



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
BAHRAIN SCHOOL
STUDENT TRANSPORTATION OFFICE
PSC 851 BOX 690
FPO AE 09834-0007



TO: BAHRAIN SCHOOL FAMILIES

FROM: BAHRAIN SCHOOL STUDENT TRANSPORTATION OFFICE

RE: Transportation Commuting Areas by Township

In accordance with guidance provided by Commander, Navy Region Europe, Africa, Central (CNIC) and Naval Support Activity (NSA) Bahrain regarding geographic out-of-bounds areas within Bahrain, school bus routes are required to adhere to authorized geographic areas only. The following block numbers listed in parenthesis are the only areas within the associated township the bus route is authorized to travel. If there are no parenthesis next to a township, there are no restrictions to the bus route.

In accordance with DoD4500.36-R, please understand that if you choose to obtain housing outside of the Bahrain School bus commuting area, you are responsible for transporting your student(s) to/from school or to an established school bus stop.

- Adliyah (Authorized Blocks: 327, 336)
- Al Markh (Authorized Blocks: 529, 533)
- Al Seef (Authorized Blocks: 428, 436)
- Al Suqayyah (Authorized Block: 328)
- Arad No Restrictions
- Amwaj Island No Restrictions
- Busaiteen No Restrictions
- Galali No Restrictions
- Hamalah (Authorized Blocks: 1014 Dhila Compound, Midway Supermarket, Al Dar Compound)
- Hidd (Authorized Blocks: 109, Main road side of 110, 111, 112)
- Hoorah No Restrictions
- Janabiyah (Authorized Blocks: 571, 575, 577, 579)
- Jasrah (Authorized Blocks: 1001 Spring Palm Compound, 1002, 1004 Al Moayed Homes)
- Juffair No Restrictions
- Mahooz (Authorized Block: 334)
- Maqabah (Authorized Blocks: 507-Roads 740, 742; Block 513-Roads 1315, 1322)

- Saar (Authorized Blocks: 515, near Saud Garden, 517, 547-Miami Park)
- Tubli (Authorized Blocks: 373, 711)
- Umm Al Hassam No Restrictions
- Zinj (Authorized Blocks: 331, 332, 362; Road 6261)

Any questions or concerns regarding this procedure can be directed to Eric Hillis at DSN 318-742-3317 or via email at eric.hillis@dodea.edu.



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STUDENT TRANSPORTATION HANDBOOK

School Year 2021/2022

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Student Transportation Office (STO) Contact Information

Customer Service Hours: Sunday-Thursday 0830-1200 & 1300-1400

Preferred method of communication for all STO issues is by email to our distribution box:

bahrain.sbo@dodea.edu

Office phone numbers:

- DSN: 318-742-3317
- Comm: +973 1772 7828

Bahrain School Student Transportation Office Staff

- Mr. Eric Hillis
Transportation Officer
eric.hillis@dodea.edu

- Mr. James Wassom
Transportation Assistant
james.wassom@dodea.edu

Mailing address:

Bahrain School
C/O Student Transportation Office
PSC 851 Box 690
FPO AE 09834-0691

OR

Bahrain School
C/O Student Transportation Office
Al Ghurafaiyah Building 540
Area 342 Road 4225
Juffair, Bahrain

Welcome to Bahrain Schools!

Student safety is paramount and is the transportation program's vital and overriding objective. Student transportation, unlike almost all other education mission activities, carries with it not only a direct responsibility for the well-being of those who receive its services, but it is also the one activity in which a failure can have immediate life and death consequences. The program's safety task is carried out by proactively identifying and then taking action that controls and reduces the risk to students when they are in the transportation sector.

In Bahrain, Department of Defense Education Activity (DoDEA) has contracts for bus transportation from responsible firms with mechanically sound vehicles, properly qualified drivers, and Bus Safety Aides (BSA). It is important to note that these buses are not the dedicated student transportation (yellow) buses found in the United States. The buses that Bahrain companies operate are designed and built for adult mass transit, versus transportation of students. For this and other reasons, the safe operation of school buses in Bahrain depends on proper conduct by the students that ride those buses. Parents and school officials are partners in providing guidance and instruction to students who will be using the school bus transportation privileges provided by DoDEA, Europe.

Parents and sponsors share with their students the responsibility for student behavior on our school buses. They must ensure their children understand the rules for riding the school bus and they follow those rules. When children disobey the rules, they make the bus unsafe for every other student on that bus. Bus drivers must not be distracted from safe driving by children's misbehavior. Students must show respect for bus personnel and follow their instructions. Additionally, parents must ensure the safety of student family members to and from bus stops, while waiting at the bus stop, and make sure they are at the designated bus pickup point 5 minutes before the scheduled arrival of the bus at end-of-the-day drop-off.

DoDEA relies on parents and sponsors to teach their children proper behavior. Accordingly, school bus rules will be strictly enforced. All violations of school bus safety rules outlined in this handbook will be reported to the school's administration through the Bahrain School Student Transportation Office (STO) for disciplinary action. School Administration will notify sponsors by telephone and/or in writing of any action taken. Students not complying with school bus rules may have their bus riding privileges suspended or revoked for the rest of the school year. When this happens, parents and sponsors are required to make their own arrangements for the children to get to and from school.

Please take the time to review the enclosed information with your student(s). It is important they understand the rules and regulations before their first bus ride. The Disciplinary Rules and Regulation can be found in DoDEA Regulation 2051.1 at <http://www.dodea.edu/Offices/Regulations/index.cfm>.

If there are any issues with the driver or safety aide on the bus, please do not engage with them directly. Please address all concerns in writing (email) to the Bahrain School Student Transportation Office. We will then work with the contracting officer to resolve the issue. With your cooperation and support, we look forward to a safe school year.

Thank you for your help and support!

Bahrain School Student Transportation Office

Key Points of Emphasis

- Per Student Transportation Operations Manual, registered students are required to use their assigned bus route consistently at least 3 times a week in order to maintain active bus rider status.
- Bus stops are centralized and normally within a safe walking distance. In those occasions where safe walking to a designated bus stop is not possible (i.e. lack of sidewalks, in-accessible road, etc.) the parent/sponsor must find the means to transport the student to the designated bus stop.
- Bus Safety Aides will NOT accept parent requests that have not been previously approved by the STO.
- Parent requests to the STO must be submitted via email to bahrain.sbo@dodea.edu, or in person. If you do not receive a reply within 24 hours, please follow up with a phone call. For security reasons, requests to alter any existing transportation arrangements are required to be made in writing (email).
- Space available transportation requests will be evaluated on a case-by-case basis.

Bus Transportation-Eligibility

In coordination with NSA Bahrain, DoDEA has established an approved Bahrain School commuting area. It is highly encouraged those who require DoDEA-provided student transportation contact the Bahrain School Student Transportation Office prior to leasing or renting housing. That will help you determine whether bus services are available within your prospective housing location. **If you willingly choose to live outside the commuting area, please understand you will be responsible for transporting your child to and from the nearest established bus stop on a scheduled route.**

Bus service is provided by contract for students residing within the Bahrain commuting areas. Bus stops are centralized, and door-to-door service is not authorized except for special needs students. In order to be eligible for DoDEA-provided bus transportation, the family residence must be located within the school commuting area.

Bus commuting time of its established route should not exceed 1 hour of normal traveling time in each direction. The Bahrain School Student Transportation Office is required to provide the contractor a minimum of 48 business hours to establish a new bus stop before it can be utilized. Therefore, a new bus stop request is not guaranteed as it must be evaluated in several areas such as student safety, traffic safety, force protection, and route efficiency.

Students enrolled in pre-Kindergarten, Sure Start programs, and children with an active Individual Education Program (IEP) may receive specialized transportation services tailored to each child's special needs, based on age and/or IEP requirements.

School Bus Registration

The first step is to register your child in the school. As part of this process, please ensure you stop by the Bahrain School Transportation Office (STO) physically located in the office to the left of the Bahrain School's main entrance. Both a parent and all students needing transportation should be present to register for transportation. There they will receive a bus pass and receive information on the bus route(s), stops, bus schedule, bus safety, behavioral standards, bus rules, and the disciplinary action process.

Active Bus Riders

In order to maintain a Bus Rider in active status, students must use the student bus services at **least 3 times a week**. Students who do not use the bus consistently, or less than 3 times a week may change status to Registered/Non- Bus rider). Registered/Non-Bus riders are identified as space available can still use the bus; however, sponsor/parent needs to coordinate their request in writing (email) with the STO. Preferably 48 hours in advance.

Behavior

Safe student transportation is one of our highest concerns. Good order among students on the bus is fundamental to safety. Commonly known as the "bus discipline problem," what's really at stake is the

effect a lack of good order has on every student's safety. "Discipline" isn't the problem—the real problem is safety, because bad "discipline" results in an unsafe operation.

We have high standards for mechanically sound vehicles, qualified drivers and safety monitors, two of the three components that make up the formula for safe school bus operations. The third and equally vital component that completes the formula is safe student behavior on the bus. The most serious effect of student misbehavior is its impact on the bus driver. Driving in Bahrain traffic conditions demands the driver's full attention and absolute concentration. Anything that averts the driver's attention, or breaks his or her concentration, however momentary, can have dangerous and even fatal consequences.

The direct cause and effect relationship between behavior and safety on the bus underlies DoDEA Europe's policy and program for managing student behavior. A joint working group of school principals, education and transportation officials, school liaison officers, and the European Congress of Parents, Teachers, and Students (ECAPTS) representatives conducted an in-depth study of the topic and how to manage it. The working group overhauled the process, clearly defining roles and responsibilities; streamlining procedures and making them consistent; simplifying and standardizing the rules; and creating a universal table of consequences.

Policy and Procedure

- Because misbehavior by even one student creates an unsafe environment for all, the rules will be strictly enforced.
- Parents (including sponsors or guardians) are responsible for their children's behavior on the bus. DoD policy prohibits hiring adults for the primary purpose of supervising student behavior and enforcing discipline on school buses. Parents must teach their children proper behavior and ensure they follow the bus rules.

- **School principals will address misconduct and take disciplinary action.** Riding school buses is a privilege that may be suspended or revoked when a student does not behave in a safe and proper manner.
- Suspension or revocation of bus privileges does not relieve the student of attending school. Parents must make the necessary arrangements.
- There are four categories of infractions (attached) in ascending order of severity with disciplinary action following an increasing penalty scale. The four categories are Minor Misconduct (e.g., standing while the bus is in motion); Serious Infractions (e.g., damage or theft; Severe Offenses (e.g., fighting); and Criminal or Illegal Acts (e.g., making a bomb threat).
- Penalties begin with an oral/written warning for the first instance in the minor misconduct category, increasing to a 1-5-day suspension for the second, and culminating in suspension for the remainder of the school year upon a fifth referral. Similarly, an increasing scale of suspensions is applied to serious infractions, severe offenses and criminal or illegal acts, with the last also referred to military installation commanders for other/additional action as appropriate.
- Each student is allowed only one bus seat. Students who need to transport an item, which will not fit in their lap, must coordinate this with the STO personnel. If there are empty seats on the bus, every effort will be made to accommodate the request.

*****An Unruly Bus is an Unsafe Bus!***

Bus Safety

TAKE 5 FOR SCHOOL BUS SAFETY

1. **WALK** Don't run to the bus stop – Be on Time and arrive 5 min early.
2. **WAIT** for the bus 5 STEPS BACK from the curb.
3. **TAKE YOUR SEAT** on the bus and **STAY IN IT**.
4. **GET OFF** the bus, **GO 5 STEPS AWAY** and **WAIT** for the bus to leave.

5. NEVER, EVER go in front of, or behind the bus.

Bus Rules

Parents must ensure that their children understand and follow the rules for riding the school bus.

School principals administer our policy and program for student school bus behavior.

The district's leadership has developed **10 School Bus Rules** and their corresponding infractions as listed below:

- 1) Obey and respect the Driver and Safety Attendant.**
- 2) Board and exit the bus in a safe manner: follow the 5 School Bus Safety Rules**
- 3) Stay properly seated:** Standing while the bus is in motion or not sitting properly or moving from assigned seats or not wearing or unfastening seat belt, if required. Obstructing an empty seat, doors, stairs, or the aisle. Sitting in the driver's seat.
- 4) Keep your hands and feet to yourself.**
- 5) Do not throw things inside the bus.**
- 6) Nothing goes out of the windows.**
- 7) Remain reasonably quiet as to not disturb others or the driver.**
- 8) No profanity, prohibited items, or vandalism:** prohibited items include, aerosol spray type products, alcohol/drugs products, any article considered a nuisance causing device, any article considered unsafe, chains, firecrackers, knives, laser pointers, lighters or matches, skateboards, toys of any kind, water pistols, weapons, baseball/softball bats, or any type of sports ball.
- 9) Do not eat, drink or chew gum:** (except water when authorized).
- 10) Always show bus pass.** Never exchange a bus pass with another or refuse to show the BSA your bus pass.

****School Bus seats are a privilege, not a right!**

Pick-Up and Drop-Off Procedures

SAFETY NOTE

In Bahrain, traffic does not have to stop for school buses that are loading or unloading.

Your children are your responsibility before they get on the bus and after they disembark from the bus at end-of-day drop-off. Please instruct them to wait until the bus departs, then look in both directions very carefully before crossing the street. Parents must be physically present at the bus stop with their K-5th grade children. Parents must have their identification card (ID) with them. The bus driver(s) and safety attendants are instructed to see the person's ID before releasing the child. You are encouraged to complete the Alternate Escort Form to enable other authorized individuals to pick up your child(ren) in your absence.

Pick-Up (Residence to School):

Students should be at their bus stop pickup location **5 minutes before** the scheduled departure times (buses could arrive at the bus stop late due to traffic, but should never depart the stop early). They must remain on the sidewalk well away (at least 5 steps) from the curb while waiting for the bus to arrive. Have their bus pass ready and once on the bus, they must proceed to their seat. In Bahrain, it is the law that while in transit all riders must wear seat belts.

Drop-off (School to Residence):

We ask parents (authorized adult/sibling) to be at the bus stop 5 minutes prior to their scheduled bus arrival time. Please instruct your children to wait on the curb until the bus departs, then look in both directions and be very careful before crossing the street; use cross walks.

K-5th Grade Students: Bus Safety Attendants will only release the student in accordance with the Alternate Adult Release Form or Sibling Escort Consent Form on file at the Bahrain Student Transportation Office. Current child release rules are as follow:

- K-5th grade students must have parent/guardian, authorized adult, or authorized 9th-12th grade sibling at the bus stop.
- 6th-12th grade students can be released without the presence of an adult if authorized by parents.
- If the parent/sponsor, or the designated adult, are not at the bus stop and student release instruction cannot be made, the student may be brought back to the school. Please read the following procedures.

Procedures for No Authorized Person at the Bus Stop (K-5th Grade)

There are instances when a parent/guardian is running late to the bus stop to pick-up their family members. They must contact the STO at +973 1772 7828 (Office) or School Administration.

This will allow the STO personnel to contact the safety aide on the bus. Procedures as follows:

- If a parent is not at the bus stop, the safety attendant will call the STO to inform them of the situation. The STO will call the sponsor/spouse to let them know the bus is waiting.
- If traffic conditions allow, the bus will attempt to wait 5 minutes, but if the parent does not pick-up the phone or 5 minutes have elapsed, the STO will inform the driver/safety aide to continue their route and bring the student back to their “assigned bus stop” once they have completed the route.
- If the parent is still not present at the bus stop, the child will be transported back to the school for parent pick-up. The STO will notify the sponsor/spouse along with the school’s principal if this occurs.

NOTE: We do understand emergencies, but failure to pick up your child in a timely manner multiple or unjustified times could result in suspension of bus privileges.

Missing Child Procedures

It can occur that a student who rides a DoDEA-Europe school bus is reported missing or lost. If your child does not arrive home on their designated school bus within 30 minutes of their normal arrival time contact the STO immediately. Please ensure you provide the following information to the STO:

- Date and time child identified as missing.
- Your name and contact information.
- Your relationship to the student
- Student's complete name, including any nickname
- A complete description of the student including age, height, weight, color of hair and eyes, and how the student was dressed.
- Confirmation of the bus route number and bus stop.
- The time your child usually arrives at home.
- If you have already reported the student as lost to the Military Police.
- If you are the parent, confirm your sponsor's name, grade, unit, duty telephone number, home/cell telephone number and housing or local address.

The STO will work with you, the school's administration, the host military community staff, and Military Police (U.S. Navy Security) to locate your child quickly and safely.

Temporary Bus Changes

Prior planning is key. Requests for a student to temporarily ride a different bus will require an email be sent to the STO organizational box at bahrain.sbo@dodea.edu at least **48 hours** before travel. Please understand that all requests to ride an alternate bus are based on space being available. In the event the bus is already full, it is the individual's responsibility to make alternate accommodations. If unsure, it is the guardian's responsibility to contact the STO prior to their child's release from school to ensure the pass request was received and can be honored.

Unless an email is received by the STO requesting a change, it will be assumed the student is riding his/her assigned bus. The drivers and bus safety attendants are instructed to only allow students with an approved pass to board the bus. Last minute phone calls to the school or this office cannot be honored. Once approved, the STO will provide the student with a temporary bus pass.

In order to have your child ride another bus for a temporary period such as during a sponsor's TDY, the key is to plan in advance. The sponsor/parent/guardian needs to come to our office and have a temporary pass made out for the period needed.

NOTE: Notes handed to the drivers or bus safety aides will not be accepted.

Complaint Procedure

Students must obey the driver's and bus safety attendant's instructions when boarding, riding, or exiting the bus. They should not argue with the bus driver or bus safety attendant, take issue with his/her instructions, act in an inappropriate manner, or make derogatory statements to or about bus personnel. If students or parents have complaints about the driver/safety attendant or other students riding the bus, they should relay their complaints to the STO. Complaints about the bus drivers or safety attendants must be in writing for us to take appropriate action.

To help us investigate reported incidents we ask you provide the following:

- Date and time of incident.
- Location of incident.
- Parties involved with incident.
- What happened (specific details).
- Bus number/license plate number.

Parents and students are customers of the bus service. As such, you may file complaints about the quality of the service with the STO staff. Complaints are investigated as soon as possible. If the complaint is validated, the contractor is notified so that corrective action can be taken. To be effective, these complaints should be relayed no later than the day following the incident.

Reportable incidents (not all-encompassing) include:

- **ANY** safety issues.
- Failure of bus personnel to report obvious disciplinary infractions.

- Deviation of bus from established route or stops.
- Bus arriving more than ten minutes late at a stop.
- Bus departing before the scheduled time.

School Delay, Cancellation, Early Dismissal, and Inclement Weather

The decision to delay, cancel, or impose an early dismissal of school due to weather, security or safety reasons will be made by the NSA Bahrain Commanding Officer in coordination with School Administration and the Bahrain Student Transportation Office. Sponsors will be informed of the details by the local AFN radio station, email, phone and by the Base Notification System//APP. Please ensure the School Administration and Student Transportation Office have up-to-date telephone and email information.

Every Thursday is an early dismissal day for Bahrain Schools. Please plan accordingly as your students will be dismissed early on that day and you will be expected to be at the bus stop.

Thanks for your support!

We are committed to providing a safe and reliable bus ride for students to and from school every day!

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral
A Minor Misconduct	1- Boarding or exiting the bus unsafely, to include crossing in front of or behind the bus 2- No bus pass or improper bus pass 3- Standing while bus is in motion or not being properly seated 4- Obstructing an empty seat, door, stair or aisle 5- Making excessive noise 6- Disturbing, insulting, or harassing other students 7- Public Display of Affection (PDA) 8- Eating, drinking, chewing gum 9- Using profane or obscene language or gestures 10- Littering	Oral/Written Warning	1-5 day Bus Suspension	10-day Bus Suspension	20-day Bus Suspension	Suspension of Riding Privileges for the Remainder of school year (SY)
B Serious Infractions	1- Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult's instructions 2- Exchanging or refusing to show bus pass 3- Horseplay and spitting 4- Throwing objects a within, or out of the bus 5- Sticking objects or body parts out the window/door 6- Full or partial nudity 7- Damage, theft, or pilfering <\$100	1-5 day Bus Suspension	10-day Bus Suspension	20-day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY	
C Severe Offenses	1- Tobacco or alcohol use 2- Sitting in driver's seat/tampering with controls 3- Interfering with driver 4- Unauthorized operation of emergency exits 5- Fighting, hitting, biting, pushing 6- Vandalism, damage, or theft >\$100 7- Any action that leads to a bus accident	10-day Bus Suspension	20-day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY		
D Criminal or Illegal Acts	1- Possession or use of weapons or other prohibited items 2- Possession of illegal substances 3- Lewd or indecent acts 4- Threatening or causing injury to another person 5- Bomb threat	SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED Serious Incident Report to appropriate authorities Notification to Installation Commander via School Liaison Officer (SLO) if appropriate				

Note:

- 1 - All rule infractions are cumulative in most cases for the SY. A series of minor infractions may result in serious consequences.
- 2 - All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct incidents.
- 3 - SLO to be informed when suspensions/expulsions from bus occur.
- 4 - Possession of weapons or prohibited items, controlled substances, alcohol or other serious incidents will be reported on DoDEA Form 479S and may result in suspension or expulsion from school in addition to the loss of bus privileges.
- 5 - Discipline of students with disabilities must be consistent with the provisions of DoDEA Reg. 2051.1.