

# NEFERTARI INTERNATIONAL SCHOOL, CAIRO, EGYPT



## NIS TRANSPORTATION POLICY

## NIS GUIDING STATEMENTS

### NIS MISSION STATEMENT

**Nefertari International School** provides its students with quality education, qualified teachers and challenging programs of international education while maintaining their cultural identity as **Egyptians**.

NIS is committed to empower its students with the skills, technology and knowledge to meet the requirements of college and career.

We strive to create a disciplined, safe, happy and caring atmosphere that encourages students to be responsible, confident, compassionate, and well-informed citizens who contribute to the local and international community.

### WE STRIVE FOR EXCELLENCE

### NIS VISION STATEMENT

**Striving for Excellence** by setting high levels of expectations for students and staff performance.

### NIS CORE VALUES

- Responsibility; understanding rights and duties.
- Respect
- Honesty
- Compassion
- Ambition

### NIS PHILOSOPHY

- **ACHIEVEMENT** **We** are ambitious. We set high standards for all students and staff. We help people transform their lives through education, experience, support and inspiration.
- **INCLUSION** **We** are open, welcoming, supportive and fair to all school community members.
- **EXCELLENCE** **We** aim for excellence in all our teaching, learning and assessment, and across our campus and facilities.
- **FOCUS** **We** are professional and purposeful working towards our shared strategic goals and managing our resources well.
- **INTEGRITY** **We** work to uphold our values in our planning and decision-making, our teaching and learning, our actions and relationships.  
**We** aim to be fair, open, honest and to treat all with respect.

### GENERAL RULES

The school bus service is optional and the school does not adhere to transporting students unless there is a room for the student on the bus in addition to the suitability of the bus route with the student's place of residence and in the limits available for the school.

Parents choose how they wish their children to commute between home and school.

### **GATE**

If the parents choose to have their children commute between home and school alone, they should understand that once their children leave school premises at the end of the school day, the safety of their children is fully their responsibility and the school does not hold any liability. The parents and the students are kindly requested to understand and comply by the following rules:

- Students must not arrive to school before 7:00 am and must not be late than 7:15 am to attend the morning line.
- School gates shall close at 7:30 am and late students are subject to certain procedures (Refer to the Parent-Student Handbook).
- Students should go immediately to the gates at the end of the school day as assigned for each stage.
- Students will not be allowed to leave school premises unless called upon by gate security members.
- Parents should provide the school with name/s of the persons assigned to collect their sons/daughters from school.
- The school is not responsible for the gate students after 2:45 pm. Please make sure to collect your son/daughter on time.

### **BUS**

If the parents choose to have their children commute between home and school by bus, the parents and the students are kindly requested to understand and comply by the following rules:

- All students at all times must sit in their assigned seat and wear their seat belt.
- Matrons are authorized to assign seats.
- Students must wait at the bus stop 5 minutes prior to the scheduled time of pickup under the parents' supervision. If the bus arrives at the stop at the scheduled time and the student is not there, the bus will not wait and will continue its trip.
- Parents must arrange for transportation should a student miss the bus due to being late.
- Students must directly go to their buses immediately after the school day ends and must be on the bus at the scheduled times.
- Parents should wait for their children at the bus stop, where they are dropped off, 5 minutes prior to the scheduled time of the bus arrival. If the parent is not at the bus stop, when the bus arrives, the student remains on the bus until the end of the route. After the bus route ends, the bus re-drops the student at the bus stop. If the parent is still not at the bus stop, the student will be returned to school.
- In case of a change in a student's residence, after the commencement of the school year, the school should be informed of the new address at least one week before moving to the new location. In addition, the school cannot guarantee that the bus service can be arranged to the new location.
- Parents of bus students who request to pick up their children from school or bus students who request to go home gate, must submit a written request signed by their parents to the school coordinator before lunch break.
- Students are not to run to or from the bus.
- Students should refrain from fighting and pushing.
- Students should refrain from shouting or yelling.
- Students should keep their bus clean and refrain from littering and throwing objects in or out of the bus. Students should be civilized.
- Students should obey the orders of the bus matron.
- Students should refrain from tampering with bus equipment. Willful damage to seats, etc. is considered vandalism and must be paid for by the offender.
- Students should be courteous and use proper language.
- Students should obey and respect the driver and the matron.
- Students should wait for the matron's signal to get off the bus.
- Students should respect the bus officers' remarks.
- If the student is absent for **3 consecutive working days**, parents will accompany him/her to school to be checked by the school doctor. The bus shall not pass by him/her.
- Each student who rides the bus in the morning must return home on the same bus after the end of the school day.

- Preschool up to Gr.3 students are to wear their name tags all the time. In case the name tag is lost or destroyed, parents are to contact the school to purchase another one.
- Matrons are fully responsible for the students' safety from the moment students get on the bus till the minute they get off. Thus, students and parents are expected to show respect to the bus Matron's orders and instructions.
- Students should stay in their seats.
- Students should put on their seat belts.
- Students should place bags and parcels under their seats or on their laps.
- Students should keep the aisle of the bus clear at all times.
- Students should not talk to or distract the bus driver.
- Students should not extend their arms or heads out of the window at any time.
- Students should respect older students and help younger ones.
- Students should not play with any tools that might harm themselves or others.
- Students have the right to one seat only.
- In case of any problem occurring on the bus with the bus driver, the matron or any other student, parents should refer to the Transportation Office or Transportation Manager to take the necessary action based on the addressed situation.
- Parents are totally forbidden to have any physical contact or to use any foul/profane language with the bus matrons, drivers or students on the bus.
- In case of school closure due to bad weather and dangerous road conditions (or any other reason), the buses will not be operating at all. If parents have any questions in this regard, they may contact the bus matron.
- Any student who breaks the school bus rules or behaves in a manner that threatens the safety of others on the bus, will be reported to the administration and will receive a disciplinary warning. If the behavior is frequently repeated, the student will be denied the privilege of using the school bus service.

#### **BUS RULES FOR TEACHERS**

- The teacher must be at the pickup location five minutes prior to the scheduled time of pickup.
- If the teacher wants to change buses, she/he is to refer to the Transportation Office to check the availability of free seats prior to boarding the bus.

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