



INTERNACIONAL
ARAVACA



International
Schools
Partnership

School Transport Policy

How do we ensure the safety and well-being of our students and teachers at school? Measures related to physical intervention.

Review: August 2025

The fundamental principle of these regulations is to guarantee safety in transport, preserving the physical, psychological and overall integrity of the people who participate in or use the service.

Objectives of the regulations:

1. To create a suitable and safe atmosphere during the transport service.
2. To identify and apply basic behavioural guidelines for the proper functioning of school transport.

These regulations shall be consistent with the Centre's coexistence manual (internal regulations) and with the rules of the National Road Safety and School Transport Code.

- The School Transport Service is provided by buses and minibuses for school use, duly identified with the school's logo on the front window. The two 9-seater minibuses belonging to the Aravaca International School are decorated with the school's logo.
- The School Transport Service is provided in accordance with the official route map designed by the Centre, which is never door-to-door.
- From the first day, the route monitors carry a list of each of the stops, as well as the students who get on and off at each one. As changes are made, the route sheets are updated.
- At each stop, the monitors identify the pupils and keep track of those who board the bus.
- Pupils are dropped off and picked up at the designated stops on each route in accordance with current municipal regulations. School bus stops are located where the regular bus service usually stops or where bus shelters are located.
- In accordance with the school's protocols and safeguarding policy, the school understands and assumes responsibility for the safety and welfare of pupils from the moment they board the school bus until they return to the bus stop.
- Families have until the first week of July to request school transport for the following academic year. After this date, they must adhere to the stops that have already been established.

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- If a student is not going to use the transport service, they must notify the Centre in advance. In the case of drop-offs (return routes), notification must be given to torutas@ia.edu.es before 3:30 p.m. In the case of mornings, either by email to Mónica Díaz de Mera, or by telephone to the route monitor (parents are given the route monitor's telephone number on the first day and are explained the procedure for incidents).
- If, once the route has been finalised, a change is necessary, a written request must be submitted to the Centre well in advance so that the case can be studied and the pupil can be relocated to a new route. The request must be submitted in writing by email to Mónica Díaz de Mera at utas@ia.edu.es. The letter must include: the student's full name, class, originally assigned route, new address, name of the applicant (parent, guardian or authorised person) and contact telephone numbers. The Centre will respond to the request, on the understanding that the change can only be accepted if there is sufficient space on the requested route or if the new stop is feasible without making major changes to the timetable.
- The school has the authority to modify the stops and timetables initially established, in the event that the routes are not functioning correctly, after notifying the families.
- Users of the route may be dropped off at a stop other than their usual stop, upon written or telephone request to utas@ia.edu.es (before 3:30 p.m.), provided that there are seats available on that bus and it is a stop already established on the route.

1.- ENTRY TO THE SCHOOL for students who use school transport

- Buses will park in the designated spaces on Calle Santa Bernardita.
- Students who use external school transport will enter the school through the third gate on Calle Santa Bernardita (the one leading to the nursery playground). Students who use the VITOS (internal routes) will park in the car park next to the school and enter with the driver through the first gate on Santa Bernardita.
- Nursery pupils will be accompanied to their classrooms by the monitors.
- Primary and secondary school pupils will go up to their classrooms on their own via the emergency staircase near the nursery playground.
- If the bus arrives before 8:45 a.m. (the official school opening time), the monitors will leave the pupils on the bus while they open the bus gate. Once the gate is open, the pupils will get off the bus and be accompanied by the monitor to the morning classroom, where there is a person in charge.

2.- LEAVING SCHOOL for pupils who use school transport

- The buses will park in the designated spaces on Calle Santa Bernardita, except for internal routes (Vitos), which will be in the car park next to the school and will leave through the adjacent door.
- All Infant and Primary pupils will be collected by the route monitors from their respective classrooms and accompanied to their route.
- Secondary school pupils will go down the emergency stairs in the Infant School playground to the route gate, where they will be shown which bus to take.

3.- PUNCTUALITY AND TIMETABLES

- It is necessary to commit to the timetable defined by the school for pick-up and drop-off times.
- Students must be at the bus stop 5 minutes before the scheduled time, as the bus is dependent on traffic and cannot park. The same applies to pick-up times.
- If students are not at the bus stop at the agreed pick-up time, the bus will not wait out of respect for the other students and their families. The bus will stop, open its doors and, if it is time to leave, will immediately depart.
- If the person responsible for picking up the student is not at the bus stop at the agreed time, the parents responsible for the child will be notified and informed of the location where they can pick them up.
- For safety reasons, the family must provide the Centre with authorisation for the person or persons who may pick up the student at the bus stop, as well as authorisation for those students who may get off and go home alone.

4.- COMMUNICATION WITH FAMILIES

- If any student does not use the transport service, they must notify the Centre in advance. In the case of the return route, notification must be sent to rutas@ia.edu.es before 3:30 p.m. We guarantee that messages sent before 3:30 p.m. will be read. After this time, parents must ensure that the school has received the message. In the case of mornings, you can communicate this either by email to Mónica Díaz de Mera or by telephone to the route monitors.
- The protocol is sent to all parents.
- Families have the contact details of the route monitors and the route manager so that they can report any urgent incidents.
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- The monitors and the route manager share a chat group to report any changes each day. Every morning, the route monitor informs the secretary via the chat group of the list of pupils who have travelled on the route that morning and those who have not, so that the secretary can enter this information on the school's platform to inform the families, unless they have already been notified.
- The school has lists of pupils who can go home alone after getting off the bus and of the people authorised to pick them up. This information is provided in advance by the families in the school's specific authorisation forms. The route manager provides this information to the route monitors.
- School transport is governed by the school's Coexistence Plan in terms of student behaviour on the bus. (Including the misuse of mobile devices)

5.- ROUTE SERVICE STAFF

- Must respect the rules of courtesy.
- They are governed by the school's teacher code of conduct.
- They must wear appropriate clothing.
- Monitors must wear a badge that identifies them as school employees in a visible manner during the route.
- They must have completed the safety course before starting to provide the service and any refresher courses that may be held during the school year.
- From day one, route monitors carry a list of each of the stops, as well as the pupils who get on and off at each one. As changes are made, the route sheets are updated.
- In accordance with the school's protocols and safeguarding policy, they understand and assume responsibility for the safety and integrity of the pupil from the moment they board the school bus until their return to the bus stop.
- Drivers have completed an up-to-date safeguarding course.

The main task of the route monitor is to ensure the safety of the service. To this end:

1. They must ensure that all occupants of the vehicle comply with safety regulations, including the mandatory use of seat belts and restraint systems appropriate for each age group. No vehicle may start moving until all children are seated and wearing seat belts.
2. Ensure the safety of the vehicle's occupants during the journey, avoiding anything that may disturb or distract the driver.
3. Check the list provided (updated daily) with the students on your route.
4. Check both on the outward and return journeys, at the end of the journey, that no pupils or their belongings are left on the route. To do this, check each of the seats on the route to ensure they are occupied.

5. Be responsible for the behaviour of the pupils during the journey and report any incidents to the pupil's tutor. Write a report of the incident on the school's platform to inform the families.
6. Inform the route manager of any possible deficiencies or incidents with the bus company.

Drivers of school-owned transport follow the same rules as above. As this transport does not have route monitors, due to the number of seats, it carries a camera that records the journey and is downloaded every four days to the school's IT department.

HEALTH AND SAFETY

To ensure the safety of students, in addition to the contract signed with the service provider, which reflects the commitment to the good condition of the routes, the school randomly conducts fortnightly inspections of the condition of the routes by school staff, which are signed by the bus drivers.

