



BUS SERVICE POLICY

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Purpose

Ensuring the safety and wellbeing of all students and staff is of high importance to Al- Ameen College. Students using the College bus service before and after school and travelling on College buses during school hours, are required to comply with this policy and the related 'Code of Conduct for Travelling on College Buses'. Accordingly, this policy highlights the expectations and requirements for using the College bus service and travelling on College buses.

Scope

This policy applies to students who use the College bus service before and after school, their parents and all students travelling on College buses during school hours for various activities.

Policy

All students must conduct themselves in accordance with the '*Code of Conduct for Travelling on College Buses*'. Parents of students using the College bus service before and after school must be aware of and ensure the following:

- The College will not hold any responsibility for the safety of students DURING AND AFTER drop-off. Drivers will only wait/hold students for one minute during pick-up and drop-off.
- Students need to be completely ready when bus arrives in the morning for pick-up.
- Students are required to go straight to their bus (to go home) as soon as the school bell rings. Should there be a 'no show' during roll call, drivers are to leave without these students and are not to turn back. Parents are to be contacted to make their own transport arrangements to go home.
- Bus fees are to be paid at the beginning of each Term for the entire Term and fees are non-refundable.
- Students and their parents must sign an agreement to abide by this policy and the '*Code of Conduct for Travelling on College Buses*'.

Consequences for Non-Compliance

In the event of serious or continued misbehaviour by a student, or non-payment of fees, the College will withdraw permission for the student to travel on College buses temporarily or permanently.

Review

Year of Review	Reviewed By	Amendments/Review	Next Review
2020	KH	Originally released	
2021	PR/ME	Revised	
2025	PR/FP	Reviewed	