



Sibling Bus Policy

Name of the Owner: Alistair Downs
Name of the Author: Alistair Downs
Date of Last Review: 28.08.2025
Date of Next Review: September 2026

Aims

This policy ensures that all parents and students understand the expectations and procedures for RGSr's Siblings Bus service. The policy also outlines the school's responsibility to ensure the safety of students during their transport to and from the Qurtobah Campus to the Ghirnatah campus in accordance with KSA safety standards. All school buses will be checked and maintained as per safety standards. The bus drivers and escorts are qualified and work under the supervision of RGSr.

Purpose of The Siblings Bus:

The Siblings Bus service operates as a shuttle between RGSr's G-campus and Q-campus, facilitating transportation for students with siblings attending both campuses. This policy outlines the key points, guidelines, and expectations for the safe and efficient operation of the Siblings Bus.

1. Service Overview

- **Morning Service:** The Siblings Buses operate a one-way service from G-campus to Q-campus in the morning, departing G-campus when full any time from 7.20 onwards from Gate 2 and arriving at Q-campus at Gate 5. Further subsequent buses will leave as they are filled. All buses must have left by 7:35 am. Late arrivals after that will be asked to take their children to Q-campus themselves. The G-campus gates will be open from 7.15 onwards.
- **Afternoon Service:** In the afternoon, the service runs from Q-campus to G-campus, facilitating students' return, departing from Q-campus between 2:15 pm and 2.25 pm from Gate 1 and arriving at G-campus between 2:25 pm and 2.35 pm at Gate 2. Arrival time at G-campus is subjected to traffic flow on the route.

2. Usage Guidelines

- **Morning and Afternoon Usage:** Parents must confirm if their child will be using the Siblings Bus for both morning and afternoon journeys or just one.
- **Use of Compound Bus (Afternoon Only):** Parents should confirm whether their child will be picked up from the G-campus after school or if they will use a Compound Bus service. The specific Compound Bus should also be identified.

3. Pick-up and Drop-off Points

3.1. Morning Pick-Up:

- **Location:** Ghirnatah - Gate 2 and lower playground area.
- **Procedure:** Parents must bring their children to Gate 2 and hand over their child to the Learning Support Assistants (LSAs). LSAs will organise students for the bus and check their attendance.

3.2. Afternoon Drop-Off:

- **Location:** Qurtobah- Gate 1 and lower playground area (football pitch area).
- **Procedure:** The TAs from Q at 2:15 pm will organise the students for the bus and check their attendance. They will then bring them to G campus on the bus (departing from Q between 2:15 and 2:25 pm). The bus will drop students at G-campus at Gate 2, where TAs will guide students to the lower playground or Art Room. Parents or older siblings can pick up students from this area, entering through Gate 4 or directly from Gate 1 at 2:30 pm.

4. Capacity and Seat Allocation

- The school has multiple buses in operation with a maximum capacity of 130 -150 seats, therefore first come first basis.

- The ratio of TA/LSA to students is 1:10.
- Seats on the Siblings Bus are limited. Parents who confirm their child's seat but do not use it regularly may have the seat reassigned to another student on the waiting list.
- Parents must confirm their intent to use the Siblings Bus to secure a seat for their child.

5. Communication & Changes to Arrangements

5.1. Morning Communication:

- Any changes to a student's pick-up or drop-off arrangement must be communicated to the class teacher before 11:00 am at the latest.
- Changes communicated after this time will not be processed, and the pre-existing arrangements will be followed.

5.2. Emergency Changes:

If a student is added to the Siblings Bus service at the end of one school day, there will be a one-day waiting period before they can begin using the service. This allows for communication and list updates.

6. Recording of Attendance

- Attendance and usage of the bus will be recorded generally for monitoring purposes. This helps the school track demand, ensure safety, and confirm regular use of the service.

7. Parent Responsibilities

- Drop students off by 7:30 am at Gate 2 or accompany them through Gate 1 (G campus). If a parent is late, the student should be dropped off directly at the Qurtobah campus. The student should not be brought in by his/her sibling later than 7:30 am or dropped off at Gate 4.
- Ensure students are present at the designated pick-up points on time.
- Collect students promptly from the designated drop-off points.
- Communicate any changes in transport arrangements in a timely manner.
- Regularly update the school about continued use of the Siblings Bus.
- Failure to follow this guidance would lead to not being able to use the service.

8. Responsibilities of Bus Escorts

- Bus escorts are qualified and understand that the safety and security of the students are a priority.
- They ensure that all students in the morning are on the bus.
- Assign each student a seat on the bus and assist and confirm that the child has the seat belt on.
- Ensure that all students have exited the bus upon arrival at the Q campus.
- Keep accurate attendance records daily and communicate any issues in regard to this to the Prep Leadership Team (or wider leadership team if PLT are not available) as soon as possible.
- Record and report any incidents of behaviour that threaten the safety of students.
- All TAs assigned to buses as escorts must take up First Aid training.

9. Responsibilities of Drivers

- The drivers are qualified and licensed, and work under the supervision of RGSR.
- Follow the route determined by the transport coordinator.
- The bus is clean, tidy and safe for commuting.
- Drivers must have undergone RGSR Safeguarding training.

10. Responsibilities of the Transport Coordinator

- Check that the drivers are licensed and have the necessary experience.
- Develop and maintain transport routes and schedules.
- Coordinate pick-up and drop-off times for students.
- Conduct safety inspections of vehicles and monitor driver performance.
- Address and resolve transportation related issues or emergencies promptly.
- Work with school administration and management.

11. Reminders

- Limited Seats: If seats are not used, they may be reassigned.
- Change of Arrangements: Notify the class teacher in the morning of any pick-up or drop-off changes.
- Waiting Period: A one-day waiting period applies if a student is added to the Siblings Bus after the end of a school day.

12. Contact Information:

For questions or clarifications regarding the Siblings Bus service, parents are directed to contact the school administration or their child's class teacher.

Appendix I:

Procedure in case of a Bus Accident

In the event of a school bus accident, it's important to follow the procedure outlines to ensure the safety of all involved.

1. Stay Calm and Assess the Situation (All)

- Take a deep breath and remain calm.
- Assess the scene for any immediate dangers (e.g., fire, traffic).

2. Ensure Safety (All)

- If possible, move to a safe location away from traffic.
- Check for injuries among students and other individuals involved.

3. Call Emergency Services (Driver)

- Dial emergency services (993 for Traffic Police, 997 for Ambulance.) to report the accident.
- Provide details such as location, number of people involved, and nature of injuries.

4. Assist the Injured (All)

- Administer first aid if trained and it is safe to do so.
- Do not move injured individuals unless there is an immediate danger (e.g., fire).

5. Evacuate the Bus if Necessary (Supervisor)

- If the bus is in a dangerous position, evacuate students in an orderly manner.
- Use the emergency exits if available.

6. Account for All Passengers (Supervisor)

- Take attendance to ensure all students are accounted for.
- Keep students calm and together until help arrives.

7. Do Not Admit Fault

- Avoid discussing the accident details with others at the scene.
- Refrain from admitting fault or assigning blame.

8. Document the Scene (Driver)

- If safe, take photos of the accident scene, vehicle damage, and any relevant road conditions.
- Gather contact information from witnesses.

9. Notify School Officials (Driver)

- Contact the Transport Coordinator and the school administration to inform them of the accident.
- Follow the instructions given by the school.

10. Follow-Up (All)

- Ensure all students receive medical attention if needed.
- Participate in any follow-up investigations or reports as required by the school.