

The American International School—Duhok
Transportation Policy

Policy Number: AS10

Effective Date: November 28, 2023

1. Purpose:

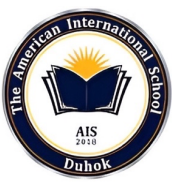
The purpose of this Transportation Policy is to establish guidelines and procedures to ensure the safe and efficient transportation of students to and from school-sponsored activities, field trips, and other events at the American International School—Duhok, herein after referred to as AIS or the School. This policy aims to prioritize the well-being of students, maintain compliance with applicable laws and regulations, and promote a positive transportation experience for all. This policy also serves to provide safe and reliable transportation services for eligible students while promoting a positive and respectful environment on school transportation vehicles. This policy sets forth guidelines to ensure compliance with applicable laws, maintain student safety, and foster effective communication with parents or guardians.

2. Eligibility and Registration:

- a. Transportation services will be provided to eligible students based on predetermined criteria, which may include distance from the school, special needs, or other factors as determined by the school administration.
- b. Parents or guardians must complete the necessary registration process for their child to utilize transportation services, providing accurate and up-to-date contact information and paying the necessary fees.

3. Safety Measures:

- a. All school transportation vehicles will comply with applicable safety regulations, undergo regular maintenance, and be operated by licensed and trained drivers.
- b. Students will be instructed on safe boarding, seating, and exiting procedures, including the proper use of seat belts, if available.
- c. All students will be required to follow the established rules and guidelines for behavior and conduct while using school transportation services.
- d. Drivers will receive training on emergency procedures, student management, and defensive driving techniques.



4. Bus Routes and Schedules:

- a. The school will establish bus routes and schedules based on the transportation needs of eligible students and the available resources.
- b. Bus routes and schedules will be communicated to parents or guardians prior to the start of each academic year or as updates occur.
- c. The school will strive to minimize travel time and ensure reasonable pickup and drop-off locations for students.
- d. Parents are expected to adhere to their schedules/ timings. Students that are holding up the bus schedule for a period of time exceeding an allocated time may be left by the bus to ensure the students on board are arriving to school at the appropriate time and avoid lateness.

5. Student Conduct and Discipline:

- a. Students utilizing school transportation services are expected to adhere to the established rules and guidelines for behavior and conduct.
- b. Any disruptive or unsafe behavior that jeopardizes the safety of others or interferes with the operation of the vehicle may result in disciplinary action, which may include suspension or revocation of transportation privileges.
- c. Students are expected to keep the bus clean and tidy and refrain from disposing of their trash on the busses. Students who fail to comply with this on more than one occasion may be subject to parent notification, bus cleanliness fee, or revocation of transportation privileges.

6. Field Trips and Events:

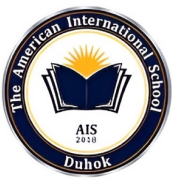
- a. Transportation arrangements for school-sponsored field trips and events will be made in accordance with this policy and applicable laws and regulations.
- b. Parents or guardians will be notified in advance of any transportation requirements for field trips and events, and appropriate consent forms will be obtained.

7. Communication and Parent Involvement:

- a. The school will maintain open lines of communication with parents or guardians regarding transportation-related matters, including changes in routes, schedules, or procedures.
- b. Parents or guardians are encouraged to report any concerns or issues related to transportation services promptly to the designated school staff.
- c. In addition to notifying the school if changes in usual transportation methods are to occur, parents must also notify the bus driver.

8. Review and Improvement:

- a. The transportation policy will be periodically reviewed and updated to ensure compliance with changing laws, regulations, and best practices.
- b. Feedback from parents, staff, and transportation providers will be considered to make necessary improvements to the policy and procedures.



9. Review and Evaluation:

This policy will be reviewed periodically to ensure its effectiveness and relevance. Feedback from students, parents, staff, and relevant stakeholders will be considered in the policy's evaluation and improvement.

10. Authority

This policy shall be subject to periodic review and revision to ensure its effectiveness and relevance. The ultimate authority for policy approval within the school rests with the school's governing body. This policy shall take effect upon approval by the school's governing body.

11. Policy Adoption

Approved: November 28, 2023

Amended: