

# **TRANSPORTATION POLICY**

## **SBS Swiss Business School, RAK Campus**

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## 1. Introduction

SBS Swiss Business School RAK Campus provides transportation services exclusively for students to ensure safe, reliable, and efficient travel to and from the campus, as well as to off-campus activities. This policy is designed to set clear guidelines for the operation of student transportation services, ensuring compliance with safety standards and regulatory requirements.

## 2. Purpose

The purpose of this policy is to ensure that SBS Swiss Business School, RAK Campus provides safe and reliable transportation services that comply with local laws and regulations. It outlines operational standards, promotes student safety, and ensures transparency and accountability in all transportation activities.

## 3. Scope of Application

This policy applies to all student transportation services provided by SBS Swiss Business School, RAK Campus, including daily commutes, field trips, and other off-campus activities. It covers all aspects of transportation, including bus registration, safety protocols, and emergency procedures. This policy governs all students and external service providers involved in transportation services.

## 4. Key Requirements

SBS Swiss Business School, RAK Campus is committed to providing safe, reliable, and efficient transportation services for students. This policy outlines the various aspects of the transportation services available to students, ensuring clarity and consistency in operations while adhering to best practices in student safety and service delivery. The following key components are covered under this policy:

- **Bus Registration Process:** Students wishing to use the transportation services must complete the bus registration process before the beginning of each academic term. Registration details, including bus routes, pick-up points, and timings, will be provided
- **Student ID cards** are issued to all students and must be verified before boarding the transportation.

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- **Fees:** The transportation fee is structured according to the student's location. The fee for each location per month is as follows:
  - Ras Al Khaimah: AED 315
  - Sharjah / Ajman: AED 420
  - Dubai: AED 525

Students are required to pay the full transportation fee for the entire month, regardless of whether the service is used for the full month or for part of it.

- **Refunds:** Refunds may be considered only in the event of major unforeseen circumstances. Under normal conditions, transportation fees are non-refundable. Students are required to pay the full transportation fee for the entire month, regardless of whether the service is used for the full month or only for part of it.
- **Transport Schedules:** SBS Swiss Business School, RAK Campus provides an up-to-date transport schedule at the beginning of each academic term to each student. Changes to the schedule, if necessary, are communicated to students in advance.
- **Safety Protocols:** Vehicle safety checks are conducted regularly and reviewed by the Transport Manager to ensure and improve safety. Drivers undergo background checks and training in safety protocols, emergency procedures, and student supervision.
- **Transportation for Students of Determination:** SBS Swiss Business School, RAK Campus ensures accessible and inclusive transportation for students of determination, providing vehicles equipped with necessary accommodations, assistance during boarding and exiting, and flexible pick-up/drop-off locations as needed. Additionally, special reserved seats are allocated to ensure their comfort and convenience.
- **Contact Information for Support:** For transportation-related queries or concerns, students and parents are informed to contact SBS Swiss Business School, RAK Campus Transportation Department. Contact details, including a dedicated email address and phone number, are provided for assistance.
- **Hygiene and Safety Protocols:** SBS Swiss Business School, RAK Campus ensures that regular hygiene and safety protocol are carried out on all transportation vehicles.

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- These include routine cleaning and disinfection of buses to maintain a safe and healthy environment for students.

## 5. General Instructions

- **Pick-up and Drop-off Locations:** It is strictly forbidden for any student to be dropped off or picked up from any other location other than the registered pick-up/drop-off location.
- **Notification of Absence:** In case you are absent for the day, you must notify the driver at least one day in advance.
- **Reserved Seats for Students of Determination and Girls:** The first row of the bus is reserved for students of determination, while the second and third rows are reserved for girls.

## 6. Monitoring and Review

This policy is reviewed by the Transport Manager semi-annually, or whenever necessary, in response to changes in regulations or the evolving needs of the institution.

## 7. Conclusion

The transportation policy at SBS Swiss Business School, RAK Campus is designed to provide students with a safe and efficient travel experience. It ensures adherence to safety standards, regulatory requirements, and fosters a structured approach to transportation services. By addressing key operational aspects and student needs, this policy aims to create a reliable system that promotes student well-being and accountability while maintaining high standards of service.

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