



# LOVEDALE INTL.KINDERGARTEN AL-WUKAIR, DOHA-QATAR



## KINDERGARTEN TRANSPORT POLICY 2024-2025

## **Introduction:**

Lovedale International Kindergarten transport service, Al Wukair , is more than just about operating a fleet service, but it is one of the safest fleet of buses in kindergarten students from home to Kindergarten and back.

## **Rules to be followed by students in the bus:**

1. The students are expected to wear their ID cards regularly.
2. Seats are allotted to each student in the bus.
3. At the time of boarding, please ensure that your child does not move towards the bus until it comes to a complete stand still.
4. Students are not allowed to stand or run in the bus while travelling.
5. Chewing gum & other food items are not allowed while travelling in the buses.
6. The Kindergarten holds the right to request students not to use the transport in case of misbehavior in the bus.
7. Instructions by the Teachers travelling in the bus should be strictly followed.
8. The bus attendants and the drivers are fully authorized to guide your child inside the bus as well as report to the admin office, if your child is not following the above guidelines. The Kindergarten will not allow such students to travel in the bus.
9. The Kindergarten has a procedure for dealing with claims for the repair of damage to kindergarten transport where this is considered to be more than normal wear and tear. Reports received in writing and supported by available evidence will be investigated and claims reimbursed if appropriate. All or part of the cost of repairing the damage may be reclaimed from the student(parent) responsible.

## **Instructions for the parents while using kindergarten transport:**

1. The students are expected to wear their ID cards regularly.
2. Seats are allotted to each student in the bus.
3. At the time of boarding, please ensure that your child does not move towards the bus until it comes to a complete stand still.

4. Students are not allowed to stand or run in the bus while travelling.
5. The Kindergarten holds the right to request students not to use the transport in case of misbehavior in the bus.
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8. The kindergarten has a procedure for dealing with claims for the repair of damage to kindergarten transport where this is considered to be more than normal wear and tear. Reports received in writing and supported by available evidence will be investigated and claims reimbursed if appropriate. All or part of the cost of repairing the damage may be reclaimed from the student(parent) responsible.
9. It is the responsibility of the parent(s) to ensure that their child / children is / are at the pick-up point 5 minutes before the assigned time. Buses will not leave from collection points ahead of schedule. However, buses will not be able to wait at pick-up points after the allotted time. Due to traffic delays, buses may arrive at pick-up and drop-off points behind assigned time.
10. Parents are strictly advised not to call the bus drivers for any reason as it will distract their attention from driving. Parents are advised to contact the Conductors in emergency situations.
11. Parents are responsible for the safety of their children in the morning from the time they leave home until they board the bus
12. Parents have to be at the dropping point without fail, the bus will be waiting for 2/3 minutes , after that the student will be taken back to school. The student will be waiting at school office and the parent has to come and pick the student from school before 2:00 PM
13. For the safety of all children, the Kindergarten does not grant permission for any adult, including parents, to enter the bus under any circumstances. Only the Bus driver, Bus conductor, School employee are permitted to travel in the bus.
14. Parents will be stopped by the bus staff from entering the bus, if they attempt to do so.
15. The kindergarten will not accept the request for the usage of two different bus routes for pick-up and drop-off (only pickup / only drop off).
16. Parents are requested to notify (through email : [info@lovedaledoha.com](mailto:info@lovedaledoha.com)) the

- Kindergarten at least two weeks before if they need any change in the routes.
17. Whenever parents required changes in the route , it will be effective only based on the availability of seats in the new route.
  18. If the students are to be dropped off even in the absence of adult supervision the parent should sign a consent form explicitly granting permission to the school to do so.
  19. For health and hygiene reasons, eating and drinking inside the bus, other than water is not permitted.
  20. The Kindergarten requires that its staff and students be treated with dignity and respect at all times. Any inappropriate behavior, aggression, use of abusive language or gestures by the parent that results in creating embarrassment for the Kindergarten / its staff will result in the transport facility being withdrawn with immediate effect and without any notice.

### **Instructions for the Kindergarten Bus Drivers:**

1. The bus drivers are fully authorized to guide children inside the bus as well as report to the admin office, if children are not following the above guidelines. The kindergarten will not allow such students to travel in the bus.
2. Drivers are not allowed to shout or raise hand towards children.
3. Drivers should ensure the sufficient fuel, cooling of AC , checking of tyres and cleanliness of bus before the start of the trip.
4. First Aid Box should be always ready and the expiry dates to be checked.
5. Dustbin , trash bags and tissue boxes should be in the bus.
6. Seats have to be wiped everyday with Dettol.
7. Cleaning of the bus has to be done after each trip.
8. Bus door should be left opened after each trip at the parking slot.
9. Driver has to check the inside of the bus by going to the last seat( above and under of the seat) if any child is left sleeping or forgot the their belongings after the end of each trip before the engine is switched off.
10. Bus driver has to sign the attendance register , meet the manager

## **Instructions for the Kindergarten Bus Conductors:**

1. The bus Conductor / attenders are fully authorized to guide children inside the bus as well as report to the admin office, if children are not following the above guidelines. The kindergarten will not allow such students to travel in the bus.
2. Conductor / attenders are not allowed to shout or raise hand towards children.
3. Conductor / attenders should speak politely to parents and students
4. Conductor / attenders should support the students while boarding the bus , keeping their bags in proper place, helping them if they are sick.
5. First Aid Box should be always ready and the expiry dates to be checked.
6. Conductor / attenders should check the availability of dustbin; trash bags and tissue boxes are in the bus.
7. Bus door should be left opened after each trip at the parking slot.
8. Conductor / attenders have to check the inside of the bus by going to the last seat( above and under of the seat) if any child is left sleeping or forgot the their belongings after the end of each trip before the engine is switched off.
9. Conductor / attenders have to sign the attendance register , handover the bus attendance sheet and meet the manager.

## **Instructions for the Kindergarten Bus Supervisor:**

1. Transport Supervisor should ensure the validity of bus permit , Drivers Valid Qatar ID , Drivers Valid License , Conductors Valid Qatar ID and necessary approvals for the bus from Ministry.
2. Weekly checking cooling of AC , cleanliness of bus end of the trip
3. Check the expiry of First Aid Box and to check necessary kits are available in the bus.
4. Weekly inspection of checking Dustbin , trash bags and tissue boxes in the bus.
5. Cleaning of the bus has to be done after each trip.
6. Transport Supervisor has to check the inside of the bus by going to the last seat( above and under of the seat) if any child is left sleeping or forgot the their belongings after the end of each trip before the engine is switched off.
7. Transport Supervisor has to sign the daily sheet after each trip.

