



QURTUBA
ISLAMIC ACADEMY

BUS SERVICE POLICY

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INTRODUCTION

The objective of bus services is to arrange transportation to and from school with ease and efficiency whilst assisting those who may have logistical challenges.

GENERAL

- Only learners who are enrolled at Qurtuba Islamic Academy may access the bus service.
- Enrolment forms must be completed in detail.
Learners are to adhere to the Qurtuba Islamic Academy School Code of Conduct. Poor behavior will be dealt with according to the Disciplinary Procedure.
- Please submit one month's written notice, should your child no longer require Bus Services.
- One week's written notice is required for changing from the “one way” option to the “return” option. (options may only be changed once per school term)

1. FEES

- 1.1 Bus Service fees will be debited to the learner's school account.
- 1.2 Full payment of fees are required to be paid one month in advance.
- 1.3 A learner will not be allowed on the bus if fees are unpaid.

2. DEPARTURE POINTS / TIMES

- 2.1 The bus arrives at the following departure points at approximately 07h00

Suburb	Departure Point
Gallo Manor / Wendywood	Glanville Crescent
Buccleuch	Fife Street, Noons Place
Kelvin	Kelvin Masjid
Marlboro	Marlboro Madressah

3. RESPONSIBILITIES OF PARENTS/GUARDIANS

It is the responsibility of Parents/Guardians to:

- 3.1 Ensure the safety and supervision of the learner/s prior to pick-up by the bus and immediately after leaving the bus on their return trip home.

- 3.2 Ensure that the learner/s are at the proper pick-up location five minutes prior to the scheduled pick-up time.
- 3.3 Impress upon the learner/s the need for safe and appropriate behavior while boarding, riding and leaving the bus.
- 3.4 Ensure that the learner/s have their belongings placed securely in an appropriate carry on.
- 3.5 Direct all requests with regard to transportation to the school principal. At no time shall a driver take instructions from parents/guardians if they are contrary to those issued by the principal/transportation department.
- 3.6 Ensure the safety of learner/s to and from the school vehicle departure / disembarkation points and home, and to ensure that adequate access / supervision is available to the learner/s at home or at such other destination as has been specified by the parent/guardian.
- 3.7 Ensure that Grade 000 - 3 learner/s are met by responsible adults at the designated bus stop. Should no one be at the designated bus stop, the child will be returned to school and the parents/guardians must then make alternate arrangements to have the learner/s collected.
- 3.8 Ensure that the principal is aware of any learner/s who is transported that may have significant medical conditions, e.g. Anaphylaxis, which may require intervention.
- 3.9 Consider the school bus driver as a member of the school system and that he / she is entitled to the respect and courtesy due all school personnel

4. RESPONSIBILITIES AND EXPECTATIONS OF LEARNERS

While in transport to and from school, the school bus is considered to be an extension of the school day. Learners are expected to behave on the school bus as they would in the school.

It is the responsibility of Learners to:

- 4.1 Arrive at their bus departure point at least five minutes prior to the bus arrival time.
- 4.2 Follow the driver's instructions at all times.
- 4.3 Board and leave the bus only at their designated stop
- 4.4 Follow these loading procedures:
 - 4.4.1 Stand well away from the street until the bus has come to a complete stop and the doors are opened
 - 4.4.2 If it is not necessary to cross the street to board the bus, line up in a single file, and when the bus is stopped, board in an orderly fashion, using the handrail.
 - 4.4.3 If it is necessary to cross the street, look in both directions to make sure that it is safe to cross.
 - 4.4.4 Go directly to your seat, sit down and remain seated.
- 4.5 Follow these unloading procedures:
 - 4.5.1 Remain seated until the bus has come to a complete stop, then leave the bus in an orderly fashion, in single file, using the handrail.
 - 4.5.2 If it is necessary to cross the street, walk forward along the bus and proceed across the street in front of the bus while continuing to look both ways for on-coming traffic.

- 4.6 Refrain from abusing, damaging or littering on private property while waiting for the school bus.
- 4.7 Ensure that their belongings are placed securely in an appropriate carry on.
- 4.8 Refrain from opening or closing windows unless authorised by the bus driver.
- 4.9 Remain seated at all times to and from school.
- 4.10 Refrain from extending any part of the body or objects out the window.
- 4.11 Refrain from throwing anything in, out or at the bus at any time.
- 4.12 Refrain from tampering with the emergency door, windows or other equipment on the bus. Respect all equipment on the bus. Learners/Parents will be held financially responsible for any willful damage.
- 4.13 Refrain from distracting the driver's attention by creating a disturbance or by interfering with another student or his/her belongings.
- 4.14 No dangerous or harmful objects are allowed on the school bus
- 4.15 Refrain from eating or drinking on the bus.
- 4.16 Refrain from using profane language on the bus.
- 4.17 Refrain from bringing animals or pets onto the bus.
- 4.18 Show courtesy, respect and obedience to the bus drivers.
- 4.19 Do not litter on the bus.
- 4.20 Do not abuse the privilege of waiting on private property for the bus
- 4.21 Follow all rules of safety that apply at school while riding on the school bus. Any impropriety shall be reported to the school principal and will be dealt with accordingly. Improper conduct may result in the withdrawal or suspension from the bus. Reinstatement will be at the discretion of the school principal (or designate) after consultation with the student and parents / guardians.
- 4.22 Adhere to seating arrangements as set out by school administration.
- 4.23 In the event of an emergency, the students seated nearest to the point of danger are to leave first and the remainder should follow calmly, seat by seat in sequential order and follow all the bus driver's instructions.
- 4.24 When departing the bus ensure all belongings are in possession and nothing is left behind.
- 4.25 Wear seatbelts at all times while on the bus.

5. AUTHORISED PASSENGERS

Passengers **OTHER THAN:**

- School teachers;
- Other employees or agents of the school board or of the Department of Education;
- Members of the Board of Education in the course of their duties on behalf of the Board

May not be carried in a school bus while traveling the normal route to and from School. However, volunteers may be transported on a bus that is chartered by the school for extra-curricular activities.

6. DISCIPLINARY GUIDELINES FOR INFRINGEMENT OF BUS RULES

First Infringement: A verbal warning by the Principal of the School.

Second Infringement: Written warning by the Principle of the School and that expulsion from the bus service will follow for next offence. A written warning is valid for a full term after which it falls away.

Third Infringement: A learner will be expelled off the bus for the whole term for a third offence. (Learners infringing the rules in the Code of Conduct below will also be required to make restitution for any damage caused by the violation of those rules.)