

General

These rules have been created with the safety and security of students in mind. Parents are requested to go over the bus rules with their children. Failure to comply with the rules may result in withdrawal of the bus programme.

This policy defines the functions, rights, duties, and responsibilities of the all users of the bus service including students, parents and drivers.

Purpose

The purpose of the bus service is to:

- collect students, staff and teachers to bring to school;
- take students, staff and teachers home;
- to take students, staff and teachers to and from school trips and extracurricular activities.

Accompanying Person

Each bus service carrying students requires an official accompanying teacher or school employee as appointed by the director. These accompanying staff are responsible for the children travelling on the bus at all times. Accompanying school staff report directly to the director and are guided by this policy and all health and safety regulations defined by the school and the Kazakh government health and safety policy in regard to transporting children.

The accompanying person is responsible for the actions and behaviour of anyone who travels on the bus and any failure to carry out their duties as per this policy or TAMOS Education general safety policy. Any disregard for TAMOS Education policy, health and safety policy, Kazakh laws or implementation of the codes for safe transport of children under the laws and regulation of the Republic of Kazakhstan may result in disciplinary action or persecution

The accompanying person must be aware of the following:

- The rules to “get on” and “get off” the bus (see below);
- The rules in regard to the responsibilities of the bus driver;
- The school Child protection policies;
- All emergency procedures in case of:
 - Fire;
 - Traffic Accident;
 - Bus Breakdown;
 - Accident;
 - Sickness;
 - Emergency Bus Evacuation;
 - Use of bus emergency exits;
 - Use of fire extinguisher;
 - Terrorism.

Accompanying Person Responsibilities

The duties of the accompanying person are as follows:

- Have with them a list of the students authorised to travel on their appointed bus;
- Do a roll call of children before the bus leaves?
- Monitor the behaviour and discipline of the students:
 - The seating arrangements of the students;



- At meeting points;
- Getting on the bus;
- Getting off the bus;
- Behaviour whilst travelling in the bus;
- Prohibit and halt travel in case of:
 - Driver under the influence of alcohol or drugs;
 - Mechanical Failure;
 - Inform the director of such circumstances;
- Make sure there are enough seats for the children;
- Make sure no bags are blocking the aisle or emergency exits;
- Make sure students are wearing available seat belts;
- Make sure bus windows are closed;
- Make sure once the bus is underway and moving there is no changing of seats or standing;
- Make sure the driver does not leave his seat while students are getting on or off the bus;
- To keep the driver to the legal speed limit (60km) depending on road signs and weather conditions;
- To limit the speed of the driver in emergency conditions;
- Provide first aid to sick, unwell or injured passengers;
- In a hostage situation keep calm and make sure students do as they are told;
- Pass students to their parents when they get off the bus;
- After getting off the bus check that there are no students or student belongings left behind.

Health & Safety Policy

At least once a term the school should instruct the students on the bus procedure including:

- Correct and safe behaviour at meeting points;
- How to get on and off the bus;
- Behaviour whilst travelling and waiting at the bus stop;
- Emergency evacuation procedure;
- Health and Safety procedures:
 - Fire;
 - Traffic Accident;
 - Bus Breakdown;
 - Accident;
 - Sickness;
 - Emergency Bus Evacuation;
 - Use of bus emergency exits;
 - Use of fire extinguisher;
 - Terrorism;

Once a term there should be a check of all school bus safety equipment including:

- Fire extinguisher;
- First Aid Kit;
- Signs denoting the bus is carrying children.



Drivers Responsibilities

Drivers have the responsibilities to:

- Be equated with this policy and any other documents required to implement their duties and responsibilities;
- To Perform the duties of a bus driver as per the bus driver job description;
- Not drive the bus under the influence of drugs or alcohol;
- Not drive the bus when aware of mechanical problems that would impede the safe driving of the bus;
- Suspend any school trip under the following conditions:
 - Bus breakdown or any technical issues;
 - Unexplained absence of any students from the student list;
 - Inform the accompanying person and the director as soon as possible;
 - Inform the accompanying person and director of any bad behaviour by a student;
- Make proposals to the director for any improvement to the work or duties as defined by this policy or the bus driver job description.

Implemented: March 2019

Выполнено: март 2019 г.

Орындалды: 2019 жылдың наурыз айы

To be reviewed: March 2020

Подлежит рассмотрению: март 2020

Қайта қарау: 2020 жылдың наурыз айы




General Director



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School governor and Cambridge Director



Paul Collier-Woods

