسة : ٦٦٢٧٣٤٣٥ نيا بروة : ٧٤٧٨٠١٤٩ نيا بروة : ٧٤٧٨٠٥٠٦ لاجون : ٧٤٧٨٠٥١٧ الخليج الغربي : ٧٤٧٨٠٤٩٧ درينج : ٧٤٧٨٠٥٨١ الوعب : ٧٤٧٨٠٤٠١ الدفنة : ٧٤٧٨٠٥٣٦ مريخ : ٣٠١٢٦٠٨٥ خطيم : ٧٤٧٨٠٤٠٧										
<b>Application Form - School Bus Service</b>												
Kindly complete the form in order to confirm a space in the bus service for Year 2021 to 2022												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Bus Service</th> <th style="width: 50%;">Per term</th> </tr> </thead> <tbody> <tr> <td>Half Year Two Way</td> <td></td> </tr> <tr> <td>Half Year One Way</td> <td></td> </tr> <tr> <td>Two Way Full Year</td> <td></td> </tr> <tr> <td>One Way Full Year</td> <td></td> </tr> </tbody> </table>			Bus Service	Per term	Half Year Two Way		Half Year One Way		Two Way Full Year		One Way Full Year	
Bus Service	Per term											
Half Year Two Way												
Half Year One Way												
Two Way Full Year												
One Way Full Year												
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>												
I am the Parent of (student Name)..... Year : ..... Class: ..... Sex: ..... Branch: ..... Parents/Guardian Name: .....												
<b>Parents/ Guardian contact details:</b> (Home): ..... (Office): ..... (Mobile): ..... (Other contact): ..... (Email): .....												
<b>Location:</b> Area: ..... Zone (Area`s Number): ..... Street : ..... Building / Villa No : ..... Additional Details : .....												
<b>Requirements</b> * Copy of the parent residency. * Copy of the student residency. I agree. ....												
CR No: 40524	baatcoqatar@gmail.com	Mob: +974 5551 5534										



## I agree to the following Terms and Conditions:-

- 1- Transportation service fees are non-refundable.
- 2- The responsibility of BAATCO is just to pick up the Students from their house and return them back to the same house.
- 3- It is not allowed to pick up a student from his/her house in the morning and drop him or her off in another place even if one of the parents ask for that.
- 4- Transportation service is for a group of students, and it is not for an individual student.
- 5- There is no specific time for pick up and drop of the students because of the traffic in Doha.
- 6- Buses start pick up the students at 5:20 am in the morning and start moving from the school at 1:45 pm in the afternoon. please make sure children to be ready on time
- 7- Responsibility of the bus admin are:-
  - Help the students to fasten their seat belts
  - Help the students carrying their bags inside the bus.
  - Help the students to get in and outside the door bus but not from their home.
- 8- If any of the Students parents are not waiting to get their children when the bus arrived: the students will be automatically returned back to school.
- 9- The bus driver is just to drive the bus , and he is not responsible to release the students if they fighting.
- 10- If any students make any problem inside the bus such fighting, cursing the bus admin or the driver, or open the windows only for fun (if there is no need for that); he will be excluded from the bus and there is no refund.
- 11- If the parents or guardians attack the bus driver or the bus admin either by cursing or beating; their children will be immediately excluded from the bus and their is no refundable fee.
- 12- Students are not allowed to get their friends either from inside or outside the school in bus.
- 13- Students are not allowed to make any damage inside the bus such as tearing the seat or windows' plastic cover ..etc. if any students causes any damage his parents will pay amount of the damage.
- 14- The fees must be paid a week earlier before the beginning of the semester and any delay means that the parents want to stop the transportation service.
- 15- The bus driver will not be waiting for the students more than one minute when he picks them up in the morning.
- 16- The bus driver will leave the school after 10 minutes when the time school is over, So the parents should ask their children to be on time.
- 17- In the case any of the parent or guardian would like to pick up or drop off his her child; he or she must inform the bus driver or the person who is responsible for the school transportation.
- 18- If the number of the students On the bus less than five in the last week of the school year there will be no shuttle service.
- 19- Authorize department of transport to do all what is appropriate in the interest of students regarding transport.
- 20- The fees must be paid either per semester or annual, and it couldn't be divided in small amount
- 21- In case of address is charge; the transportation company is not responsible for securing the bus service.
- 22- In case the guardian or parent gave the wrong address and paid the fees, and there is no transportation service for right address, the fees is refundable if the parents have the original receipt.
- 23- The contract is valid for one year and it may be renewing if the both parties agree
- 24- The bus service will start after 4 working days from paying the fees.
- 25- GPS - All the buses are connected with GPS and parents can monitor the movement of the bus
- 26- If the distance is more than 10 kms from the school we will try our best to provide you our bus service if not will recommend limousine cab service for which we will calculate the amount depending upon the number of kids in that vehicle and quote accordingly.
- 27- The Account Details is mentioned here one who are willing to pay from the account.

ACCOUNT NO: **4442224626001** ACCOUNT NAME: BAITH AL AQOODH TRAD & CONT  
BANK/BRANCH: QATAR INTERNATIONAL ISLAMIC BANK/GHARRAFA BRANCH,  
SWIFT CODE: **QIIBQAQAXXX**, IBAN: **QA42 QIIB 0000 0000 4442 224626001**.

Once after the payment is done please provide the screenshot of the payment receipt.

.....  
Parents Signature





School Manager: 66273435  
Barwa NIA : 74780149  
Barwa NBA : 74780506  
Lagoon : 74780517  
WestBay : 74780497  
Dring : 74780581  
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Dafna : 74780536  
Muraikh : 30126085  
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WWW.BAATCO GROUP.COM  
E-mail : baithalaqoodh@gmail.com

مدير مدرسة : ٦٦٢٧٣٤٣٥  
NIA : ٧٤٧٨٠١٤٩  
NBA : ٧٤٧٨٠٥٠٦  
لاجـون : ٧٤٧٨٠٥١٧  
الخليج الغربي : ٧٤٧٨٠٤٩٧  
درينج : ٧٤٧٨٠٥٨١  
الوعيب : ٧٤٧٨٠٤٠١  
الدفة : ٧٤٧٨٠٥٣٦  
مريخ : ٣٠١٢٦٠٨٥  
خطيم : ٧٤٧٨٠٤٠٧

## استمارة التقديم - خدمة الحافلات المدرسية

يرجى ملء النموذج لتأكيد وجود مكان في خدمة الحافلات للعام ٢٠٢١ إلى ٢٠٢٢

خدمة النقل	للفصل الواحد
نصف عام الجاهين	
نصف عام طريقة واحدة	
الجاهين لمدة عام كامل	
طريقة واحدة سنة كاملة	

انا الوالد الطالب / طالبة

سنة : ..... فصل : ..... الجنس : ..... فرع : .....  
اسم الوالد / الولي : .....

### تفاصيل الاتصال واى الاملاز:

(المنزل): ..... (المكتب): .....  
(الجوال): ..... (هاتف مقترح): .....  
(إيميل): .....  
**الموقع:**

(المكان): ..... ((المنطقة رقم المنطقة): .....  
(الشارع): ..... بناء / فيلا ركم : .....  
تفاصيل اضافية : .....

### المستندات المطلوبة :

\* نسخة من اقامة ولي الامر سارية المفعول

\* نسخة من صفحة اقامة الطالب

أنا موافق .....



## أوافق على الشروط والأحكام التالية

- ١ - رسوم خدمة النقل غير قابلة للاسترداد
- ٢ - مسؤولية باتكو هي أخذ الطلاب من منازلهم وإعادتهم إلى نفس المنزل فقط
- ٣ - لا يجوز أخذ طالب/ طالبة من منزله في الصباح وإيصاله إلى مكان آخر حتى لو طلب أحد الوالدين ذلك
- ٤ - خدمة النقل لمجموعة من الطلاب وليست لطالب فردي
- ٥ - لا يوجد وقت محدد للأخذ : إل جيد الإلكتروني
- ٦ - تبدأ الحافلات في أخذ الطلاب في الساعة ٥:٢٠ صباحاً وتبدأ في الانتقال من المدرسة في الساعة ١:٤٥ بعد الظهر. يرجى التأكد من استعداد الأطفال في الوقت المحدد
- ٧ - مسؤولية مدير الحافلة هي مساعدة الطلاب على ربط أحزمة مقاعهم
- ٨ - مساعدة الطلاب في حمل حقائبهم داخل الحافلة
- ٩ - مساعدة الطلاب على الصعود إلى باب الحافلة وخارجه ولكن ليس من منزلهم
- ١٠ - في حالة عدم انتظار أي من أولياء أمور الطلاب لإحضار أطفالهم عند وصول الحافلة سيتم إعادة الطلاب تلقائياً إلى المدرسة
- ١١ - سائق الحافلة هو من يقود الحافلة فقط . وليس مسؤولاً عن إطلاق سراح الطلاب إذا كانوا يتشاجرون
- ١٢ - إذا تسبب أي طالب في أي مشكلة داخل الحافلة مثل القتال أو سب مدير الحافلة أو السائق أو فتح النوافذ (إذا لم تكن هناك حاجة لذلك) سيتم استبعاده من الحافلة ولا يوجد استرداد
- ١٣ - إذا هاجم الوالدان أو الأوصياء سائق الحافلة أو مدير الحافلة إما بالسب أو بالضرب: سيتم استبعاد أطفالهم على الفور من الحافلة ورفضهم رسوم قابلة للاسترداد
- ١٤ - لا يُسمح للطلاب بإحضار أصدقائهم سواء من داخل المدرسة أو خارجها في الحافلة
- ١٥ - لا يُسمح للطلاب بإحداث أي ضرر داخل الحافلة مثل تمزيق المقعد أو غطاء بلاستيكي للنوافذ .. إلخ. إذا تسبب أي طالب في أي ضرر ، فيجب على والديه دفع المبلغ من الضرر
- ١٦ - يجب دفع الرسوم قبل أسبوع من بداية الفصل الدراسي وأي تأخير يعني أن الوالدين يريدون إيقاف خدمة النقل
- ١٧ - لن ينتظر سائق الحافلة الطلاب أكثر من دقيقة واحدة عند أخذهم الصباح
- ١٨ - سيغادر سائق الحافلة المدرسة بعد ١٠ دقائق عندما ينتهي وقت المدرسة . لذا فإنه يجب على الآباء مطالبة أطفالهم بالحضور في الوقت المحدد
- ١٩ - في حالة رغبة أي من الوالدين أو الضابط في أخذ طفله أو توصيله يجب عليه إبلاغ سائق الحافلة أو الشخص المسؤول عن النقل المدرسي
- ٢٠ - إذا كان عدد الطلاب في الحافلة أقل من خمسة في الأسبوع الأخير من العام الدراسي لن تكون هناك خدمة نقل
- ٢١ - تخويل دائرة النقل بالقيام بكل ما هو ملائم لمصلحة الطلاب بخصوص النقل
- ٢٢ - يجب دفع الرسوم إما عن كل فصل دراسي أو سنوي ولا يمكن تقسيمها على مبلغ صغير
- ٢٣ - في حالة العنوان تهمة : شركة النقل ليست مسؤولة عن تأمين خدمة الحافلات
- ٢٤ - في حالة إعطاء ولي الأمر أو الوالد العنوان الخطأ ودفع الرسوم . وهناك لا توجد خدمة نقل للعنوان الصحيح . الرسوم قابلة للاسترداد إذا كان لدى الوالدين الأصل الإيصال
- ٢٥ - العقد ساري المفعول لمدة عام واحد ويمكن تجديده إذا اتفق الطرفان
- ٢٦ - ستبدأ خدمة الحافلات بعد ٤ أيام عمل من دفع الرسوم
- ٢٧ - جي بي اس -ويمكن للوالدين مراقبة حركة الحافلة--- (GPS) جميع الحافلات متصلة بنظام تحديد المواقع العالمي
- ٢٨ - إذا كانت المسافة أكثر من ١٠ كيلومترات من المدرسة . فسوف نبذل قصارى جهدنا لنقدم لك خدمة الحافلات الخاصة بنا إذا لن نوصي بخدمة سيارات الليموزين التي سنحسب المبلغ بناءً على عدد الأطفال في تلك السيارة والاقتباس وفقاً لذلك
- ٢٩ - تفاصيل الحساب مذكورة هنا الشخص الذي يرغب في الدفع من الحساب
- ٣٠ - رقم الحساب: 4442224626001 اسم الحساب: شركة بيت العقود للتجارة والمقاولات
- ٣١ - البنك / الفرع: بنك قطر الدولي الإسلامي / فرع الغرافة
- ٣٢ - رمز السويفت : 4442 224626001 IBAN: QA42 QIIB 0000 0000
- ٣٣ - بعد إتمام الدفع . يرجى تقديم لقطة شاشة لإيصال الدفع

توقيع ولي الأم

**Instructions for students when they are forgotten inside the school buses**

**Open the windows**

To avoid suffocation. Please ask for help. Try to open the window to let air into the bus

**Calling /Screaming**

Please ask for the help. Try calling / screaming out loud

**open the doors**

Try to open the bus doors

**Sitting in the front seat**

Sit at the front seat of the bus so that outsiders can see and help you

**The bus horn:**

Press the bus alarm/trumpet continuously to get attention.

**Emergency button**

Use the emergency button (depending on the type of bus).