



TRANSPORT POLICY

GUIDELINES FOR SCHOOL TRANSPORT USERS

DPS-Monarch International School has an efficient transport system supervised by Qatar Transport Authority-trained bus supervisors and headed by the Transport Executive. We have fully equipped, well-maintained school buses for students' transport. The buses operate inside and outside the city, providing our students with safe, efficient, and timely bus facilities. As every child's comfort is our priority, our trained staff takes the utmost care to give the children a safe journey to and from school. DPS-Monarch has well-trained drivers and bus attendants on all the buses to help the students.

The guidelines are mentioned below:

1. All buses have designated pick-up and drop-off locations. These have been identified after a careful study of the layout of and traffic on roads in the area, the student demand in that area, and the impact of alternatives on route timings. Requests to divert the route and/or add a new bus stop are not accepted by the school.
2. Bus routes and allocation of Bus stops are planned by the Transport Supervisor in accordance with school guidelines and are reviewed annually and subject to change. During the first several weeks of school, routes and times are often adjusted to assure timely arrival at school. Students will be picked up and dropped only at designated stops.
3. The calculated travel time is only an approximation and may vary depending on the number of students/changes or traffic/ diversion congestion in route.
4. It is the responsibility of the parent(s) to ensure that their ward(s) is/are at the **pick-up point 5 minutes before the assigned time**. Buses will not leave from collection points ahead of schedule. Drivers or Conductors will not make missed calls prior to the bus arrivals. 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 the assigned time. Bus will not return back to pick up ward(s) once you have missed and parents should not force the Drivers to return back to pick up ward(s)
5. At the time of boarding, please ensure that your ward(s) do not move towards the bus until it comes to a complete standstill.
6. Parents are responsible for the safety of their Ward(s) in the morning from the time they leave home until they board the bus; and at the end of the day from the time the Ward(s) get off the bus at the designated drop off point and reaches back home.

7. Parents are strictly advised **not to call the bus drivers** for any reason as it will distract their attention from driving at the time of pickup and dropping. Parents are advised to contact the Conductors in emergency situations. If you want to give any information to the Drivers, you can call them from 08.00 a.m. to 10.00 a.m. in between.
8. Provide a written note to the school if your child is to return home by any other means and is not to take the bus home at all or in case of an early dispersal. Parents are advised to get a gate pass from the security guard before collecting their child. Parents should also inform the respective Class Teacher and bus driver while coming to collect the child.
9. Requests for transportation in an alternate bus or from a different stop will only be considered if the **request is permanent** in nature & and the same pick-up or drop-off point each day. All requests must be in writing and are subject to the approval of the School Administration based on available space on the route requested. Requests will take 5-10 school days to become effective.
10. Please note that before applying for any route changes or shifting accommodation, kindly confirm with the Transport Department about the availability of service/seat on that route, or else the route change will not be provided.
11. For the safety of all Students, the school does not grant permission for any adult, including parents, to enter the bus under any circumstances. Only the Bus driver, Bus conductor and School employee are permitted to travel in the bus. Parents will be stopped by the bus staff from entering the bus if they attempt to do so.
12. Parents are requested to notify **(through email: transport@misdoha.com)** the school at least two weeks before if they need any change in the routes. Changes to the route will be effective only based on the **availability of seats** on the new route.
13. For health and hygiene reasons, eating and drinking inside the bus, other than water, is not permitted.
14. Seat allocation on the bus is done at the discretion of the transport coordinator, keeping in mind the health and safety of all students and the directions of regulatory authorities.
15. Parents of students with special needs must inform the transport department of the request at the time of registering for school transport. Such facilities on the bus will be ensured only based on the availability of shadow teachers.
16. Parents are advised not to send their ward(s) with a contagious disease for the interest of Health and safety reasons of fellow travelers. In such cases, the school may require a clearance certificate to be handed to the school administration before the ward(s) board the bus.
17. The school will provide a transport facility based on the **availability of seats** in the bus assigned for that area. The school reserves the right to discontinue service/decline the provision of service at its discretion.

18. Students are solely responsible for any personal belongings when traveling on the school bus. The school will not be liable for damage, lost or stolen items.
19. Instructions by the Teachers traveling on the bus should be strictly followed.
20. The bus attendants and the drivers are fully authorized to guide your child inside the bus as well as report to the school office if your child is not following the above guidelines.
21. The student must always board the bus with the provided printed ID card for boarding.
22. Any concerns regarding bad behavior or incidents will be reported to the school Headmaster/Headmistress or Principal (if require) by the transport department (bus staff). Repeated bad behavior will result in temporary discontinuation or permanent suspension of transport services.
23. The school requires that its staff and students always be treated with dignity and respect. Any inappropriate behavior, aggression, use of abusive language or gestures by the parents that results in creating embarrassment for the school or its staff will result in the transport facility being withdrawn with immediate effect and without any notice.
24. Parents shall compensate the school for any damage caused to school property or to other travelers because of inappropriate behavior by the student/ parent.
25. Transport fees will be collected in advance for the full term. In the event of discontinuation of school transport, the fees will not be refunded. Parents need to pay the transport fees even though the child is absent for a long period or a term.
26. Transport facilities will be provided only after 5 working days after making transportation fees payment to the Accounts department.

GUIDELINES FOR NON-SCHOOL TRANSPORT USERS

A safe and secure atmosphere is a prerequisite for a healthy and happy learning environment. At DPS Monarch International School, we are committed to maintaining a safe campus through a comprehensive range of measures. In our continuous pursuit to improve the safety and security of our students, we advise you to abide by the guidelines, specifically the identification process at the gate during dispersal for private transport students.

1. It is mandatory for the students using private transport to wear their school ID Card for easy identification.
2. Kindly note that the '**Private Transport Card**' signifies the school's approval of your request, and subsequently, you hold full responsibility for the student's transportation after gate screening by a security guard.
3. It is the responsibility of the Parents to pick up and drop off their ward(s) to and from the school.

4. School security will not allow any student to exit the premises unless they possess a **"Private Transport Barcode Card."**
5. Parents are issued with a **'Private Transport Card'** for their personal use. However, if they choose to authorize someone else (such as a driver, uncle, aunt, brother, or sister) to drop off and pick up their children, or if they hand over the **'Private Transport Barcode Card'** to their children to leave the school premises and use private **transport** options (like walking, bicycling, taking a taxi, or using the metro), the school does not hold any responsibility for the safety of the child beyond the school gate. In such instances, the responsibility lies with the parents.
6. Parents are advised to assist their children in safely crossing the road and escort them to the school gate.
7. **The school bears no responsibility for the actions or conduct of private drivers who pick up or drop off your ward(s).**
8. The school is not accountable for students' indiscipline behavior and their safety concerns during their journey by private transport.
9. Parents are advised to provide their wards with road safety guidelines if their ward is walking back home, riding a bicycle etc. It is required for the safety of your ward to prevent any unforeseen situations.
10. Parents should ensure safe and timely reporting of their wards to school while using private transport. The school does not bear any accountability in this matter.
11. Be aware and be safe. A small step towards safety is a way towards a better life. Together we can create a safe and secure environment, where your ward feels safe and empowered to learn. We appreciate your understanding and constant support at every step.
12. Drive slowly in school zones; stick to the 30km per hour limit.
13. Stay alert, be mindful of pedestrians and other motorists and drive safely.
14. Avoid U-turns, three-point turns, and other complex maneuvers as they disrupt the flow of traffic can be dangerous.
15. Always give way to pedestrians while entering and leaving driveways.
16. Park the car in the designated car park and do not allow your ward to get out of the car on the traffic side of the road. They should use the footpath side door when getting in and out of a car to avoid any potential risk.

17. Avoid dropping off and picking up the children at locations across the road. This forces youngsters to unnecessarily cross busy roads.
18. Park safely and in the designated areas even if it requires you to walk a little distance to reach the school gates.
19. Escort the child to the school gate and pick him/her up from the allotted places in the school premises at the time of dispersal.
20. Avoid double parking as it blocks visibility and causes cars to overtake each other to proceed, creating a traffic hazard.
21. Teach your child traffic signs:
 - **Stop**- one step back from the curb.
 - **Look**- for traffic to your right, left and right again. ○ **Listen**- for the sounds of approaching traffic.
 - **Think**- whether it's safe to cross.
22. Observe all parking signs carefully and follow them for the safety of all.
23. Follow the directions of the school's safety officials at each step.
24. Illustrate the appropriate safety behaviour that children should emulate.

DECLARATION FROM THE PARENT

I declare that I have read and understood the transport policy (For school transport users and non-school transport users) and promise to abide by the terms and conditions.

Student's Details	
Student's name	
Admission no.	
Grade & section	
QID no.	
Parent's Details	
Parent's name	
QID no.	

Contact no.	
Emai ID	

Date

Parent's Signature