



Transport Policy

Purpose

The purpose of the 'Transport Policy' is to give overall guidelines for drivers, staff, and students while traveling to and from school, field trips, and general excursions.

Scope

The scope of this policy is intended for the parents of RAIS and the official drivers of RAIS (school vans, visa, & miscellaneous needed transport such as visitors or professional development speakers). It also applies to any visitor entering RAIS premises in a vehicle.

Policy Statement

For the safety of all stakeholders and visitors using transportation to and from the school, it is of vital importance that precaution is taken to avoid any possible accident or injury.

Related Policies and Documents

1. Drop off and Pick up:

- When parents drop off their children, they must follow the current drop off and pick up policies.
- When dropping students off, cars must enter the school safely. Cars must avoid stopping on the roads outside as this will cause traffic congestion and could potentially cause an accident.

2. Safety Measures

To avoid accidents on the roads:

- There must be no instances of 'road rage' (racing other cars, cutting others off on purpose, hand signs, or cursing at other drivers)
- The driver and all passengers must wear their seatbelts for the entire journey. Students and children must be well behaved to avoid any possible distraction to the drivers.

3. Accident or Emergency

- In the case of an accident or an emergency, the students safety is always the prime concern. Therefore, if necessary, they must be moved to a safe location as soon as possible.
- In the event that a student is injured, and needs hospital care, the school staff will accompany the student to the nearest hospital and the parents will be informed immediately.

4. Exam Week & Special Events

- The pick-up time during exam week and special events will be informed by the school to parents.

Communication

- Student orientation
- Parent orientation
- Student Handbook
- Letter to Parents
- Announcements box through SMS

Policy Review Cycle

- This policy will be reviewed once every three years.
- This policy was last reviewed by RDOC in November 2023