

File Name	School Transport Policy - The SOBHA Academy
Reference	SKT - TSA POLICY - IV - 005
Date	13-05-2025

1. Introduction

The SOBHA Academy (TSA) prioritises student safety and well-being in all aspects of school life—including transit to and from school. This policy ensures that school-provided transportation meets the highest standards of safety, professionalism, and accountability. TSA is committed to a structured transport system aligned with legal requirements and institutional values.

2. Purpose

This policy aims to:

- Protect students during school transit by upholding safety standards.
- Ensure all drivers, vehicles, and staff meet compliance requirements.
- Maintain professional conduct across all levels of transport operations.
- Promote safe access to education for all TSA students.
- Minimise disruptions and risks related to school transport.

3. Scope

Applies to:

- All contracted school buses and associated drivers/conductors.
- School administration involved in transport coordination.
- All staff, students, and vendors utilizing or managing school transport services.

4. Core Policy Statements

1. Student Safety

First All vehicles and personnel must follow strict safety and behavior protocols.

2. Contractor Accountability

Only contractors who comply with legal and institutional standards may operate.

3. Zero Tolerance for Misconduct

Misconduct or negligence by transport staff leads to immediate termination.

4. No Service Without Compliance

Vehicles without current documentation will not operate.

5. Regular Monitoring

Routine and surprise checks will be conducted by the school.

6. **Official Communication Only**

Parents should communicate via the Outreach Officer—not directly with drivers.

7. **Mandatory Training and Orientation**

Annual safety and behaviour training is required for all transport staff.

8. **Emergency Readiness**

Vehicles must carry updated emergency contact lists and working safety equipment.

9. **Documentation and Reporting**

10. All actions must be recorded and reported to maintain transparency and accountability.

5. Review and Amendment

This policy will be reviewed annually or after any major transport-related incident. All changes must be approved by the Trust Board and Transport Oversight Committee.

6. Document Control

VERSION	DATE	DESCRIPTION	APPROVED BY
1.0	13-05-2025	Initial Formalisation	Trustee Board