

EXECUTIVE REGULATION CONCERNING THE SCHOOL TRANSPORT
SERVICE REGULATION IN EMIRATE OF ABU DHABI

Article (1)

Definitions

The following words and expressions, wherever they are mentioned in this regulation, shall have the same meanings set opposite each of them, unless otherwise required by the context:

Emirate: The Emirate of Abu Dhabi.

Department : The Department of Municipal Affairs and Transport.

Chairman: The Chairman of the Department.

Law: The Law No. 13 of 2016 on the establishment of Department of Municipal Affairs and Transport.

Concerned Entity: The Entity responsible for licensing the operators, vehicles drivers and supervisors, each according to its respective competence, as may be agreed by the Department and such authority.

School Bus: Each bus exclusively designed for student transportation.

School Transport Service: The Student transportation from/ to school by school bus, whether at cost or on gratuitous basis.

School: Any educational establishment up to the twelfth grade or its equivalent, including nurseries.

Operator: Any entity licensed by the Department to provide school transport service, whether it be the school itself or an external operator appointed by it.

Permit: The Permit issued by the Department for the provision of school transport service.

License: The License issued by the Department of Economic Development for the conduct of school transport activity according to the established procedures.

Female Supervisor: The Female employee appointed by the School to supervise the students in the bus and for whom a permit is issued by the Concerned Authorities.

Student: The student who takes the bus, whether he/she is inside the bus or is waiting for it.

Uniform: The official uniform approved by the Department for drivers and supervisors.

Article (2)

School Transport Service Mandatory

All schools in the Emirate must provide the school transport service for their students, whether directly or through any external operators appointed by them.

Article (3)

Operation of School Transport Service

School transport service may not be operated within the Emirate unless by operators duly licensed by the Department to provide such service.

The Operator shall use buses which meet standards approved herein. The Department may amend such standards according to the safety, security and service quality requirements in coordination with the Concerned Entities.

Article (4)

School Bus Female Supervisors

Students shall not be transported by school buses without a female supervisor.

Article (5)

School Bus Endorsement

The Operator shall obtain an endorsement from the Department or its nominee for buses used for transporting students before their registration, renewal or transfer of ownership.

Article (6)

School Bus Driver Permits

No operator may employ or use any person as school bus driver unless he is holder of a “school bus driver” permit issued by the Department, provided that the Operator submits an application to the Department fulfilling all the following conditions:

1. The driver must be at least 25 years of age.
2. The driver must hold a UAE driver's license for at least one year before submitting the application.

3. The driver must provide a certificate of good conduct issued by the General Department of Abu Dhabi Police for local hires or from the Country of Hire for international hires, provided that the certificate is issued at least one month before the date of submission of the application and is duly attested.
4. The driver must have a good knowledge of Arabic or English.
5. The driver must complete the training prescribed by the Department for school bus drivers.
6. The driver must submit copy of his passport with residence page and the Emirates ID.
7. The driver must submit a record of all traffic violations charged against the driver in the Unified Traffic System.
8. The driver must submit medical report every two years stating that he is free of the following diseases:
 - Disability.
 - Heart, diabetes and hypertension.
 - Epilepsy, mental and psychiatric illnesses and neurological diseases.
 - Liver diseases and hepatitis.
 - Leprosy.
 - Eye diseases, disorders of visual acuity and hearing impairment.
 - Drug and alcohol abuse.
 - AIDS.
9. The driver must undergo a medical examination upon his return from each vacation.

To renew the school bus driver permit, the Operator shall submit a renewal application accompanied with:

- 1- The previous permit.
- 2- The record of all traffic violations charged against the driver in the Unified Traffic System for the previous year.
- 3- Copy of any updated document (driver's license, passport, residence, ID card).

Article (7)

School Bus Female Supervisor Permits

No operator may employ or use any person to work as school bus female supervisor unless she is a holder of a "school bus supervisor" permit from the Department after the completion of the training prescribed by the Department for school bus supervisors. To obtain such permit, the Operator shall submit an application to the Department fulfilling all the established conditions.

Article (8)

Validity of School Bus Driver & Supervisor Permits

- 1- School bus driver and supervisor permits issued by the Department shall be valid for one year, renewable upon any conditions as the Department deems proper at the time of renewal.
- 2- The permit may be suspended or cancelled in respect of any driver or supervisor if he/she becomes unfit or otherwise commits any serious offence

at the discretion of the Department, including his/her indictment of a crime against honor or honesty or condemnation of driving under the influence of alcohol or narcotics.

Article (9)

Responsibilities of Schools

All schools in the Emirate shall assume the following responsibilities:

1. Provide sufficient number of school buses, whether directly or through operators for all students who want to avail of such service and make sure that there are sufficient seats for all students;
2. Appoint a person responsible for school transport and provide operators and student parents with his/her name and contact numbers;
3. Appoint a female supervisor for each bus used for transporting students under the age of 11 years;
4. Maintain a list containing the names of students and contact numbers of their parents in emergency cases and provide such list to operators;
5. Make the students aware of the way of behavior when waiting for and getting on or off the bus and during the trip;
6. Not to carry out any maintenance works for school buses within the school premises;

7. Appoint a qualified person to receive students on their return to school if they are not collected by their parents, ensure that they are not left alone until they are collected by their parents and call the police in emergency cases.
8. Not to collect any fees exceeding the school transport fees approved by Abu Dhabi Education Council (ADEC) without prior written consent of ADEC.
9. Obtain an undertaking from the student parent(s) that they will assume their responsibilities in the format approved by the Department.
10. Maintain the plan for hazards and school bus safety within or around the school, including at the drop-off and pick-up points according to Abu Dhabi Emirate Occupational Safety & Health Center (OSHAD).
11. Develop an action plan to ensure the transport of students from/to school in safe manner and in the least possible time.
12. Organize workshops in coordination with the competent entities to implement the transport plan and make sure it is free of any flaw.
13. Not to contract with any operator not authorized by the Department.

The School may prevent any student from using the school bus service in case his/her parent refuses to sign the undertaking form. A student may also be prevented from using the school bus within one semester after notifying his/her parents in the following cases:

- a. If the student violates any safety rules or expose himself or his life or the lives of others to danger during the bus trip; or
- b. If he misbehaves, makes trouble or get involved in any improper or aggressive behavior towards other students, the supervisor or driver.

The Chairman may, upon request submitted by the School, give an exception from the provision of school bus service due to insufficiency of students if it is proven that the same is not economically viable provided that a study supported by documents is submitted with the application.

Article (10)

Responsibilities of Operators

All operators of school bus service in the Emirate shall assume the following responsibilities:

1. Obtain "school transport operator" license from the Department of Economic Development in Abu Dhabi.
2. Not to operate any school bus not registered in the Emirate.
3. Not to operate school buses for a period exceeding ten years from the date of manufacture. Such period may be increased from year to year for a maximum of five years after their inspection by the Department to ensure their suitability for student transportation.
4. Constantly ensure that the buses are well maintained and remain in conformity with the safety and technical standards approved in the Department's Guiding Manual.

5. Provide comprehensive insurance covering all the passengers.
6. Not to appoint any school bus driver unless he is holder of a permit from the Department.
7. Appoint a coordinator between the operator and concerned schools to monitor the transport service organization and school bus traffic.
8. Develop a transport plan in coordination with the school management showing the bus routes and embarkation, stop and disembarkation points according to the General Guiding Manual of the Department.
9. Determine the points of drop-off and pick-up of students. If such determination is prevented due to an impediment or road works, the stop point shall be at locations:
 - a. that are less than 200 meters from home;
 - b. that are safe so that students are not exposed to any danger when arriving thereto or waiting thereat;
 - c. that do not require students to cross roads with speed exceeding 40km/hour; and
 - d. where school bus can easily stop without interrupting traffic or exposing the bus or other road users to any danger.
10. Not to transport students in excess of bus seating capacity.
11. Maintain records of incidents in the format prepared by the Department.
12. Maintain records of complaints and actions taken by the School.

13. Provide drivers and female supervisors with details of each trip, names of students and contact numbers and addresses of their parents to ensure that the bus is completely empty at the end of the trip.
14. Provide drivers and female supervisors with contact numbers of persons appointed by schools and operators to monitor the service.
15. Provide separate buses to transport female and male students aged 12 years and above; otherwise, the students must sit in separate places within the bus and taking into consideration the age group.
16. Maintain records of maintenance and periodic checks of safety systems in the buses according to the guidelines of the Department and make them at the disposal of schools and the Department upon request.
17. Ensure that the drivers and female supervisors comply with the general appearance requirements and provide them with, and ensure that they wear the uniform when on duty.
18. Number of nursery children (under the age of 4 years) carried in the bus shall not exceed 21 children.
19. Train female supervisors and drivers on safety measures, student evacuation, first aid and the way of dealing with students with special needs and retrain them at the beginning of each school year.
20. Provide the necessary equipments to assist students with special needs using the school transport, if any.
21. Report to school any negative attitudes of students within the bus.

22. Not to use school bus to transport passengers other than students.
23. The bus trip time in one direction shall not exceed one hour and 15 minutes from the initial embarkation point to the final disembarkation point (from picking up the first student until dropping off the last student).
24. Procure replacement buses to transport students to their destination in case of bus failure or accident within maximum of one hour.
25. Maintain CCTV records for at least 180 days.
26. Not to diffuse any video programmes or publicity materials within the school buses without consent of ADEC.
27. Maintain hazards record showing the hazards encountered during the trip and bus-related risks and ensure that they are under control in accordance with OSHAD requirements.
28. Submit the form of HSE Management System Development to the Department within one year from the date on which the permit to conduct the activity is granted by the Department to the Operator according to OSHAD requirements.

In emergency cases, the Chairman may, upon request submitted by the School, authorize the school to operate a school bus not registered in the Emirate if the school proves their inability to rent school buses registered within the Emirate, provided that the permit does not exceed six months and is renewable only once for a similar period.

Article (11)

Responsibilities of School Bus Drivers

All school bus drivers in the Emirate shall assume the following responsibilities:

1. Carry out daily bus inspection before driving the school bus, including the check of light, tires, bus exterior and seats, keep lists of bus inspection and report any failure to the Operator.
2. Ensure that the bus is empty and all students have departed the bus at the final disembarkation point.
3. Ensure that the first aid equipment and fire extinguishers are in place in the school bus.
4. Ensure that the bus entrances, exit and aisles, including the emergency exits are free of any obstructions before starting the trip.
5. Prepare the bus within sufficient time before student boarding, and particularly ensure the bus cleanness and control the internal temperature and adjust the A/C to 21–24 °C depending on the weather.
6. Not to drive the bus at a speed exceeding the legal limit specified for each road and, in any case, not to exceed 100km/h.
7. Use the stop arm and warning lights when the students cross the street and walkways and when they get on or off the bus at the designated drop-off points outside the School.
8. Not to allow any student to leave the bus at any point other than the designated drop-off point unless upon written instruction of the School.
9. Maintain clean attire and wear the uniform when on duty.
10. Present the school bus driver permit to the authorized inspectors on request.
11. Abstain from drinking, eating or using the phone when driving school bus.

12. Abstain from smoking and not to allow anyone to smoke within the bus at any time.
13. Report to School Transport Coordinator any misbehavior on the part of students.

Article (12)

Responsibilities of School Bus Female Supervisors

All school bus female supervisors in the Emirate shall assume the following responsibilities:

1. Not to allow the students to stand in the bus when moving.
2. Ensure that all students are in their seats with seat belts fastened throughout the trip.
3. Ensure, at the end of the trip, that the bus is empty and all students disembarked the bus.
4. Not to allow any student under the age of 11 years getting off the bus at the designated drop-off point until she ensures that his parent or his designee is present and, if the parent is not present at the designated point, to notify the School so that the student is returned to school after dropping off all other students.
5. Monitor any misbehavior on the part of students and maintain their safety during the trip and report any incident to the School Transport Coordinator.
6. Ensure that the bus entrances, exits and aisles, including the emergency exits are free of any obstructions before starting the trip.
7. Help students crossing the street if necessary.
8. Assist in evacuating the bus in emergency cases.

9. Ensure that all guidelines of manufacturers of seats of buses designated for kindergarten children under the age of 4 years are complied with.
10. Abstain from drinking, eating or using the phone when the students are in the bus.
11. Maintain clean attire and wear the uniform when on duty.
12. Present the school bus supervisor permit to the authorized inspectors on request.

Article (13)

Responsibilities of Parents

Parents shall sign an undertaking with the following commitments:

1. Pick up their children under the age of 11 years at the specific times, whether themselves or through their designees.
2. Provide the School with their contact details and update the same, whenever required.
3. Pick up the student from school in case he is returned to school due to the non-presence of the parent at the designated drop-off point.
4. Pay the repair costs for any damages caused by their children to the bus.
5. Notify the school management of any offence relating to the bus cleanness or any misbehavior of the driver, supervisor or students.
6. Educate their children on the importance of traffic safety throughout the trip and when waiting for, getting on or off the bus and comply with the following:

- To be present near their homes or at the assembly points at or before the specific time.
- Not to violate any safety regulations or expose himself or others to danger during the school bus trip.
- Not to leave the bus before reaching the school or the designated drop-off point.
- Remain seated with seat belts fastened at all times.
- Not to misbehave, makes trouble or get involved in any improper or aggressive behavior.
- Notify the school management of any offence relating to the bus cleanness or any misbehavior of the driver, supervisor or students.
- Undertake to agree on the prevention of their children from using the school transport service for the period as determined by the concerned parties in case of breach of any rules and regulations.

Article (14)

Conditions of Operation of School Buses

a. BUS EXTERIOR AND SERVICE MARKS

1. The buses shall be painted in yellow color (RAL 1018 ZINK GELB GL 841).
2. Buses shall be fitted with dual red flashing lights on the uppermost part of the front/rear sides of the bus and dual yellow flashing lights on the

lower part of the front/rear sides of the bus. These lights shall operate automatically when the bus door is opened or when reversing.

3. The phrase "school bus" shall be written on the exterior of the bus in black in Arabic and English, with a font size of no less than 20 cm in height. The phrase shall be written between the upper head flashing lights or at the uppermost part on the front and rear sides of the bus.
4. The bus serial number designated by the Department shall be written in black at the uppermost part on the right front side and the left rear side of the bus.
5. An electronic board shall be installed on the front of the bus to display the school name and destination with font size of no less than 20 cm in height.
6. The name of the school shall be displayed in black in the middle of both sides with font size of no less than 20 cm in height.
7. The school bus sign shall be placed on the front right side and rear left side of the bus.

b. DOORS

1. Door width shall not be less than 60 cm for all buses and shall not be less than 80 cm in buses carrying students with wheelchairs.
2. Doors shall operate automatically and be fitted with a mechanism preventing their closure in case of any obstruction.
3. Doors shall be easily controlled by the driver from his seat and shall be unopenable during the bus trip.

4. Doors shall be manually openable from inside and outside in emergency cases.
5. Steps shall be sufficiently lit with non-slippery surface and clear edges.

c. SEATS

1. The driver's seat shall be adjustable and fitted with a three-point seat belt.
2. All student seats shall meet the following criteria:
 - a. Must be well fixed to the bus floor and designed in a manner preventing the detachment of any part thereof in case of collision if the seat belts are used.
 - b. Must be fixed to the bus and not folding.
 - c. Must be equipped with three-point seat belts.
 - d. Must be free of any sharp edges and made of soft shock-absorbing and fireproof materials.
 - e. Must be free of any protruding materials such as handles and covered by a material preventing injury of the student.
 - f. Height of the seat must be between 40–45 cm from the bus floor.
 - g. Seat width and depth from front to back must be not less than 38 cm.
 - h. Height of seat back shall not be less than 70 cm.
 - i. Distance between the back of a seat and the inside of the seat behind it shall not be less than 64 cm at a measured height of 62 cm.

- j. An appropriate area near doors shall be allocated to students using wheelchairs in buses designed for carrying such students.
- k. It is prohibited to fix any extra seats in excess of the seats approved for the bus.

d. AISLES:

- 1. Width of the aisle shall not be less than 35 cm.
- 2. The floor of the bus aisle must be covered with inflammable and non-slippery materials.
- 3. The aisle of the bus shall be free of any obstruction or sharp edges.
- 4. Entrances and exits must be equipped with handles free of any sharp edges.

e. WINDOWS:

- 1. Side and rear windows must be tinted to 30% and curtains are prohibited.
- 2. Windows can be opened up to 7 cm.
- 3. It is prohibited to place bars or other obstructions on windows either internally or externally.
- 4. Windows must be equipped with an effective system to remove any condensation from rear and front windows.

f. STUDENT BAGS PROVISION:

There must be a shelf sufficient space to securely store bags of students to ensure safety of students.

g. AIR CONDITIONING SYSTEM:

All buses shall be equipped with air conditioning systems.

h. MECHANICAL STANDARDS – ENGINE

Exhaust emissions must meet (EURO IV) standard or equipped with a filter.

i. BRAKES, TRANSMISSION, EXHAUST AND FUEL SYSTEMS

1. Transmission must be protected by means preventing it from dropping in case of break or split.
2. The fuel tank must be of metal solid construction to protect it in case of any accident.
3. The fuel system shall be separated from exhaust system and protected from exhaust heat.

j. SAFETY EQUIPMENT

1. School buses shall be fitted with the following equipment which must be kept in good and serviceable condition at all times when in service:
 - Reflective warning triangle in emergency cases or in case of any accident.
 - 2 fire extinguishers (suitable for all kinds of fire) proportionate to the size of the bus, one near the driver's seat and the other next to the door and clearly labeled.
 - Seat belt cutters kept within the reach of the driver and female supervisor.
 - First aid kit in proportion to the number of students and clearly labeled.
 - Engine automatic fire detection and suppression system.
 - Audible bus reversing alarm.
 - Stop arm to warn road users when students are crossing the road.
 - Mirrors on both sides of the bus so that the driver can observe the sides of the bus and adjacent traffic from his seat.

- 5 cm high-reflective stripe fixed at the internal floor level throughout the length of the bus on each side and in the rear.

k. EMERGENCY EXITS:

1. The school bus shall have the number of emergency exits as indicated below:
 - Buses with 9 to 40 seats must have at least one exit on each side of the bus plus one roof exit and one rear exit.
 - Buses with more than 40 seats must have two exits on each side, in addition to two other exits, both on the roof or one of them in the rear of the bus.
 - The entrance doors and windows may be deemed as emergency exits.
2. Locations of emergency exits must be clearly labeled.
3. It is prohibited to place any seats or obstacles in front of emergency exits and doors.
4. Buses must be provided with 6 window breaker hammers for buses with 26 seats or above and 4 window breaker hammers for buses with less than 26 seats.

I. INTELLIGENT TRANSPORTATION SYSTEM EQUIPMENT (ITS):

1. A GPS System to track the movement and location of buses, with the ability to record the bus speed, braking and maneuvering.
2. All school buses shall be equipped with the following electronic systems:
 - A CCTV system fitted with audio and video recording system, the ability of wireless interference in emergency cases, a storage

capacity of at least four weeks before the next new re-recording and ability of monitoring all seats.

- At least four external cameras capturing all the sides of the bus to be fixed in the places indicated below with a screen fixed in the dashboard in front of the driver:
 - One camera fixed at the uppermost part of the bus and directed to capture the area in front of the bus.
 - One camera fixed at the rear right side covering the entrance of the bus.
 - One camera fixed at the front left side and directed to the rear of the bus.
 - One reversing camera operating when bus is going in reverse.

3. ITS equipment must meet the criteria and specifications approved by the Department.

m. OTHER REQUIREMENTS FOR BUSES CARRYING CHILDREN UNDER THE AGE OF 4 YEARS

- The seats of buses shall be equipped with three-point seat belts to secure the children seats.

n. In addition to the above requirements, the following requirements must be complied with for the registration of any 2014 or most recent model school bus.

1. Exhaust emissions must meet (EURO IV) or most recent standard or operate on compressed natural gas.
2. Buses must have anti-lock braking systems (ABS).
3. The depth of the entrance step shall not be less than 25 cm and the height of the first step from the ground shall not be more than.

4. The windows can only open at the top up to 7 cm.
5. In all cases, the above criteria shall be in conformity with the specifications prescribed by Emirates Authority for Standardization and Metrology.

Article (15)

Control of Offences

The Department inspectors shall inspect and monitor the implementation of this decision. To this effect, they may control violations, demand the production of the original documents which must be kept on the activity site, and may seek the assistance of police or any other competent entity whenever required.

ARTICLE (16)

SANCTIONS

- Without prejudice to a more severe punishment stipulated under any other law, the attached Table of Offences & Fines shall apply to the offenders of this regulation.
- An offender who accepts reconciliation may pay a fine equal to 75% of the total fine defined for the respective offence, within one month from the date of reconciliation offer.

ARTICLE (17)

Cancellation of Offences

- The inspectors may not cancel any offence after being made. However, the offender may file a grievance against such offence within the reconciliation period at customer service centers approved by the Department in the format prepared to that effect, along with the supporting documents.

- In all cases, no grievance is accepted after the lapse of (30) days from the offence.

ARTICLE (18)

The right of offender to file a grievance shall forfeit in case of reconciliation with the Department and the availing of fine discount.

Table of Offences & Fines

1. School Offences

#	Description of Offence	Sanction / Fine (AED)	
		First offence	Repeated offence
1	Failure to provide sufficient number of school buses	Written warning*	20,000.00
2	Failure to appoint a person in charge of school transport	Written warning*	5,000.00
3	Failure to allocate a female supervisor for each bus carrying students under the age of 11 years.	5,000.00*	10,000.00
4	carry out maintenance works for school buses within the school premises.	Written warning*	10,000.00
5	Failure to assign a person to receive students on their return to school when their parents are not present at the drop-off point.	10,000.00	20,000.00
6	Exceed the maximum limit of school transport fees without prior written consent of ADEC.	10,000.00	20,000.00
7	Failure to maintain Bus safety & hazards plan according to OSHAD requirements.	Written warning*	5,000.00
8	Failure to deal with complaints submitted by parents, the public or the Department pursuant to the rules	Written warning*	5,000.00

	and at the times as specified by the Department.		
9	Contract with unlicensed operator.	100,000.00	200,000

* The offender shall have 5 days to remove the violation; otherwise another statement of offence will be issued and a more severe sanction will apply.

* The fine is doubled on recurrence of offence after the second offence.

2. Operator Offences

#	Description of Offence	Sanction / Fine (AED)	
		First offence	Repeated offence
1	Operating the school transport service without obtaining a permit from the Department.	50,000.00	–
2	Operating a school bus not registered within the Emirate without permission or after the expiry of the period specified in the permit.	10,000.00	20,000.00
3	Operating a bus in a school transport service without permit from the Department.	5,000 for each bus	–
4	Hiring a person as school bus driver before his permit is obtained from the Department.	5,000 for each driver	–
5	Failure to appoint a coordinator between the operator and schools.	Written warning*	5,000.00

6	Failure to specify the drop off/pickup points.	Written warning*	2,000.00
7	Carrying students in excess of number of seats.	500	1,000.00
8	Failure to provide drivers and supervisors with the trip details, names of students to ensure that the bus is empty at the end of the trip.	Written warning*	2,000.00
9	Failure to maintain regular incident and complaint records and maintenance & periodic service records.	Written warning*	5,000.00
10	Failure to separate male and female students aged 12 years and above when taking the same bus.	Written warning*	10,000.00
11	Failure to provide uniform to school bus drivers	Written warning*	500.00
12	Carrying more than twenty nursery children (under the age of 4 years) in one bus	1,000.00	1,000.00
13	Failure to provide necessary equipment to assist students with special needs, if any.	Written warning*	500.00
14	Use school buses to carry passengers other than students during the school year.	10,000.00	20,000.00*
15	The trip time exceeds one hour and 15 minutes in one direction from the beginning of the trip till the drop off of the last student without an excuse acceptable to the Department.	Written warning*	500
16	Failure to procure buses to carry students to their destinations in case of bus failure or accident.	1,000	2,000.00*
17	Failure to maintain CCTV records for not less than 180 days.	10,000	-
18	Diffuse any video programmes or publicity materials within the school bus without consent of ADEC.	1,000	-
19	Failure to maintain bus risks and hazards record in	Written	1,000

	accordance with OSHAD requirements.	warning*	
20	Failure to submit the form of HSE Management System Development to the Department within one year from the date on which the permit to conduct the activity is granted by the Department to the Operator according to OSHAD requirements.	Written warning*	1,000
21	Operate a school transport bus that does not meet the criteria of the Department.	2,000 for each bus	–
22	Failure to provide the established and serviceable safety equipment.	2,000	4,000*
23	Non-availability or non-serviceability of ITS systems.	5,000	–
24	Place seats or obstructions in front of emergency doors	1,000	2,000*

* The offender shall have 5 days to remove the violation; otherwise another statement of offence will be issued and a more severe sanction will apply.

3. Driver Offences

#	Description of Offence	Fine (AED)
1	Failure to carry out the daily bus inspection before driving the school bus, including the check of light, tires, bus exterior and seats, and failure to keep lists of bus inspection and report any failure to the Operator.	1,000
2	Failure to ensure that the bus is empty and all students have departed the bus at the final disembarkation point in case the female supervisor is not present.	1,000
3	Failure to ensure the availability of first aid kit and fire extinguishers in the school bus.	500
4	Failure to ensure that the bus entrances, exits and aisles, including the emergency exits are free of any hindrances before starting the trip in case	500

	the female supervisor is not available.	
5	Failure to prepare the bus within sufficient time before students boarding, particularly in terms of cleanness and bus temperature.	200
6	Failure to use stop arm and warning lights when students cross the road.	200
7	Allow any student to leave the bus at any point other than the designated drop-off point without written instruction from his/her parent or the school.	1,000*
8	Failure to maintain clean attire wear the uniform when on duty	100
9	Failure to present his permit.	100
10	Eat and drink and whilst driving the bus.	100
11	Smoke or allow others to smoke in the bus.	200
12	Failure to notify the school transport coordinator of any misbehavior from students in case the female supervisor is not available.	200

4. Supervisor Offences

#	Description of Offence	Fine (AED)
1	Allow students to stand in when the bus is moving.	200
2	Failure to ensure that all students are in their seats with seat belts fastened during the trip.	200
3	Failure to ensure that the bus is empty and all students have departed the bus at the final disembarkation point.	1,000
4	Allow any student under the age of 11 years to get down from the bus at the drop-off point before ensuring that his parent or his designee is present to collect him.	1000*
5	Failure to notify the school if no parent is present to collect the student at the drop-off point.	200
6	Failure to monitor any misbehavior from students and ensure their safety during the trip and report any incident to the school transport coordinator.	200

7	Failure to ensure that the entrances, exits and aisles of the bus, including emergency exits are free of any obstructions.	500
8	Failure to help any student crossing the road.	200
9	Eat and drink or use the phone during the presence of the students on board.	100
10	Failure to maintain clean attire and wear the uniform when on duty	100
11	Failure to show her permit.	100