

## Regulatory Bylaw Concerning School Transport Requirements in the Emirate of Ajman



## Table of Contents

Versions	3
Approval	3
Article 1: Definitions	4
Article 2: Authority's Functions	5
Article 3: Obligations of School Transport Service Operators	6-8
Article 4: Obligations of Schools in the Emirate of Ajman	8
Article 5: Obligations of School Bus Drivers	9
Article 6: Responsibilities of School Bus Drivers	10
Article 7: Obligations of School Bus Supervisors	11
Article 8: Responsibilities of School Bus Supervisors	11-12
Article 9: Required Documents for Professional Practice Permits	13
Article 10: Internal and External Specifications of the School Bus	14-17
Article 11: Optional Specifications of the School Bus	18
Article 12: School Transport Violations	18
Article 13: Illustrative Images of School Bus Specifications	19

### Versions:

Version No.	Date of Issue	Amendment Details	Prepared by
1.0	September 2015	First Release	Permits Department
1.1	February 2022	Second Release - Update on School Bus Requirements	Permits Department
1.2	March 2025	Second Release - Update on Requirements	Permits Department

### Approval:

Name	Job Title	Version	Date	Signature
M. Sami Ali Al Jallaf	Executive Director of the Public Transport and Licensing Authority	1.0	February 2022	
M. Sami Ali Al Jallaf	Executive Director of the Public Transport and Licensing Authority	2.0	March 2025	

## Article 1 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
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	Each bus conforms to the specifications approved by the Authority and is used during the school year to transport students
School Transport Services	The service of transporting students to and from school, whether paid or unpaid
School Bus Driver	A person who drives a school bus and is licensed to practice this profession by the competent 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 inside the school bus.
School In Ajman	Any educational facility up to the twelfth grade, including nurseries
School Transport Service Operators	Any entity authorized by the Authority to provide school transport services, whether it is operated by the school itself or by any external operator appointed by it.
Student	Any school student who rides the school bus, whether he/she is inside the bus itself or waiting for it.

## Article 2 Authority's Functions

The Transport Authority takes the responsibility for regulating school transportation in the Emirate of Ajman, defining special requirements and standards for practicing this activity as well as ensuring compliance with the same in coordination with the concerned authorities. The provisions of this regulation apply to school transportation in the Emirate, whether such transportation means are school buses owned by the school itself or leased from rental companies operating in the Emirate. Accordingly, no entity is allowed to engage in school transport activity in the Emirate of Ajman if it does not comply with the conditions, requirements and permits necessary for the bus, whether it is owned or leased. No person also is allowed to drive any school bus except by a person who holds a "School Bus Driver's Permit valid " The Authority has the right to suspend or revoke any permit in the event of non-compliance with any of the requirements and conditions stipulated by the Authority, and to refrain from granting any new permits if the operator commits multiple violations.

## Article 3 Obligations of School Transport Service Operators

The School Transport Service Operators shall:

1. Refraining from operating school transportation services that do not conform to the specifications set by the Authority;
2. Refraining from employment of any School Bus Driver or Supervisor, unless he has the required permit/s from the Authority;
3. Enroll all drivers and supervisors in the Authority's approved school transport training course.
4. Appointing a coordinator between the operator and the school in order to supervise operation of the service and the itineraries of School Buses;
5. Ensure that students get on/off the bus in front of their homes. If this is not possible due to obstruction of movement or road works, the stops shall be in the locations, designated as per the following:
  - The locations shall not be more than 200 meters far away from their home;
  - The locations shall be safe so that the students do not face any risks upon arrival or waiting thereat;
  - The locations shall not require crossing the roads where the speed exceeds 40 km/hour;
  - 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;
6. It is prohibited to load students beyond the permitted limit set by the competent authorities;
7. Keeping accident and complaint records;
8. Providing the data of each trip and the names of all transported students, and deliver the same to the drivers in order to ensure that the bus is totally empty upon arrival at the end point;
9. Providing the driver with the contact numbers of the individuals designated by the school and the operators to supervise the service.
10. Providing a qualified female supervisor who has completed a training course approved by the authority, for the school bus that transports students under the age of 11.

11. Mixing of male and female students aged 12 years and above on the school bus is prohibited.
12. Taking into account that students sit on the bus with their colleagues of the same age group;
13. Keeping maintenance records and periodic inspection and audit records relevant to safety equipment in the buses and provide the school and the Authority with a copy thereof for reference, upon request;
14. 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;
15. The number of nursery children (less than four years old) transported in the bus shall not exceed twenty (20) children;
16. Training supervisors and drivers on safety procedures and student evacuation.
17. Providing the necessary equipment and means to assist students with special needs from using school transport service (if any);
18. Cooperating with the school to address any negative behaviors and misconduct on the bus by students;
19. 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;
20. Allocating a convenient location for parking the buses;
21. Cooperating with the school to ensure that the time of the trip in any direction shall not exceed one (1:15) one hour and fifteen minutes commencing from the starting point until the final arrival point, (i.e., from picking up the first Student until dropping off the last Student.);
22. Providing buses for transporting Students to their destinations if the bus breaks down or makes an accident, within a duration not exceeding one (1) hour;
23. Keeping the closed-circuit television recordings for at least one (1) year;
24. Refraining from playing any educational advertising materials or television shows except without approval of the Authority;
25. Ensuring the safety and cleanliness of the seats;
26. Providing security and safety systems (fire extinguishers / hammers / first aid kit .... etc.);
27. Ensuring the integrity of the bus exterior and the absence of any accidents or rust;

28. Providing designated seats for children under the age of four in school buses that transport nursery children.

## Article 4 Obligations of Schools in the Emirate of Ajman

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, and ensuring that there are sufficient seats for all students;
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. Keeping a list that includes the names of the students and contact details of the parents and providing the operators with a copy thereof;
4. Educating the students on how to behave while waiting and getting on/off the bus and during the trip;
5. Refraining from carrying out any maintenance work for school buses on the school campus;
6. 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;
7. Ensuring that all buses are maintained on a permanent basis and that they are in compliance with safety standards and approved technical specifications, and reviewing the relevant reports on a regular basis;
8. Providing appropriate bus stops for picking up and dropping off students;
9. The school may deprive any student from using the school transport service in any of the following cases:
  - Repeated violations of any of the safety regulations or exposing himself/herself or his/her life or the lives of the others to danger during the trip;
  - Repeated misconduct or causing inconvenience or participation in any inappropriate or aggressive behaviors against the other students; after being warned in writing three (03) times during one academic year;

## Article 5 Obligations of the School Bus Driver

No operator or school may employ or engage any individual to work as a school bus driver unless that individual has obtained a school bus driver permit to practice the profession from the Authority. It is also required that the driver meets the following conditions: The School Bus Driver shall have obtained a training course from the Security Services Support Authority;

1. The School Bus Driver shall have completed the designated training course for school bus drivers from the Transport Authority.
2. 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 application, and this is to be proven by the licensing authority;
3. The School Bus Driver's age shall neither be less than twenty-one (21) years old nor more than fifty-five (55) years old.
4. School Bus Driver shall fluently speak the Arabic language and knowledge of English language is preferred;
5. 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;
6. A temporary driver's permit is issued if there is a work permit for a third party approved by the Ministry of Human Resources and Emiratization;
7. The permit must be renewed upon expiration.

## Article 6 Responsibilities of the School Bus Driver

1. Performing daily inspection of the buses before driving the School Bus, including inspection of the front lights, tires, bus exterior, and seats, and keeping the inspection lists and informing the Operator of any defects detected;
2. Ensuring that there are no Students in the bus upon arrival at the end point;
3. Preventing any Student from standing during the trip and informing the Supervisor of any misbehaviors by the Students inside the School Bus to notify the school administration;
4. Ensuring that the entries, exits and aisles of the bus, including the emergency exits, are free of any obstructions before starting the trip;
5. 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 pursuant to the weather condition;
6. Ensuring the availability of first aid kits and fire extinguishers in the School Bus;
7. Not 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;
8. Using the Electronic Stop Arm and warning signs while the students are crossing the roads and aisles;
9. Maintaining his general appearance and committing to wearing the adopted uniform during provision of the service;
10. Showing the work permit to the authorized Inspectors of the Transport Authority, whenever requested;
11. Refraining from eating or drinking or using the mobile phone while driving the School Bus;
12. Refraining and preventing others from smoking inside the School Bus at any time;
13. Ensuring the usability of the emergency exits and their work with the alarm alert;
14. Adhering to fastening the seatbelt while driving;
15. Ensuring that no Student will cross any main road or internal or secondary road except in the presence of an assistant Supervisor; and
16. Refraining from refueling the bus while transporting the students.

## Article 7 Obligations of School Bus Supervisors

1. Female students, up to the twelfth grade, may not be transported in school buses without the presence of a supervisor appointed by the school and authorized by the Transport Authority.
2. Male students, up to the sixth grade, may not be transported without the presence of a supervisor appointed by the school and authorized by the Transport Authority.
3. The School Bus Supervisors must have completed the designated training course for school bus supervisors from the Transport Authority.
4. The School Bus Supervisor's age shall not be less than twenty-one (21) years old nor more than fifty-five (55) years old;
5. The School Bus Supervisors shall fluently speak the Arabic language, reading and writing, and knowledge of English language is preferred;
6. The School Bus Supervisors 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;
7. A temporary School Bus Supervisor's permit is issued if there is a work permit for a third party approved by the Ministry of Human Resources and Emiratization.
8. The permit must be renewed upon expiration.

## Article 8 Responsibilities of School Bus Supervisors

1. 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;
2. Ensuring that there are no Students in the bus upon arrival at the end point;
3. Prevent 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 of returning the student to the school after dropping off the other Students at their destinations;
4. Controlling any misbehavior by the students and ensuring their safety during the trip and informing the School Transport Coordinator of any accident;
  5. Ensuring that the entries, exists and aisles of the bus, including the emergency exits, are vacant and free of any obstructions during the trip;
  6. Escorting the Students when they have to cross the road;
  7. Assisting in evacuating the bus in emergencies;
  8. Following the instructions of the manufacturers of the bus seats designated for transportation of nursery children below the age of four (4);
  9. Refrain from eating, drinking or using the phone while the students are in the bus;
  10. Contributing to the dissemination of the culture of traffic safety, the use of buses for students, and supervising the recreational programs on the bus;
  11. 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;
  12. Preventing any students whose names are not listed in the lists approved by the school from boarding the bus;
  13. Assisting the students in boarding and getting off the bus and assisting them in carrying the school bag And make sure to take them to the nearest safe point.
  14. Ensuring that all the students are seated before starting the trip;
  15. Knowing the locations of students' homes;
  16. Keeping a list including the names of the students and the contact details of their parents;

## Article 9 Required Documents for Professional Practice Permits

- **School Bus:**

1. School Commercial License to create a company file.

- **School Bus Driver**

1. Driving License.
2. Personal Photo.
3. Valid residence permit

- **School Bus Supervisor**

1. Personal Photo.
2. A valid residence permit

## Article 10 Internal and External Specifications of the Bus

1. The bus shall be painted yellow RAL1018ZINKGELBGL841.
2. The bus shall be fitted with a dual red-light indicator in the upper part of the bus and a dual 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:
  - 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.
9. The doors Width shall not be less than 65 cm and at least 80 cm in buses that transport students using wheelchairs.
10. The stairs shall be fitted with sufficient lighting and their surfaces shall be non-slippery and their edges shall be clearly prominent.
11. 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.
  12. The width of the aisle shall not be less than 35 cm.
  13. The floor of the bus aisle shall be covered by inflammable and non-slippery layer.
  14. The bus aisles shall be free of any obstructions and any sharp edges.
  15. The entries and exits shall be fitted with handles free of sharp edges.
  16. The driver seat and the seats with direct seats in front of them shall be fitted with a three-point seatbelt.
  17. Windows shall be tinted. Tinting of the side and back windows shall not exceed 50% and no curtains may be used "only with the approval of the competent authority". Also, curtains may not be used for the rear and side windows, except for the windows on the driver's side.
  18. The windows opening shall not exceed 07 cm.
  19. No bars or any other obstructions may be fixed on the windows whether from the inside or from the outside.
  20. The windows shall be equipped with an effective system for removing condensation from the front and rear windshields.
  21. Adequate space shall be provided to store students' bags.
  22. Not to put bags in the aisles, at the emergency exits, and at the entrances and exits of the bus.
  23. Buses that are not provided with air conditioners will not be accepted.
  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. The school bus must be equipped with an automated system for detecting and extinguishing engine compartment fires in accordance with the requirements approved by the Emirates Authority for Standardization and Metrology.
32. Ensuring the presence of first aid kit that commensurate with the number of the students together with a poster showing its place.
33. Make sure that there is an alarm device with a clear sound that works while the bus is going backwards.
34. Ensuring the availability of an automatic arm fitted with a sign used to alert road users when a student is crossing the road.
35. The necessity of having 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:

Bus Capacity	Number of Exits
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	

38. Posters showing the locations of emergency exits shall be affixed.

39. Not to put any obstacles in front of the emergency exits.
40. 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.
41. 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.
42. Smart transportation systems shall commensurate with the standards and specifications approved by the Authority.
43. 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.
44. 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.
45. The operational life of a school bus used for transporting students must not exceed ten years. Its operational life may be extended if it undergoes a comprehensive overhaul, for a maximum of five additional years, subject to approval from the licensing authority.
46. It is prohibited to use small buses with a capacity of 15 passengers, including the driver, for school transport.

## Article 11 Optional Specifications

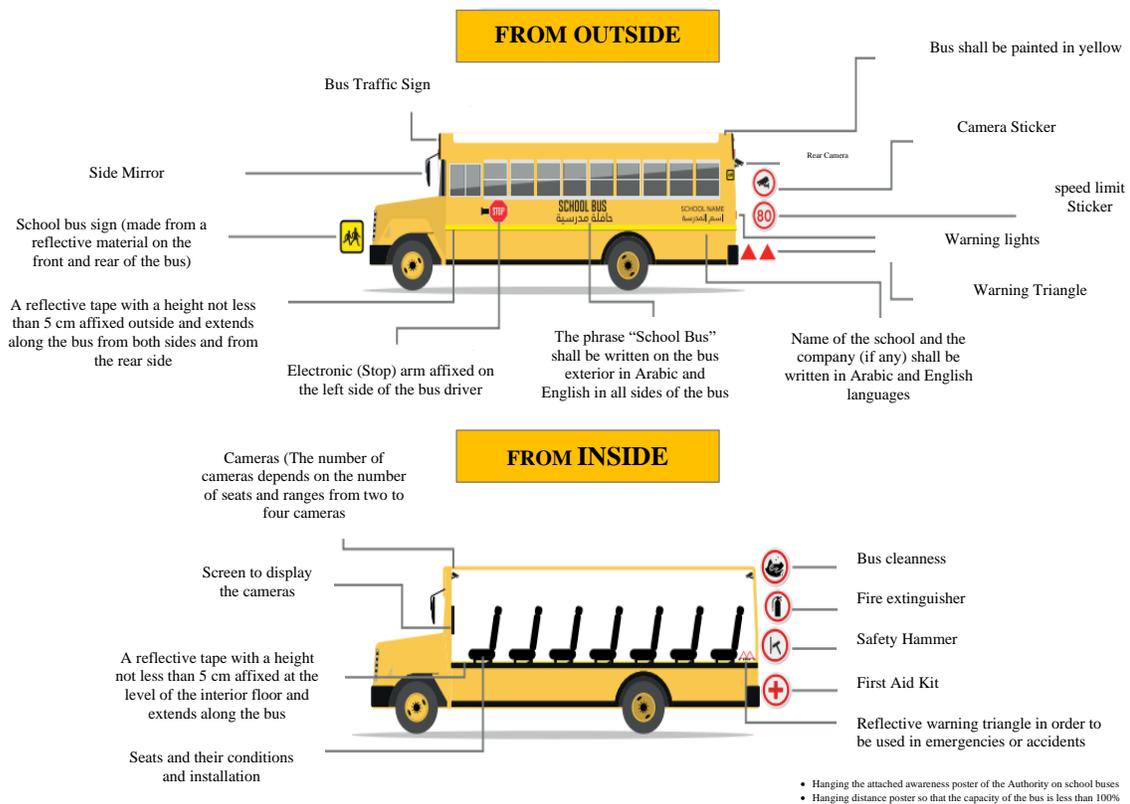
1. Installing an Electronic Reading Devices for Smart Cards for students to record their data when using the bus.
2. Installing a fully-fitted Visual Display System (video).
3. Installing a fully-fitted digitalized Passenger Information Systems.

## Article 12 School Transport Violations

No.	Violation	Fine	Remarks
1.	Operating or driving a school bus with an expired permit for less than a month	500	For the bus or the driver or both
2.	Operating or driving a school bus with an expired permit for more than a month	1.000	For the bus or the driver or both
3.	Using the school bus for an activity other than the school transport activity	1.000	First Violation
		2.000	Repeated Violation
4.	The school bus is not in conformity with any condition of the internal or external specifications of the bus approved by the Transport Authority	300	First Violation
		500	Repeated Violation
5.	No student supervisor accompanying the students in the school bus	1.000	
6.	Failure to operate the school bus's electronic stop arm while it is stopping for students to get on/off the bus.	300	
7.	Failure of the driver to wear the school uniform approved by the school	200	
8.	picking up and dropping off students in places other than those designated for this purpose	500	In case the students get off the bus on public roads
9.	Failure of the driver to keep the school bus cleanness and eat or smoke inside it	500	

## Article13 Illustrative Image for School Bus Specifications

### Safety and Security Standards for School Buses



@AjmanTransport 6005 9999 7

- Reference should be made to the UAE standard specifications UAE.S.5012:2020 for all matters not mentioned regarding safety requirements in school buses.