



**Regulation No. (01) of 2022 On the Requirements of
School Transport in the Emirate of Ajman**

Definitions

In implementation of the provisions of this Regulation, the following words and terms shall bear the meanings assigned thereto respectively, unless the context requires otherwise:

Emirate	Emirate of Ajman
Government	Government of Ajman
Ruler	His Highness the Ruler of the Emirate of Ajman
Crown Prince	His Highness, Crown Prince of the Emirate of Ajman, Chairman of the Executive Council
Authority	Ajman Transport Authority
Board	The Board of Directors of the Ajman Transport Authority
Chairman	The Chairman of the Ajman Transport Authority
Director General	The Director General of the Ajman Transport Authority
School Bus	A type of bus that can be owned or rented, operated by schools and is used during the school year to transport students
School Transport Services	The service of transporting students to and from school
School Bus Driver	A person who drives a school bus and is licensed to practice this profession by Ajman Transport Authority
School Bus Supervisor	A person who is in charge of following up on the students getting on and off the bus and supervising the students, both inside and outside the school bus.
Training	Approved training courses for school bus drivers and supervisors with the Authority
School Bus Inspection	Periodic inspection of the bus to ensure that it meets the safety requirements for operation in accordance with the provisions of these Regulations
School	Schools, institutes, nurseries and the like, whether in the public or private sectors.
Operator	Any legal person authorized by the Authority to provide school transport services

General Requirements for School Transport Services in the Emirate of Ajman

A) All Schools in the Emirate of Ajman Shall Adhere to the Following:

1. Providing a sufficient number of school buses, either directly or through school transport service providers, for all students who wish to benefit from this service;
2. Appointing a School Bus Coordinator for school transport and providing all details related to the coordinator, its name and contact numbers, to operators and parents;
3. Educating the students on how to behave while waiting and getting on/off the bus and during the trip;
4. Refraining from carrying out any maintenance work for school buses on the school campus;
5. Designating a qualified person to receive the students in the case of returning them to the school after failure to get them to their parents and to keep their company until handing them to their parents. In addition to developing a periodic list with their names by the school bus driver to clear the driver's responsibility and give the responsibility of the aforementioned students to the school; noting that in the event that there are female students among the students who have been returned to the school, a female supervisor shall be present;
6. Providing appropriate bus stops for picking up and dropping off students;
7. The school may deprive any student from using the school transport service in the event that he violates any of his responsibilities for the period specified by the concerned parties;
8. Providing all required data with regard to the students; trip route to and from the school;
9. Developing a reference record that includes, for example, the data of school bus drivers and supervisors in relation to the residential areas, phone numbers of parents, and other data determined by the Authority from time to time;
10. Informing the parents of any emergency that may occur to the bus, supervisor or driver, for example a bus malfunction, late arrival, or any replacement of the supervisor or driver;
11. Training supervisors and drivers on safety procedures and evacuating actions of students in coordination with the Security Services Support Authority, according to which a certificate for training a driver or a school bus supervisor is issued;
12. Providing back-up buses licensed by the Authority, to transport students to their destination in case the main bus is broken or otherwise;
13. Maintaining the CCTV recordings for a minimum of three (03) months;
14. Refraining from playing any visual programs or advertising materials inside school buses without the approval of the Authority;
15. Ensuring the safety and cleanliness;
16. Providing security and safety systems (fire extinguishers / hammers / first aid kit etc.);
17. Ensuring the integrity of the bus exterior and the absence of any accidents or rust;
18. Installing an automatic counting system at the entrance to the bus, which automatically calculates the number of students when getting on/off the bus, and the device alerts the driver or prevents the bus from stopping and closes the exit doors in case there is a difference in the number recorded;
19. Refraining from operating school transportation services that do not conform to the specifications set by the Authority;

20. Refraining from employment of any School Bus Driver or Supervisor, unless he/she has the required permit/s from the Authority;
21. Ensuring that all students get on/off the bus in front of their homes. If this is not possible due to obstruction of movement or roadworks, the stops shall be in the locations, designated as per the following:
 - A. The locations shall not be more than 200 meters far away from their home;
 - B. The locations shall be safe so that the students do not face any risks upon arrival or waiting thereat;
 - C. The locations shall not require crossing the roads where the speed exceeds 40 km/hour; and
 - D. It shall be easy for buses to stop at these locations without obstructing the traffic or exposing the bus or the other motorists to any risks.
22. Refraining from picking up students more than the number of seats in the bus;
23. Maintaining records of accidents, complaints and actions taken in this regard and referring to them upon request;
24. Providing the school bus that transports male students, up to the Intermediate level/ Cycle 2, with a qualified supervisor authorized by the Authority;
25. Refraining from transporting female students, up to the Secondary level/ Cycle 3, in school buses without a female supervisor on the bus;
26. Providing a female supervisor throughout the trip for the Kindergarten and Cycle 1 students.
27. Providing separate buses for transporting male and female students from the Intermediate level/ Cycle 2 and the Secondary level/ Cycle 3. In the event that this is not possible, the male and female students shall be seated in separate places inside the bus, taking into account the age groups
28. Ensuring that the number of nursery children (less than four years old) transported in the bus shall not exceed twenty (20) children;
29. Nurseries are obligated to use the provided seats designated for children below the age of four (4).
30. Providing the necessary equipment and means to assist student of determination from using school transport service (if any), including but not limited to:
 - a) Designated spaces for wheelchair users;
 - b) Providing buses with low floors and spaces prepared for wheelchair users; and
 - c) Providing seats for escorts.
31. Providing data showing the health status of the male/female student;
32. School buses shall not be used to transport passengers other than students during the school year, and in any other case, school buses may transport non-student passengers after removing the phrase of "School Bus" and covering the seats with a cover that prevents the penetration of liquids and odors so that it can be removed and the seats returned to their original condition when used to transport students;
33. Allocating a convenient location for parking the buses; So that the designated parking lots are paved and equipped with security and safety systems along with providing the needed fire extinguishers for emergencies;
34. The trip time in one direction does not exceed one hour and 15 minutes from the starting point to the final arrival point. In the event of unexpected delays, the school shall inform the parents accordingly;
35. Adding the name of the school on a plate at the end of the bus for public school buses; and

36. Holding awareness workshops periodically to promote the concept of the importance of school transport safety in partnership and coordination with the Authority.

B) All Parties In-charge of School Transport Shall Adhere to the Following:

1. Keeping a list including the names of the students and the contact details of their parents in emergency cases and providing the school with a copy thereof;
2. Ensuring that buses are maintained and kept in compliance with safety standards and approved technical specifications, and reviewing the relevant reports on a regular basis;
3. Coordinating with drivers to supervise the service;
4. Keeping maintenance records and periodic inspection records, and keeping such records available for review by the school and the representatives of the Authority, upon request; and
5. Ensuring that the general appearance of the drivers is good and provide them with the uniform and ensuring that they wear the uniform during performance of their duties.

C) Parents Shall Adhere to the Following:

1. Receiving their children from Intermediate level/ Cycle 2 on the specified times in person or by a representative on their behalf;
2. Providing the school with the necessary data to get-in-touch with them and talk to them whenever necessary;
3. Picking up the male/female student from the school in case they are returned to it due to the absence of anyone receiving them at the specified arrival point;
4. Informing the school administration of any violation related to the cleanliness of the school bus or the misbehavior of the driver, supervisor, or male/female students; and
5. Educating their children about the importance of being safe during the bus trip, especially when waiting for the bus and getting on or off the bus.

D) Students Shall Adhere to the Following:

- a) Complying with safety regulations and not endangering himself or his life or the lives of others during the bus trip or during the waiting period;
- b) Enjoying a good behavior while going to and from school and not causing inconvenience or participating in any inappropriate or hostile behavior towards other students;
- c) Waiting in front of their homes at the appointed time or before;
- d) Refraining from getting off the bus before reaching the school or the designated point of arrival;
- e) Sitting throughout the bus trip in their seats and fasten the seat belts tightly; and
- f) Informing the school administration of any violation related to the cleanliness of the school bus or the misbehavior of the driver, supervisor, or students.

1. No school may employ or use a person to work as a school bus driver unless this person has obtained a permit to practice the profession (School Bus Driver) from the Authority;
2. The School Bus Driver shall have passed the training course required by the concerned authorities;
3. The School Bus Driver shall have a valid bus/light or heavy vehicle driving license, to be determined according to the number of passengers, and to be issued by the United Arab Emirates one year prior to submitting the said application;
4. The School Bus Driver's age shall neither be less than twenty-five (25) years old nor more than fifty (50) years old, upon issuance of the permit; In the event that he reaches 55 years old, the driver shall submit a medical certificate that proves his fitness to drive the school bus;
5. The School Bus Driver shall fluently speak the Arabic language and knowledge of English language is preferred;
6. The School Bus Driver shall not be previously sentenced to a custodial penalty in a felony or misdemeanor involving moral turpitude or dishonesty, or involved in a traffic case, unless a pardon has been issued in its favor or has been exonerated;
7. The School Bus Driver shall have a valid permit issued by the Authority;
The School Bus Driver is Responsible for:
8. Performing the daily inspection of the buses before driving the School Bus, including inspection of the front lights, tires, bus exterior, seats, and cameras;
9. Checking the points below periodically, informing the school to which the driver belongs about any malfunctions discovered as well as maintaining the required checklists:
 - A) Checking the engine bay or under the hood (oil levels, wires, hoses, etc.);
 - B) Conducting external checks (leakages under the bus, glass and mirrors, tire pressure, etc.);
 - C) Conducting internal checks (bus dashboard gauges, seat belts, first aid kits, etc.); and
 - D) Starting the engine (air pressure temperature, exterior and interior lights, fuel gauge, air conditioner, clutch, etc.)
10. Ensuring that there are no Students in the bus upon arrival at the end point and showing a sign, "School Bus is Vacant or Empty", at the back of the bus;
11. Ensuring that the entries, exits and aisles of the bus, including the emergency exists, are free of any obstructions before starting the trip;
12. Preparing the bus in advance prior to picking up the students, especially ensuring the bus cleanliness, and setting the interior temperature (air conditioner) at a temperature of 21-24 degree Celsius according to the weather condition;
13. Ensuring the availability of first aid kits and fire extinguishers in the School Bus;
14. Refraining from driving the bus at a speed that exceeds the legal speed limit for each street and not exceeding 80 km/h in all cases in addition to installing a speed-control device;
15. Using the Electronic Stop Arm and warning signs while the students are crossing the roads and aisles;
16. Maintaining his general appearance and committing to wearing the adopted uniform during provision of the service;
17. Showing the work permit to the authorized Inspectors of the Transport Authority, whenever requested;
18. Refraining from eating or drinking or using the mobile phone while driving the School Bus;
19. Refraining and preventing others from smoking inside the School Bus at any time;
20. Ensuring the usability of the emergency exits and their work with the alarm alert;
21. Adhering to fastening the seatbelt while driving;
22. Ensuring that the students will not cross any main road;

23. Ensuring that no Student will cross any internal or secondary road except in the presence of an assistant Supervisor;
24. Refraining from refueling the bus while transporting the students;
25. Undertaking to return the students who could not be handed over to their families to the school, and to sign a statement proving the driver's release of responsibility;
26. Being familiar with the locations of the students' homes;
27. Keeping a list for the names of students and contact numbers with their parents; and
28. Ensuring that the electronic attendance devices - tablets - necessary to ensure the attendance or absence of students are properly working.

Requirements and Responsibilities for Bus Supervisor

1. No school may employ or use a person to work as a school bus supervisor unless this person has obtained a permit to practice the profession (School Bus Supervisor) from the Authority;
2. The School Bus Supervisor shall have passed the training course required by the concerned authorities;
3. The School Bus Supervisor's age shall neither be less than twenty-one (21) years old nor more than fifty-five (55) years old, upon issuance of the permit; In the event that he/she reaches 60 years old, the supervisor shall submit a medical certificate that proves his fitness to perform this job;
4. The School Bus Supervisor shall fluently speak the Arabic language and knowledge of English language is preferred;
5. The School Bus Supervisor shall not be previously sentenced to a custodial penalty in a felony or misdemeanor involving moral turpitude or dishonesty, or otherwise case, unless a pardon has been issued in its favor or has been exonerated;
6. The School Bus Supervisor shall have a valid permit issued by the Authority;
The School Bus Supervisor is Responsible for:
7. Ensuring that all the students are seated during the trip and fastening the seat belts in seats that have belts and do not allow students to sit on the middle seat of the back-row seats;
8. Ensuring that there are no Students in the bus upon arrival at the end point;
9. Preventing any Student under the age of eleven (11) to get off the bus at the arrival point before ensuring the presence of his/her parent or another person that has come on their behalf to escort the student, and notify the School Administration in the case of his/her absence in preparation for returning the student to the school after dropping off the other Students at their destinations;
10. Cooperating with the school to address any negative behaviors and controlling any misbehavior by the students with a view to ensure their safety during the trip and informing the School Transport Coordinator of any such accident;
11. Ensuring that the entries, exists and aisles of the bus, including the emergency exits, are vacant and free of any obstructions during the trip;
12. Escorting the Students when they have to cross the road;
13. Assisting in evacuating the bus in emergencies;
14. Following the instructions of the manufacturers of the bus seats designated for transportation of nursery children below the age of four (4);
15. Refraining from eating, drinking or using the phone while the students are in the bus, except in emergency cases that require communication with the concerned parties;

16. Using lists for picking up and dropping off students by the School Bus in the case of absence of an electronic system in the bus that automatically manages the mechanism of proving picking up and dropping off students by the School Bus;
17. Preventing any students whose names are not listed in the lists approved by the school from boarding the bus;
18. Assisting the students in carrying the school bag upon boarding and getting off the bus;
19. Being familiar with the locations of the students' homes;
20. Keeping a list including the names of the students and the contact details of their parents;
21. Assisting the student when getting off the bus and taking him to the nearest safe point;
22. Showing the work permit to the authorized Inspectors of the Transport Authority, whenever requested;
23. Ensuring that the electronic attendance devices - tablets - necessary to ensure the attendance or absence of students are properly working.

Internal and External Specifications of School Bus

1. The bus shall be painted yellow RAL1018ZINKGELBGL841
2. The bus shall be fitted with dual hazard lights as follows:
 - Red-light indicator in the upper part of the Bus.
 - Yellow-light indicator in the lower part of the Bus on both the front and rear sides, which shall work automatically when the Bus door opens or upon moving backwards.
3. The phrase "School Bus" shall be written on the bus exterior in black in Arabic and English with a font size not less than (20) cm in height on the middle of both sides of the Bus. This phrase shall be written between the upper hazard lights or at the uppermost part on the front and rear sides of the Bus.
4. The Bus serial number shall be written in black on the uppermost side of the right side of the Bus front side and the left of its rear side, with a font size not less than (12) cm in height.
5. An electronic board bearing the name of the school and the trip destination in letters of a height not exceeding (20) cm shall be affixed to the Bus to cover the whole width of the bus front side.
6. The name of the school shall be written in black in the middle of both sides of the bus in a font size not exceeding (20) cm in height.
7. The school bus symbol sticker shall be affixed on the right side of the front of the Bus and the left side of its rear.
8. The Bus door width shall not be less than 65 cm and at least 80 cm in buses that transport students using wheelchairs.
9. The doors of the bus shall be:
 - Automated and shall not close in the presence of any obstruction.
 - Controls of the doors shall be within the reach of the driver from his seat and cannot be opened while the bus is in motion.
 - The doors shall be openable manually from the inside and outside in emergencies.
10. The stairs shall be fitted with sufficient lighting and their surfaces shall be non-slippery and their edges shall be clearly prominent.
11. When the school bus stops, and the door opens, a part of the stairs appears to help students get on and off the bus.
12. All the Student seats shall be in conformity to the following standards:
 - All the seats shall be fixed and not foldable.

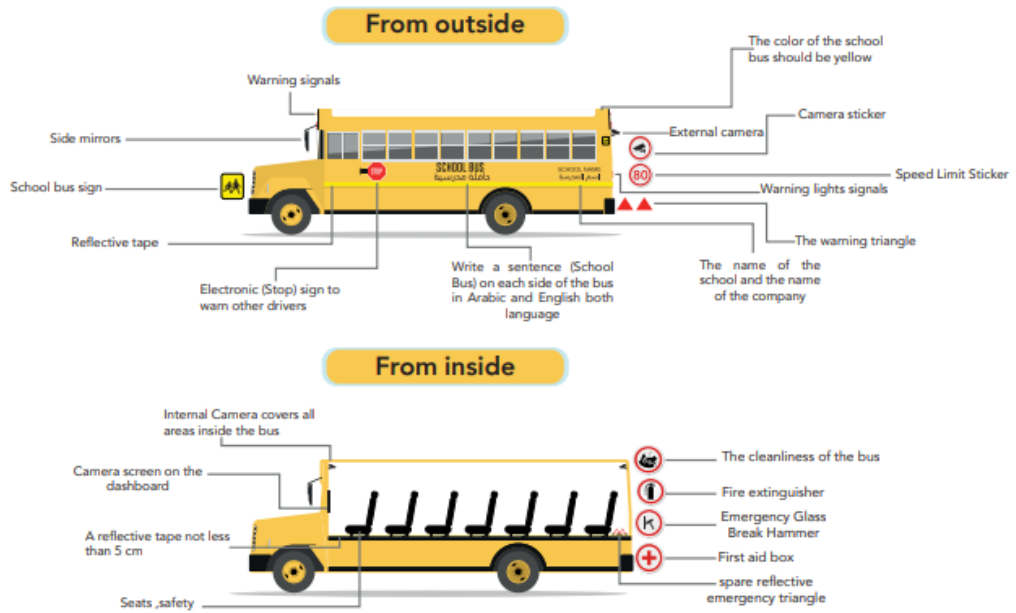
- The seats shall be free from sharp edges and upholstered with soft, shock-absorbent and fire-resistant materials. The seat handles, if any, shall be covered with a material that prevents injury in any collision.
 - The surface of the seat shall be elevated from the bus floor by 40-45 cm.
 - The width and length of the seat shall not be less than 38 cm.
 - The back rest of the seat shall not be less than 70 cm in height.
 - The space between the back of any seat and the front of the following seat shall not be less than 64 cm at a height of 62 cm.
 - An appropriate space shall be allocated near the doors for wheelchair users on buses that transport students with physical disabilities.
 - No additional seats may be fixed in excess of the capacity approved for the bus.
13. The width of the aisle shall not be less than 35 cm.
 14. The floor of the bus aisle shall be covered by inflammable and non-slippery layer.
 15. The Bus aisles shall be free of any obstructions and any sharp edges.
 16. The entries and exits shall be fitted with handles free of sharp edges.
 17. The driver seat and the seats with direct seats in front of them shall be fitted with a three-point seatbelt.
 18. Windows shall be tinted. Tinting of the side and back windows shall not exceed 30% and no curtains may be used, unless obtaining the approval of the competent authority.
 19. The windows opening shall not exceed 7 cm.
 20. No bars or any other obstructions may be fixed on the windows whether from the inside or from the outside.
 21. The windows shall be equipped with an effective system for removing condensation from the front and rear windshields.
 22. Adequate space shall be provided to store students' bags.
 23. Not to put bags in the aisles, at the emergency exits, and at the entrances and exits of the bus.
 24. All buses shall be fitted with air-conditioning devices that are compatible with the weather in the country, and the air-conditioning devices shall be maintained on a regular basis.
 25. Exhaust emissions shall be in conformity to the European emission standards (Euro III). Otherwise, the buses shall be fitted with an impurities filter. (For Diesel Buses).
 26. The fuel tank shall be protected by a solid metal cover in order to protect it if any accident occurs.
 27. The axis of the gearbox shall be protected in a manner that prevents it from falling off if broken or separated.
 28. The fuel system shall be separated from the exhaust system and isolated from the heat of the exhaust.
 29. Reflective warning triangle in order to be used in emergencies or accidents shall be provided.
 30. Two fire extinguishers, fit for use, in order to extinguish all kinds of fires, that commensurate with the size of the bus, one of which shall be placed next to the driver seat and the other next to the door. In addition, a poster showing their place shall be affixed. The capacity of each one shall be (6) kilos.
 31. An automated system for detecting and extinguishing engine fires.
 32. A first aid kit that commensurate with the number of the students together with a poster showing its place.
 33. An alarm device with a clear sound that works while the bus is going backwards.
 34. An automatic arm fitted with a sign used to alert road users when a student is crossing the road.
 35. Mirrors to the sides of the bus that enable the driver to see the whole sides of the bus from his seat and to watch the circumstances surrounding the doors and the adjacent vehicles.

36. A reflective tape which height shall not be less than 5 cm to be affixed at the level of the interior floor and extends along the bus from both sides and from the rear side.
37. School buses shall contain a number of emergency exits, as follows:
 - Buses with a capacity of 9 to 40 seats: at least one emergency exit on both sides in addition to one exit in the top or at the rear of the bus.
 - Buses with more than 40 seats: two emergency exits on each side, in addition to two exits, both in the top or one at the rear of the bus.
 - Bus doors and glass windows may be deemed as emergency exits.
 - Posters showing the locations of emergency exits shall be affixed.
 - Not to put any obstacles in front of the emergency exits.
38. Buses with fixed windows shall be provided with a glass breaker (hammer) at least 6 hammers for buses of 26 students or more and 4 hammers for buses of lesser capacity.
39. Smart Transportation Systems:
 - Provision of a tracking system (GPS) for tracking the movement of buses, determining their location, recording bus speed, and determining their acceleration, brakes movement and driving maneuvers.
 - Smart transportation systems shall commensurate with the standards and specifications approved by the Authority.
 - Installing an Electronic Reading Devices for Smart Cards for students to record their data when using the bus.
40. All the School Buses shall be fitted with the following electronic systems:
 - Closed-circuit television (CCTV) provided with a continuous video and audio recording system. Such CCTV shall have a storage capacity not less than eight (8) weeks before a new recording process begins. In addition, such CCTV shall allow monitoring all the seats.
 - At least four (4) exterior cameras that allow seeing all bus sides. In addition, there shall be a screen on the instrument panel in front of the driver. These cameras shall be fixed on the following places:
 - A camera fixed on the uppermost front side of the bus facing forwards.
 - A camera fixed on the right rear side covering the bus entry.
 - A camera fixed on the front left side of the bus facing backwards.
 - A rear camera that works while the bus is going backwards.
 - Internal cameras fixed to cover all the internal space of the bus.
41. The Additional requirements for buses used for transportation of children younger than four (4) years old are represented in that the bus seats shall be fitted with three-point seatbelts for installation of child car seats.
42. The operating life of school buses used to transport students shall not exceed ten (10) years, and it may be extended for an additional five years if a comprehensive renewal is made on such buses, subject to the approval of the Licensing Authority, and in accordance with the requirements approved by the Emirates Authority for Standardization and Metrology UAE.S 5012:2020

Annex No. (1) Diagram of the Requirements for School Buses



Internal and External Specifications of school Bus:



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