



Bus Safety Policy 2023-2024

Rationale

NBS Muraikh seeks to ensure that safety of all children who arrive and leave at the school by school bus transportation. The buses are not run by the school but by BAATCO. There is a strict procedure that is followed by the school in cooperation with the Bus company.

Bus Parking

- The buses park in a designated safe area outside of the school grounds.
- This area is reserved for the buses by traffic cones.
- A walkway on the pavement is provided for the children to enter or leave the school safely. This is located by the school gate and no child needs to cross a road.

Traveler Safety and Security

- Each bus is equipped with a fire extinguisher and a first aid kit. All drivers are first aid trained.
- Each bus is supervised by a trained paid employee of BAATCO who also works at the school as a cleaner. It is the responsibility of this employee (the bus supervisor) to ensure that each child passenger remains seated throughout the journey with the seat belt fastened.
- The supervisor checks that all the passage ways are clear of bags and obstructions.
- All buses are cleaned every day and the air conditioning is checked.
- The supervisor takes the register of travelers.
- The supervisor ensures that each child enters and leaves the bus safely and without injury.
- The supervisor ensures that all the children are on the correct bus and that no child is left behind, either in the morning or the afternoon.
- The supervisor, driver and bus manager check all the seats to ensure that no child is left on the bus. The manager signs by each child's name on a register to confirm that each child has arrived safely and entered the school. This is further checked by the school's Head of Security. This is signed every morning and every afternoon.
- The driver ensures that the bus does not leave before all passengers have entered or left the bus.
- The doors are closed at all time when the bus is moving.
- The school security manager and Principal also carry out regular checks.
- All drivers are given the home location and address by GPS of all child passengers when the parent registers to travel by bus. This is held by the bus company and is given to all new drivers.

Medical

- The bus manager checks with the school nurse for passenger medical conditions. The school nurse ensures that the Bus company is aware of allergies and how to respond in emergencies.
- All drivers are first aid trained.



Traveler Absence

Procedure for checking a child's absence:

- Any passenger who is absent is notified to reception by the Head of Security and their absence is verified within 30 minutes by the receptionist either by contacting the parent or checking if the parent has notified the class teacher.
- Any unaccounted child must be considered as an emergency and the Principal must be informed immediately.

Licenses

- All license copies are held in the school.

Emergencies

- Any emergencies, complaints or concerns about the bus company that impacts on the safety of travelers will be communicated to the Head of Operations by the Principal. The school and the bus company have all the emergency contact numbers of all the passengers.
- All parents have the contact number of the bus manager, Mr Afsal Koyakutty

Emergency telephone numbers.

Bus manager: 30126085

Head of Security : 66229699

Principal: 70470606



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).