



EIST School Transport Policy 2025-2026

Revised Date:	August 2025
Next Review Due:	August 2026
Policy Reference Number:	EIST 2026 STP Ver.2

1. Introduction

The English International School of Tunis (EIST) is committed to ensuring the safety and well-being of all students who use the school bus service. This policy outlines the procedures, responsibilities, and expectations for students, parents, and staff regarding school transport.

2. Objectives

- To provide safe and efficient transportation for students.
- To establish clear guidelines on student behaviour and responsibilities.
- To outline the roles of the bus driver, assistant, and school administration in ensuring a smooth transport service.

3. Bus Service Procedures

3.1. Registration & Eligibility

- Parents must complete the bus registration form at the start of the school year.
- Bus routes and stops are determined by the school based on demand and feasibility.
- Any changes in address or transport requirements must be communicated to the administration in advance.

3.2. Pick-Up & Drop-Off Procedures

- Students must be ready and waiting at their designated pick-up point at least 5 minutes before the scheduled time.
- The bus will wait a maximum of 2 minutes before proceeding to the next stop.
- Parents/guardians must ensure an authorised adult is present to receive younger children at drop-off points.
- If a child is not collected at the drop-off point, the school will attempt to contact the parents, and the child will be brought back to school if necessary.

3.3. Safety Regulations

- All students must wear seatbelts while the bus is in motion.
- No food or drinks (except water) are permitted on the bus.
- Students must remain seated at all times during the journey.
- The use of inappropriate language, bullying, or any form of misbehaviour is strictly prohibited.
- Emergency exits must not be tampered with.

3.4. Responsibilities

Students:

- Follow the School Bus Behaviour Policy, which they and their parents have signed.
- Listen to and respect the bus driver and assistant.
- Maintain appropriate behaviour to ensure a safe journey for all passengers.

Parents:

- Ensure their child is aware of and follows the transport rules.
- Notify the school in advance if their child will not be using the bus on a particular day.
- Communicate any concerns about the bus service to the school administration.

Bus Driver & Assistant:

- Ensure that all students are following safety rules.
- Maintain a safe and orderly environment inside the bus.
- Report any incidents or concerns to school administration immediately.

School Administration:

- Monitor compliance with transport policies.
- Handle concerns and complaints from parents and students.
- Conduct periodic safety checks on buses and update policies as needed.

Bus Policy & Behaviour Policy Copies

A copy of both the School Transport Policy and the School Behaviour Policy are kept on each bus for easy reference.

Safeguarding Reference

EIST is fully committed to safeguarding and promoting the welfare of all students. The bus driver and bus assistant carry a duty of care and are responsible for maintaining a safe and supportive environment for students during transit. This includes ensuring a secure and respectful transition between school and home. For more details, please refer to the School's Safeguarding Policy.

4. Disciplinary Actions

Failure to follow the school bus rules may result in:

1. Verbal warning from the bus assistant or driver.
2. Written warning from the school administration to parents.
3. Temporary suspension of bus privileges.
4. Permanent removal from the school transport service in severe cases.

5. Behaviour Policy Signatures

All students who use the school transport service, along with their parents or guardians, are required to sign the School Bus Behaviour Policy to confirm their understanding and agreement. If these signed copies are not yet collected, the school administration will initiate the process to obtain them as a matter of urgency.

6. Emergency Procedures

- In case of a breakdown, students must remain seated while the driver contacts the school for assistance.
- In case of an accident, the bus driver will ensure students' safety and contact emergency services and the school immediately.
- Parents will be informed of any significant delays or incidents.

6.1 Emergency Services Contact

In case of serious incidents or emergencies, the following local emergency service numbers should be contacted immediately:

- **Local Police:** 197
- **Fire Department:** 198
- **Emergency Medical Service:** 190

7. Safety Measures

7.1. Bus Supervision

- A bus assistant will be present on board to supervise students and ensure adherence to safety rules.
- The school reserves the right to revoke bus privileges for students who fail to comply with the behaviour policy.

7.2. Emergency Procedures

- In the event of an accident or emergency, the driver and assistant will follow the emergency response protocol.
- Parents will be informed immediately of any incidents involving their child.
- The school maintains a record of emergency contacts for all bus users.

7.3. Vehicle Maintenance

- The school buses undergo regular maintenance checks to ensure they meet safety standards.
- Each bus is equipped with both a First Aid Kit and a Fire Extinguisher as part of onboard safety measures.

8. Risk Assessment for School Bus Usage

To ensure the highest safety standards, EIST conducts regular risk assessments for school bus usage. The Risk Assessment Form covers:

- The condition and maintenance of the bus.
- The safety and conduct of students during transport.

- Emergency preparedness and response measures.
- The security of pick-up and drop-off locations.

These assessments are conducted periodically, and any necessary improvements are implemented promptly.

9. Communication

- Parents and guardians will be notified of any changes to the bus service.
- Any concerns or incidents should be reported to the school administration immediately.

10. Policy Review

This policy will be reviewed annually to ensure it remains effective and up to date with safety regulations and school requirements.

For any concerns regarding school transport, please contact the school administration.

Policy Prepared By:

Name: Hanen Djebbi

Date: 20/08/2025

Signature:

CEO	Head of Education
Mr Zied Ben Ghorbel	Ms Jacqueline Johnson
Date:20/08/2025	Date:20/08/2025
	