



Bus Use Rules and Expectations

Please read the following Bus Use Rules carefully and sign at the bottom of the bus registration form. Please note that the submission of a bus registration document does not guarantee your child a place on the bus as bus availability in certain areas is dependent upon demand.

Riding the bus is a privilege, not a right. If students and/or parents are found to be violating these rules, the student(s) in question may lose their bus riding privileges as detailed below. To avoid this, we ask that all students and their parents read and understand these expectations.

Bus fees are paid in addition to normal CIS tuition fees. Bus Collections and/or Refunds is the same as the tuition fee collection. Please contact Accounts at accounts@cisabudhabi.com to arrange for the payment of bus fees. Students are not permitted to use bus services if fees have not been paid.

Morning Pick-Up (Home → CIS)

- Parents are asked to have their children at the pickup location on time. In order to keep the buses on time for all students, buses will not wait for late students at the bus stops for more than two minutes after the pre-designated departure time. It is important to understand that multiple delays in the morning compound and cause late arrivals to school. We ask that all families please be considerate of the bus schedule to avoid making students late to school (and home in the afternoon!)

Afternoon Drop-Off (CIS → Home)

- If for some reason your child(ren) will not be riding the bus home, please inform the bus supervisor or call CIS Reception no later than 2:45 p.m. (or 12:45 for KG1). If you call after this deadline, there will not be sufficient time to guarantee that your child will be kept off of the bus.
- Children must go to their bus (or waiting area) as soon as school ends to ensure that the buses are not delayed leaving the school. Repeated instances of tardiness may result in students being unable to continue using the bus service.
- Parents should ensure there is someone at the bus stop on time to collect the child from the bus unless the parents have provided a written note to the bus supervisor giving permission for their student(s) to walk home from their stop unattended. If no such note is provided, students who do not have an adult waiting for them will be returned to the school and parents will be responsible for providing transportation home.

General Rules for Riding the Bus

1. Children are only allowed to travel on their assigned bus unless they bring a note signed by a parent giving them permission to do otherwise (e.g. go home with a friend).
2. Parents must notify reception or the student's bus monitor if the student will not be riding their normal bus home. Bus monitors should be notified if students are not riding the bus to school in the morning.
3. Children are not permitted to eat or drink on the bus – they are allowed to drink water only.
4. Children must use seatbelts at all times and remain in seatbelts for the entirety of their trip.
5. Students will show respect to the bus monitor and follow her instructions at all times to ensure the safety of all students and staff aboard the bus.
6. Parents will be financially responsible for any damage done to the bus by their child(ren).

Bus monitors will provide administration with written reports of any repeat or serious behaviours. If a student is found not to be meeting the behavioral expectations of CIS, the following procedure will be followed.

First report: Student receives warning from CIS staff and parents notified.

Second report: Student receives warning from CIS Staff and parents notified.

Third report: Student receives warning from CIS Staff, parents notified and Students removed from the bus for one week (Fees will NOT be reimbursed).

Fourth report: Permanent exclusion from bus service. Fees will NOT be reimbursed.