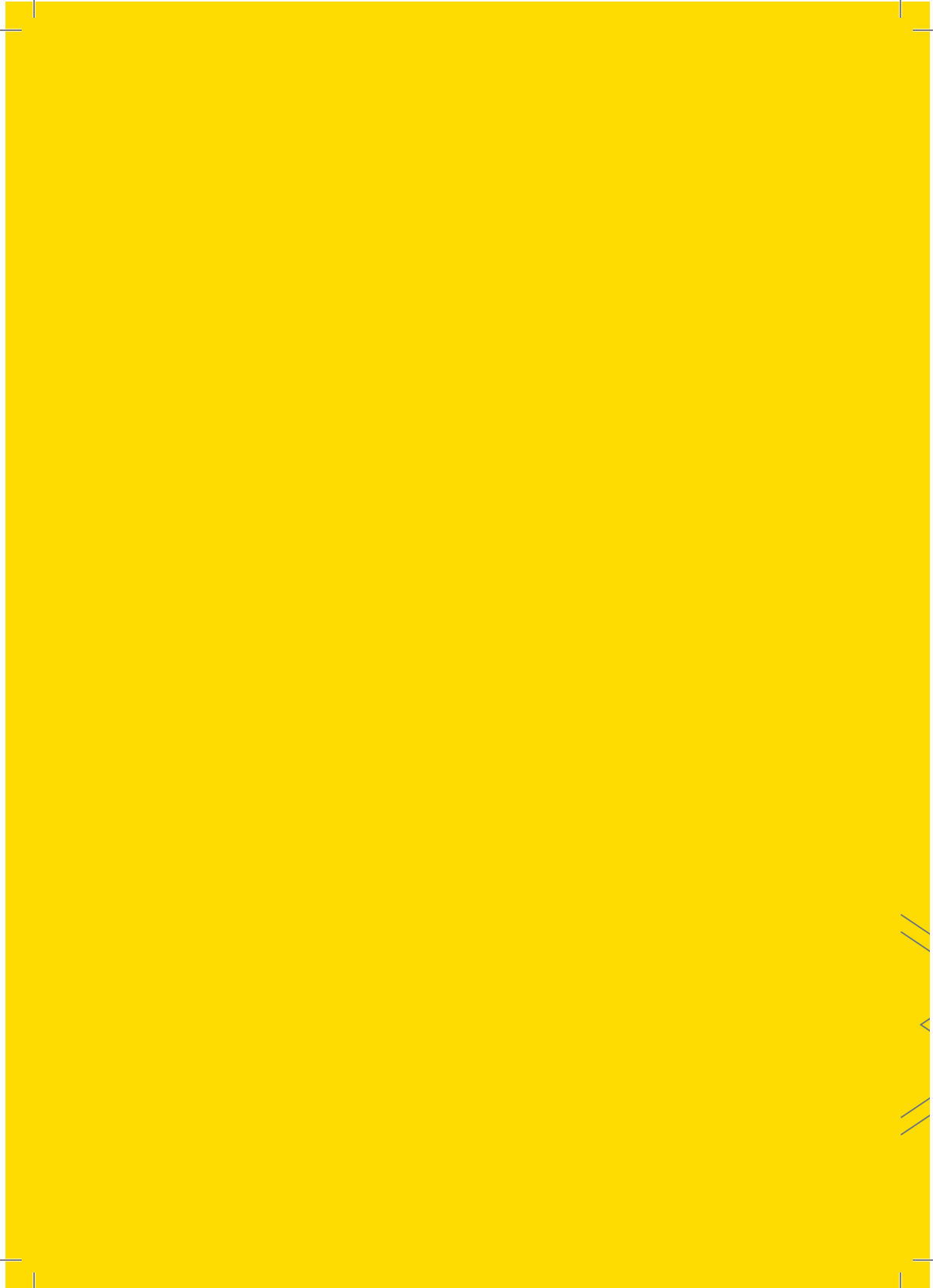


Dubai School Transport Manual







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Introduction

The Roads and Transport Authority has assigned the Public Transport Agency to study the method of organizing the school transport and upgrading it to attain international standards in Dubai emirate. The Agency has conducted all the required studies, and the most important objectives of these studies are:

- 1. Supporting the industry, the economic role and the infrastructure in Dubai emirate through the efficient participation and the development of services provided by the Public Transport Agency to schools.*
- 2. Ensuring a safe and smooth transport for all the male and female students from all ages in Dubai Emirate through setting up the international safety standards and measures over all the school buses in the Emirate.*
- 3. Preparing and executing the policies and procedures related to organizing the school buses services, planning and executing procedures and measures in order to guarantee the competency and the reliability of the school transport services in the Emirate.*
- 4. Efficiently supervising and controlling the school buses operations through efficient services standards, the safety systems and the licensing and maintenance measures and standards.*
- 5. Developing convenient marketing strategies to enhance the school buses services in order to realize the increase of the students awareness of the services provided, and the increase of the number of students utilizing the school buses.*
- 6. Following up the applications, the proposals and the complaints related to the school transport in Dubai emirate and taking the necessary procedures.*

Figures and Facts

Dubai Emirate has witnessed continued increase in the number of population, accompanied with an increase in the number of students and governmental/private schools. Due to the rapid increase in the number of

schools- especially the private ones- many issues related to the schools locations and geographical distribution on one hand, and the operation of transporting students to and from those schools and their contribution to the traffic congestion on the other hand have emerged.

The Public Transport Agency of the Roads and Transport Authority conducted many studies and surveys for the school year 2006/2007, the most important results of which were as follows:

- 1. The number of the students in the governmental schools for the school year reached 28.108 studying in 92 schools, out of them 17651 students use the school buses (63%).*
- 2. The number of students in the private schools for the school year reached 136.738 studying in 123 schools, out of them, 83798 use the school buses (61%).*
- 3. The private schools are distributed as follows: 47% in Bur Dubai and 53% in Deira.*
- 4. The number of buses operated in the private schools reaches 1934 buses while it reaches 235 buses in the governmental schools.*
- 5. The total number of students who do not use the school buses daily reached 63400.*
- 6. No transport means is provided for 8.316 students by their schools.*
- 7. More than 600 school buses go through the periodic maintenance each 6 months or more.*
- 8. More than 1350 school bus drivers have not received a special training as regards the transport of students.*
- 9. More than 1700 male and female guides ride the school buses without receiving any training about dealing with students.*
- 10. Some school buses were manufactured in 1982.*
- 11. There are 613 school buses not provided with safety belts.*

12. *At 9% of Dubai schools, there is traffic police to control the traffic in case of congestion.*
13. *In 27% of Dubai schools, there is no entries and exits for the buses.*
14. *81 traffic accidents occurred to the school buses since the beginning of this school year which caused one death and 6 injuries.*
15. *Currently, there are 42.000 students who arrive to their houses very exhausted due to the current school buses maladministration.*

Therefore, it has become clear to us the necessity to find the laws and legislations to control school transport movement and to upgrade it to attain the international standard, and to provide the safe transport to Dubai students, to attenuate the traffic congestion around the schools and throughout the emirate.

School Transport Control Law in Dubai Emirate

Pursuant to the school transport control Law in Dubai Emirate No. 2 of 2008, issued by Dubai Government Executive Council on 01/09/2008. And upon reviewing the law No. 17 of 2005 in respect of creating the Roads and Transport Authority, and the regulation No. 2 of 2008 in respect of the school transport control in Dubai emirate, and the decree of the Executive Council No. 8 of 2006 in respect of establishing the agencies affiliated to the Roads and Transport Authority and approving their corporate and organizational structure, and the administrative decree No. 353 in respect of issuing the executive bylaw of the above regulation, we have decided to issue the Dubai school transport directive manual, and to specify the responsibilities of the schools administrations, the operating entities, the school buses drivers, the students and their parents in relation to the school transport, as follows:

Used Terminology

All the following terms shall apply to all the contents of this directive manual – unless otherwise is mentioned:-

1. **“The Emirate”** means Dubai emirate in the United Arab Emirate.
2. **“The Authority”** means the Roads and Transport Authority in Dubai Emirate.
3. **“The Agency”** means the Public Transport Agency of the Roads and Transport Authority in Dubai emirate.
4. **“School Bus”** means a bus with the capacity of more than ten passengers including the driver which is used to transport the students to and from the school, nurseries or trips related to school activities.
5. **“The Inspector”** is the Agency’s competent officer who is in charge of inspecting the school buses and their drivers in Dubai emirate.
6. **“School Bus Driving Permit”** means the document to be issued by the Agency to the competent drivers allowing them to drive a school bus.
7. **“Electronic Stopping Arm”** an automatic arm supplied with a board used for alert when the bus stops to load and/ or unload the students.
8. **“The Operating Entities”** any school or entity in the emirate licensed to carry on the activities of transport by buses and which transports the students of schools and the children of nurseries to and/or from the schools and any other school activities.

Carrying on the Activity of School Transport

Under this regulation, it is prohibited for any entity carrying on the activity of school transport in Dubai Emirate, if it does not comply with the conditions and the requirements which should be available in the bus, whether it is owned or rented by it- and if the bus ownership is not “Bus + School”. Also, it is prohibited to drive a school bus unless by a person who obtained a valid permit of “School Bus Driver” issued by the Agency.

School Administrations Responsibilities

In order to upgrade, develop and make the school transport services in Dubai Emirate distinctive, the following responsibilities shall be assumed and applied by the school principal of any school existing within the borders of Dubai Emirate:

- 1. To provide the school transport for the students whether by operating buses or entering into contracts with third party. However, this requirement may be overlooked only under written approval of the Public Transport Agency's Chief Executive Officer.*
- 2. To provide or coordinate the school transport for handicapped students. It is prohibited to refuse transporting any handicapped student. If otherwise is proven, the school administration shall be legally accountable, and shall bear financial penalties.*
- 3. To appoint a person designated by the school to be the direct officer for following up the school buses whether operated by the school or by any other entity the school is contracting with. His name and contact details shall be provided to the Agency and all the students parents.*
- 4. To determine the traffic routes of the bus by the direct officer appointed by the school. The principal should participate and approve such routes.*
- 5. To designate the students seats at the beginning of the school year. The direct officer – in cooperation with the principal and the driver- should make sure that each student has got a seat to be used by him all over the school year.*
- 6. To provide a means of communication between the driver and the direct officer of the buses throughout the period of the trip.*
- 7. To ensure that the back seats are devoted to female students and the front seats are devoted to male students. The random mixture of both genders inside the bus is prohibited, and it is preferred to transport them in separate buses if possible.*
- 8. To provide , at least, one guide in each bus used by any number of students under the age of 12 years, and for all the ages if possible.*

9. *The male/female guides shall be sent to the training courses to be organized by the Agency.*
10. *To provide the required support for the agency in the marketing campaigns that it shall launch to increase the number of students using the school transport, and to enhance the public awareness as regards the school transport.*
11. *To ensure that the buses go through the periodic maintenance every 10.000 km in maximum, and to provide the agency's inspector with supporting register and documents upon request.*
12. *To provide the drivers with uniforms, if the Drivers employment contract is under the name of the school. To ensure the cleanliness of their general appearance and their compliance with the proper behavior in front of the students.*
13. *It is prohibited to repair or conduct any maintenance work on the buses or to leave any equipment or spare parts of any kind inside the school premises, near its fences or in the surrounding area.*
14. *All the schools should obtain a No Objection Certificate (NOC) from the authority before renewal of their annual license.*
15. *The following should be provided by the principal to the Agency – upon request- whether the school operates the buses or is contracted with any other entity:*
 - A. *Copies of the registration cards of all the buses.*
 - B. *Copies of the school bus Drivers permits for all the drivers.*
 - C. *A copy of a students transport agreement contract with any other entity if no school buses are operated by the school.*
 - D. *A list including names and contact details of the persons in charge of controlling the school buses whether they are employees of the school or of any other entity which the school is contracting with to transport the students.*
 - E. *A list including names and contact details of male/female guides in charge of controlling the students inside the school buses.*

Operating Entities Responsibilities (Schools, Companies and Other Entities)

The following responsibilities shall be assumed by the entities operating the school buses whether a school, a private/governmental company or any other entity entering into contracts- directly or indirectly- with the schools or parents to transport the students and pupils of schools and nurseries located inside the borders of the Emirate:

- 1. To modify the specifications of all the school buses to be in conformity with school bus specifications shown in this directive manual.*
- 2. All the operating entities should amend the registration card of the buses to show “bus+ school” registration, by submitting the following documents to the Licensing Agency. The vehicles registration should be renewed annually:*
 - a. The license of the bus issued by the Vehicles Licensing Department within RTA in Dubai.*
 - b. A copy of the insurance policy which should cover all the students, the driver and the guide.*
 - c. The approval of the licensing inspector after inspecting the bus and verifying its conformity with the required specifications.*
 - d. The annual periodic bus maintenance registers, which should be for every 10.000 km in maximum , effective from 01/09/2009.*
 - e. In case the bus is brand new or the date of its manufacturing is after 2008, the following documents should be submitted in addition to the abovementioned documents:*
 - f. A copy of the purchase invoice .*
 - g. Full copies of the bus specifications issued by the bus manufacturing company.*
- 3. Placing a copy of the bus registration card at the bottom of the bus front windshield on the Drivers side, in a way to be visible by the inspectors and the police.*
- 4. To appoint a specific person from the operating entity to be a direct officer of the school buses, his name and contact details should be provided to the school and all the students parents.*
- 5. The responsibility to determine the bus traffic routes shall be assumed by the direct officer of the operating entity. The school principal should take part and approve such routes.*

6. *To designate the students seats at the beginning of the school year. The direct officer – in cooperation with the school principal and the drivers should make sure that each student has got a seat to be used by him/her all over which the school year.*
7. *To provide a means of communication between the driver and the direct officer of the buses throughout the period of the trip.*
8. *To devote the back seats for female students and the front seats for male students. The random mixture of both genders inside the bus is prohibited, and it is preferred to transport them in separate buses if possible.*
9. *To conduct the periodic maintenance on the buses every 10.000 km in maximum, and to provide the agency’s inspector with supporting register and documents regularly.*
10. *To provide the drivers with uniforms, and to ensure the cleanliness of their general appearance and their compliance with the proper behavior in front of the students.*
11. *The responsibility to send the drivers to the school bus Drivers training courses organized by the agency and the responsibility to obtain “School Bus Drivers Permit” shall be assumed by the entity operating the buses. It is forbidden to hire any driver who is not a holder of “School Bus Drivers Permit” to drive the school bus when it carries on the activity of the school transport. The permit shall always belong to the entity operating the buses which shall have the right to submit an application to the Agency in order to cancel the drivers permits upon the termination of their employment term.*
12. *If any operating entity sells any of the school buses to another entity which shall not use the bus in the school transport, the responsibility to remove all the signs indicating that this bus is a school bus such as the yellow color, writings, school pictures, the electronic stopping arm etc shall be assumed by the selling entity.*
13. *The agency shall be entitled to suspend or cancel the registration card “bus + school” in case of repetition of violations, or in case of the incomppliance of the operating entity with any conditions and standards mentioned in this regulation is proved.*

14. All the operating entities shall comply with these regulations and amend their status accordingly before 01/09/2009.

* The school bus operators shall be entitled to use the buses in other activities, provided that the expression “school bus” is covered or removed, in addition to removing or covering the school bus sign, and not operating the electronic stopping arm during the trip, if the bus is used in activities other than the school transport.

School Bus Driver Responsibilities

Effective from 01/09/2008, the agency shall issue School Bus Driving Permit for each driver working or desirous to work as a school bus driver. The validity period of this permit shall be one year only and should be renewed periodically. The driver should hold the school bus driver permit during the work, and at all times. The responsibility of hiring a driver who does not hold this permit shall be assumed by the driver and the direct operating entity.

All school bus drivers in Dubai Emirate should report to the Drivers Training and Development Department of the Agency located in Al Aweer public bus depot to obtain a “School Bus Driving Permit”. The conditions to obtain the permit are as follows:

1. The driver must hold a driving license issued from the UAE, with a permit issued for the same category of the license.
2. All school bus drivers must be holding school bus driving permits before 01/09/2009.
3. He should be at least 25 years old.
4. He should be of a good conduct and has no criminal records.
5. The driver should submit the traffic black points report issued by the competent authorities.
6. To submit a disease- free and not taking drugs and alcohol certificate.
7. He should be familiar with Arabic language or English language.

8. *To pass the theoretical test to be conducted by the Agency, which is related to the training course materials.*
9. *The permit shall be related to the buses operating entity which shall be entitled to submit an application to the agency in order to cancel the drivers permits upon the termination of their employment term.*

In order to renew a School Bus Driving Permit after one year of its issue, the following requirements should be satisfied:

1. *The renewal should be within one month after the expiry of his previous driving permit, otherwise, he shall be required to submit a new application.*
2. *To submit a disease-free and not taking drugs and alcohol certificate.*
3. *The driver should submit the black points report, and the Agency shall have the right to accept or refuse any application if it deems that the driver may constitute any danger on the students.*
4. *The driver should attend the short “school bus driver” training course to be organized by the Agency which shall contain a brief reminder of the basic training course contents.*
5. *He should pass the theoretical test to be organized by the Agency, which is related to the training course materials.*

** In addition to the above, the driver should behave properly in front of the students through complying with the following:*

1. *Maintaining the bus cleanliness*
2. *To permanently wear the official clean uniform.*
3. *Not eating nor drinking during the trip.*
4. *Smoking is prohibited inside the bus whether during the trip or when it is parked and empty.*
5. *Arriving on or before time and informing the direct officer in case of delay in order to be able to do the necessary to avoid late arrival of the students.*

The Agency may need to refer some drivers who are complained against or who misbehaved during the work to the psychologist who will give a diagnosis about the driver, and to what extent he can react with the students, before taking the decision of returning the driver to the work. The Agency shall be entitled to cancel the permit of any driver in case the complaints against him are repeated, or if he commits a mistake which may endanger the students lives or for any such reason as the Agency deems reasonable.

Students and Their Parents/Guardians Responsibilities

The following responsibilities shall be assumed by the students parents/guardians:

- 1. To take their children to the school bus or to the assembly point on time. In case of any delay on their part, the parents shall take their children to the school without any responsibility on the part of the driver.*
- 2. To provide assistance in training and making the children aware of the importance of the traffic safety and how to wait and ride the school bus.*
- 3. To inform the school administration and the Agency of any violation or default by the driver.*
- 4. The driver shall have the right to return the student to the school if there is nobody waiting for him when he goes back home. The responsibility of the consequences resulting there from shall be assumed by the parents/guardians.*
- 5. The student shall observe the cleanliness of the bus and inform the school administration or his parents/guardians in case the driver or any other student violates the laws during the trip.*
- 6. Only the school principal may deprive any student from the school transport service, if any of the following cases take place :*
 - a. If a student causes the delay of the trip more than three times in one school year.*
 - b. If a student violates any safety rule and endangers the others lives during the trip.*
 - c. If a student refuses to ride the bus from a students assembly point previously approved by the school principal.*

- e. If a student leaves the bus before reaching his designated place without a prior permission.
- f. If a student continues causing disturbance and more than three written complaints are filed against him during one school year.

In addition, the Agency invites all the parents/guardians to participate in the courses organized by the agency for the purpose of making students and their parents/guardians aware of the method of using the school bus and educating them about the importance of the school transport.

School Bus Specifications

All the school buses operators shall comply with the following specifications- effective from September 1st 2009:

The School Buses External Appearance Specifications:

1. *The color of the bus shall be yellow, grade (RAL 1018 Zink Gelb GL841) without the interference of any other colors, unless the manufacturer can not paint some parts of the bus (i.e. the parts made of non-metal material such as the front bumper etc) the color of such parts should be black.*
2. *The following words should be written in black “School Bus” in Arabic language and English language, with the font size of letters shall not be less than 20 cm (8 inches) to be written between the headlights or on the uppermost part on the bus front and rear sides and on the middle of the bus both sides.*
3. *The school bus distinctive sign must be manufactured of a reflective material, and measure 25x25 cm in large buses and 17x17 cm in minibuses.*
4. *All the buses should be equipped with the electronic stopping arm on the external side directly behind the drivers door, which should include the word “Stop”. Such arm comes out electronically and includes two red flashers which flash when the bus stops.*
5. *There must be a flashers system which alerts when the bus stops, as follows:*
 - * *The existence of a red double flasher on the uppermost part of the bus front and rear sides.*

** The existence of yellow double flasher at the bottom of the bus (on the front and rear sides).*

6. Each bus shall place a school bus sign on the right front side and the left rear side, must be manufactured of a reflective material, and measure 25 X25 cm in large bus and 17 X 17 cm in mini bus.

7. The windows shall be tinted at 50% grade or supplied with blinds.

8. The windows shall open up only from the above and the opening shall not be more than 10 cm.

9. It is strictly prohibited to place bars on the windows whether from the inside or outside as they may stand in the way of the students in case of emergency.

10. Mirrors unveiling all the bus sides should be available.

11. The bus number should be written on the uppermost level of the right side of the bus rear side and the left of its rear side.

Specifications of the Bus Seats and Interiors:

1. It is not permitted to use the additional foldable seats. The number of seats determined by the manufacturer should be complied with in order to let the bus passageways empty and free of any obstacles.

2. The side hand rests, ashtrays, the arm and any other solid materials should be removed from the backside of the seats.

3. The School bus must be fitted with a cooling system capable of operating at a temperature not exceeding 24 degrees Celsius.

4. A handle should be available at each edge of the bus doors to help climbing the bus.

5. The passageway floor should be covered with a layer of unflammable and anti-slippery rubber.

6. The doors should be opened and closed only by the driver, and it is preferred to be opened and closed electronically.

The School Bus Safety Standards Specifications:

- 1. The bus maximum speed should not exceed 80 km/h through installing the speed control system which must be provided by the manufacturer of the bus (appointed dealer) or compatible with EEC conditions & regulation.*
- 2. Each bus should contain the first aid kit , size of which differs as to satisfy the number of the students.*
- 3. Each bus should contain a fire extinguisher with the capacity of 6 kg at least, designated to extinguish all kinds of fires. The fire extinguisher should be placed at its designated place near the driver's seat, and an indicator of its place should be available. There should be one at 6-KG fire extinguisher if the length of the bus is less than 10 meters, and two fire extinguisher if the length of the bus 10 meter or plus.*
- 4. It is not permitted to operate any bus , more than 15 years old to transport school students.*
- 5. Each bus must be fitted with an emergency exit in each side of the bus which has 16 passengers and more excluding the exit door or driver's doors.*
- 6. No sharp edges shall exist in all the outside and inside parts of the bus.*

In addition to the said standards, all the new buses manufactured after year 2008 shall comply with the following standards:

- 1. All the seats should have at least 71cm high backs. The space between the seats should be at least 64 cm. with the size of the seat should be at least 40 cm for the individual seat, 90 cm for the double seat, and pan tripartite seats in all new school buses.*
- 2. All the seats should be lined from all sides and should be made of shock absorbing and fireproof pads.*
- 3. Emergency exits should exist on the right and, left (However, the windows glass emergency exits are considered as emergency exits). as follows:*
 - * The buses containing 16 to 42 seats need at least one exit from each side.*
 - * The buses containing 43 to 78 seats need at least two exits from each side.*
 - * The buses containing more than 78 seats need at least 3 exits from each side.*

4. *There must be one roof emergency exit if the number of seats is 28-50, and two roof emergency exits for the number of seats exceeds 50.*
5. *The external mirrors and additional concave mirror is a must to enable visibility of all bus sides.*
6. *Abolish and ban tripartite seats in all new school buses.*
7. *A fire-fighting system must be provided inside the engine compartment, and inside passenger compartment must be 6-KG fire extinguisher if the length of the bus is less than 10 meters, and two fire extinguishers if the length of the bus is 10 meter or plus.*
8. *Door sensors are abolished, and opening & shutting of the door to be left for the driver.*

Financial Fines and Penalties

Pursuant to the articles (9) and (10) of Law No. (2) of 2008 in respect of the school transport in Dubai Emirate issued by H.H. Sheikh Hamdan Bin Mohammed Bin Rashid Al Maktoum, the Crown Prince of Dubai, Chairman of the Executive Council, without prejudice to any strictest punishment provided for under any other legislation, Anyone breaching the provisions of this Law, its executive bylaw or the decisions or instructions issued pursuant thereto, shall be subject to the punishments specified in the schedule annexed to this Law . The authority (RTA) employees and inspectors assigned for this purpose by the Chairman and the Chief Executive Officer shall have the authority of the judicial officer in proving the acts committed in violation of the provisions of this Law, its executive bylaw and the decisions issued pursuant thereto. This capacity shall allow them to undertake the works of inspection and issuing the minutes of seizures and the necessary violations in respect thereof.

Violations and Penalties Schedule

Serial No.	Type of Violation	Penalty Amount
1	Operating the school bus without obtaining a permit.	500 AED
2	Operating the school bus with a permit expired more than one month before.	100 AED
3	Not placing the bus permit at its designated place.	50 AED
4	Driving the school bus by a driver who does not hold a permit or holds an expired permit.	500 AED
5	Refusing to show the driver's permit to the Judicial investigation officer.	500 AED
6	Non-compliance with any of the requirement of the bus external appearance specifications.	150 AED
7	Non-compliance with any of the requirement of the bus seats and internal decoration specifications.	200 AED
8	Non-Compliance with any of the requirement of safety standards and specifications.	300 AED
9	Non-compliance of the driver with the liabilities imposed on him under this Law or its executive by law.	50 AED
10	The schools and operating entities' noncompliance with their responsibilities provided for under this Law and its executive bylaw.	100 AED
11	Not operating the electronic stopping arm of the school bus when it stops to drop or load the students.	200 AED
12	Not removing or covering the word and sign "School Bus" when using the bus in any activity other than the school transport.	200 AED
13	Operating the electronic stopping arm when using the bus in any activity other than the school transport.	200 AED

Procedures to Obtain the Registration as “Bus+ School Bus”

All the school bus operators – after observing the school bus specifications- should report to any office of the licensing agency to file an application of “ Bus+ School” registration effective from 01/09/2008 and should provide the following documents:

- 1. The registration card of the bus issued by the vehicles licensing department in Dubai*
- 2. A copy of the insurance policy covering the students, the driver and the guide.*
- 3. The bus annual periodic maintenance registers, each register shall be for each 10.000 km in maximum effective from 01/09/2009.*
 - If the bus is brand new or the date of its manufacturing is after 2008, the following documents should be submitted – in addition to the abovementioned documents:*
- 4. A copy of the purchase bill .*
- 5. A full copy of the bus specifications issued by the buses manufacturer.*

Procedures of obtaining “School Bus Driving” Permit

The following steps should be followed:

First Step:

Verifying the satisfaction of the following requirements by each driver:

- 1. He should be a holder of a UAE driving license.*
- 2. He should be at least 25 years old.*
- 3. He should be familiar with Arabic or English languages.*

Second Step:

Obtaining a no criminal records certificate from Dubai police.

Third Step :

Obtaining the black points report from Dubai police.

Fourth Step:

Undergoing a medical examination and obtaining a disease- free and not taking alcohol and drugs certificate.

Fifth Step:

To submit the following documents to the Drivers Training and Development Department of the Public Transport Agency this is located at Al Aweer Bus Depot to register in the “School Bus Driver” training course:

- 1. Heavy bus driving license*
- 2. No conviction certificate (Police Clearance Certificate).*
- 3. Disease-free and not taking alcohol and drugs certificate.*

The driver should pass the theoretical test to be conducted by the agency in relation to the training courses materials before granting him the permit.

To renew the school bus driving permit after one year of its issue, the above documents should be submitted, provided that it is renewed within one month after his previous driving permit expiry date.



For Inquiries and Questions

- For all the questions related to how to obtain the “bus + school” registration card, you may contact any vehicles licensing office in the licensing agency of the Roads and Transport Authority.*
- For all the questions in respect of the method of obtaining a “School Bus Drivers Permit”, you may contact the Drivers Training and Development Department in the Public Transport Agency- of the Roads and Transport Authority, which is located at Al Aweer Bus Depot.*
- For any further inquiries, you may contact No. 8009090 or Email: schoolbus@rta.ae*