



مدرسة البكالوريا - عمان
Amman Bacculaureate School

Amman Bacculaureate School BUS REGULATIONS

2022-2023

The Amman Bacculaureate School (ABS) Bus Regulations are formulated to establish clear expectations in order to ensure the safe and efficient operation of the ABS Bus System. Regulations generally apply to all passengers of the ABS buses: students, teachers, staff and/or drivers, unless specifically directed.

All buses are fitted with an internal camera system that records the interior of the bus (they do not record sound). The internal camera system is only accessed when it is necessary to follow up on a reported incident.

All buses are fitted with a tracking system that allows the Head of Transport to locate each bus and to view the route that the bus has taken, together with time and speed data.

| Conduct | Conduct Access Control |
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| <p>1. All ABS Student Code of Conduct rules apply equally on the ABS Bus System. In each case of violation, students will be held accountable to their school division administration.</p> <p>Issues include, but are not limited to, the following:</p> <ul style="list-style-type: none">- Inappropriate conduct or language are not permitted. Passengers shall not behave in any manner which infringes upon the rights of any other passenger, including any form of bullying.- Any assaults or fighting on the school bus will be reported to the school office, for follow-up action.- Causing any damage to the bus or its accessories.- Possession of tobacco, alcohol, or illegal substances are prohibited at ABS and, therefore, on all school buses. | <p>Repeated violations of ABS Student Code of Conduct rules will be reported to the relevant Head of School.</p> <p>Students will be held accountable to the relevant school division rules and procedures and the ABS Anti-Bullying Policy.</p> <p>The relevant consequences will be applied and may, if in Grade 7 or above, result in a Discipline Council. Students may also be prohibited from future use of the bus service for a given period of time.</p> <p>For students below Grade 7, the relevant school administration will meet to discuss the case with the Director of Operations.</p> |
| <p>2. Each passenger shall be seated immediately upon entering the bus according to an agreed seating arrangement (younger students towards the front, older students towards the back).</p> <p>Passengers are not to stand or move from place to place while the bus is in motion.</p> | <p>Failure to follow rules 2 to 7 are subject to the following process:</p> <p>1st Violation: Verbal warning</p> <p>2nd Violation: Written warning from the Director of Operations. This could be in the form of an e-mail or face-to-face meeting</p> <p>3rd Violation: The student could be prohibited from using the bus for the remainder of the academic year</p> <p>n.a. All cases are based on individual circumstances, and gradation of follow-up is not a requirement. In serious cases, a student would be immediately prohibited from using the bus.</p> |
| <p>3. Each passenger shall wear their seat belt. Any passenger who refuses to wear the seat belt will be reported by the bus supervisor to the appropriate school office for follow-up action.</p> | |
| <p>4. All parts of the passenger's body shall remain inside the bus at all times.</p> | |
| <p>5. Passengers are not to throw objects of any kind out of the school bus windows or litter within the bus.</p> | |
| <p>6. Students will not be permitted to bring contraband items onto the bus.</p> | |
| <p>7. No passengers are to enter or leave the bus until it has come to a complete stop.</p> | |

Access to the Bus System

1. Only students who have registered and paid for usage of the School Bus System are allowed to use the school buses. Registration must be done via the Registrar, with payment made to the cashier in the Princess Sarvath El Hassan Welcome Centre.
2. Use of the School Bus System may be denied to any student who does not conduct himself/herself in a safe and orderly fashion, as determined at the discretion of the school bus drivers and administration. The bus driver and/or bus supervisor reserve the right to assign seating for any student(s) that are disruptive in any way.
3. Where possible, all students requesting to use the Bus System will be accommodated.
 - a. Due to limited resources, priority for the allocation of spaces and routes will be given to requestors as follows:
 - i. Family groups will be given priority over single students
 - ii. Return-trip passengers will be given priority over one-way passengers
 - b. Where spaces or routes are not available, requestors will be placed on a waiting list on a first come, first served, basis.
4. Passengers should ensure that they are at their assigned pick-up point at least five minutes in advance of the normally scheduled bus departure time. Buses cannot wait for late students.
5. Any student who misses his/her bus during the afternoon pick-up shall wait for the next bus time. Students must notify the school office in order to inform the parents that their child(ren) missed their normal bus.
6. Buses for after school activities must pick up all sports participants from the Sports Complex car park and then proceed to the Middle Gate to pick up all other activities students.
7. Changes to scheduled pick-up or drop-off points must be made in writing by the parent or guardian to the relevant Administrative Assistant – such requested changes will be subject to availability of spaces.
 - a. In emergencies, the requested change may be made by telephone by the parent or guardian directly to the relevant Administrative Assistant, who will prepare a permission slip for sign-off.
 - b. Changes to scheduled pick-up points need to be made before the end of day for changes to the following school day's pick-up route – changes requested during the morning in question may not be honored.
 - c. Changes to scheduled drop-off points need to be made by 10:00 am of the school day in question - changes requested during bus loading may not be honored.
8. The driver, bus supervisor and/or school bear no responsibility for lost, stolen or damaged items.

Contact Information:

| Titles | Name | Number | Responsibility |
|-----------------------------------|----------------|----------------------|---|
| Head of Transport Department | Mahmoud Sriwah | 077 849 1019 | For Bus Tracking, Routes, Areas, Schedules, Bus Lists, etc. |
| Registrar | Samia Mughrabi | 06 5411191 Ext. 2028 | For Fees and Registration |
| Primary Years School (KG) | Razan Bsaibess | 06 5411191 Ext. 2601 | For changes to pickup and drop-off arrangements |
| Primary Years School (Grades 1-5) | Rasha Ammari | 06 5411191 Ext. 2701 | |
| Middle Years School | Rasha Ziadat | 06 5411191 Ext. 2802 | |
| Middle Years School | Laila Isleem | 06 5411191 Ext. 2801 | |
| IB College | Iman Shurafa | 06 5411191 Ext. 2901 | |
| Director of Operations | Mirna Haddad | 06 5411191 Ext. 2018 | For Policy issues |