



DCSG Transport Policy

Policy number: DCSG_OPS 002_2018	Version number: 2	Effective Date: 01/06/2017
Developed by: Deputy Director of Business Administration (DDBA) Transport Administrator	Approved by: CLT	Approval Date: 13/09/2018
Date last reviewed: 25 /07/2018	Reviewed by: Transport Administrator – Eswari Muthu DDBA – Gareth Tebbutt, Compliance – Nor’Ain Hassan	Date of next review: 25 /07/2019

This policy relates to:	
Responsible Department(s)	Business Administration – Operations/Transport
Other standards	NIL
Legislation or other requirements	Motor Vehicle Act (Cap. 189) Road Traffic Act (Chapter 276) Personal Data Protection Act (PDPA) 2012 Key guidelines for installation of inward-facing IVRDs – Land Transport Authority (22May 2018)

1. Purpose of Policy

This policy provides a basis for the conduct of an efficient and safe bus service for the College. The measures and procedures in place are to ensure the safety of the students whilst being conveyed by the appointed transport service provider.

2. Policy Statement

Dulwich College (Singapore) is committed to ensuring the College’s appointed bus service provider delivers safe, timely and efficient service to the students.



Dulwich College (Singapore) Pte. Ltd.
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T (65) 6890 1000
CPE Registration Number: 201027137D
Period of Registration: 09 January 2016 to 08 January 2020

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3. Reason(s) for Change

- i. Policy Review
- ii. Change in Policy Number
- iii. Change in Policy Structure
- iv. Update in process and procedures
- v. Addition of Appendices

4. Definitions

MyCollege: All parents, Junior and Senior School students of Dulwich College (Singapore) will have access to our MyCollege Application which will serve as a one stop shop for key Information pertaining to school life at Dulwich College (Singapore).

5. Transport Fleet

The appointed transport supplier provides a variety of small medium and large buses providing a school bus service to DCSG across the length and breadth of Singapore.

6. Insurance

In accordance with the service, the appointed bus service provider is responsible for ensuring that all buses provided for DCSG, have the necessary Motor Insurance Policies in compliance with the requirements of the Motor Vehicle Act (Cap. 189). Copies of the relevant documentation along with an LTA Vehicle Inspection Certificate are to be provided to the Dulwich Transport Coordinator at the beginning of each academic year and updated of any changes.

7. Transport Bus regulations

The regulations for families using the bus service are outlined in **Appendix A**. Full Guide to Bus Service is available to all DCSG parents on **MyCollege**. Any enquiries should be emailed to 'dcsг.buses@dulwich-singapore.edu.sg' or by phone to 68901097.

8. Bus Drivers and Aunties

- a) All bus drivers and aunties employed by the transport provider must undertake annual safeguarding training provided by a direct employee of DCSG. A copy of the attendance record from this training is to be available to the DCSG HR office and Transport Administrator. All staff must attend training at least annually. In



addition, following a breach in the procedure for child safeguarding, DCSG can request that the individual undertake a further period of training to ensure a full understanding and compliance.

- b) All bus drivers must possess a valid licence to drive the vehicles and must not have been convicted of any traffic offence. They should have a clean police record. If the bus drivers or aunties employed by the appointed bus service provider are not Singaporean, they must possess the relevant work permit, issued by the Ministry of Manpower (MOM) to work and must be covered under the Work Injury Compensation insurance. The service provider is required to supply copies of their Work Pass to the College. Copy of each driver's IC/ passport, Vocational Licence, and Driving Licence and Bus Auntie IC/ passport and Vocational Licence must be provided to the DCSG Transport Administrator at the beginning of each academic year and must be updated regularly if there are any changes.

9. Eligibility to Travel

All children for whom a termly bus fee is paid to the appointed bus service provider are permitted to travel on the scheduled school bus service to which the fee applies. Co-Curricular Activities (CCA) buses are currently provided as a complimentary service and thus only available to families who are currently using the college's regular bus service. The arrangement for playdates will only be agreed to if it involves children using the same bus and paying the regular bus fee.

Due to the provider's insurance and permit issues, only students and employees of the College with prior arrangements are allowed to travel on the school buses, as stipulated by the Registrar of Vehicles. This means that under no circumstances are parents, guardians or family members allowed to travel on the school bus.

10. Roles and Responsibilities

A breakdown of the roles and responsibilities for all those involved in the DCSG bus service is shown in **Appendix B**.

11. Disciplinary

Students are expected to follow the same behavioral standards while riding school buses as are expected on College property or at College activities, functions or events. The range of measures available for students who are consistently unruly, disobedient or by



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their behavior, present a distraction to the driver are outlined in the Bus Behaviour Management Procedure in **Appendix C**.

12. Vandalism/Bus Damage

Students found damaging school buses, following the College's full investigation, will be held responsible for the damages. Failure to pay such damages by the parents/guardians (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

13. Bus Safety

All school buses shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program. Each bus must attend quarterly vehicle checks at one of the Land Transport Authority (LTA) approved inspection centres.

In addition to the vehicles inspection report, the following safety features are required:

- the vehicles seating capacities are not to be exceeded, each passenger including the bus aunty is to have a seat and restraint fitted;
- the buses are inspected by the DCSG Transport Administrator periodically to ensure they are equipped with the following:

- Manufacturers installed air conditioning.
- A first aid kit.
- A serviceable in date fire extinguisher.
- Three-point safety seatbelt with a height adjustment for children below 1.35cm as required by the Road Traffic Act (Chapter 276) – details outlined in **Appendix D**.
- Transport Operation team are required to complete Vehicle Checklist – **Appendix G** that must be submitted at the beginning of each term. The completed summary form is used by the Transport Administrator or other nominated school representatives to conduct ad-hoc vehicle inspection.

14. Lost Child (Reported by Parent or Guardian)

In the event that a student fails to return home or to the intended bus drop off, the procedure to be followed is outlined at **Appendix E**. A similar procedure is to be followed when a student fails to arrive for a CCA bus within the College.



15. Emergency Procedures and Notification of Critical Incident Management (CIM)

Drivers will use mobile phones to get assistance in case of an emergency. Drivers should report the exact location and confirm bus number, the nature of the problem and the status of all passengers.

The procedure to be followed for the reporting of emergency situations and (CIM) is outlined at **Appendix F**. The need to report all incidents and (CIM) however minor is essential in maintaining the trust that parents have in the DCSG provision of school buses.

16. CCTV cameras on school buses

The transportation of students to and from school is an important function of the College operations. In adopting the use of video surveillance cameras, the appointed bus service provider will balance the security and safeguarding benefits with privacy rights of the individual embodied in the Personal Data Protection Act (PDPA) 2012, Singapore.

The College believes in promoting a safe environment for all bus users as well as the drivers and aunties. A recorded footage of the actions of student passengers may be used by the College as evidence of any disciplinary action brought against any student, arising out of the student's conduct on the bus. This footage may also be presented to either deny or validate accusations of unacceptable behavior by the bus driver or aunty.

a. Placement.

On 22nd May 2018, LTA has published a set of installation [guidelines](#) for inward-facing in-vehicle recording devices (IVRDs). Owners of Private Hire, Excursion and School Buses are required to obtain LTA's approval to install the IVRDs.

LTA's guidelines complement the [Personal Data Protection Commission's \(PDPC\) Advisory Guidelines](#) on in-vehicle recordings, which clarify the obligations under the Personal Data Protection Act that operators and drivers of transport services for hire must comply with when they use inward-facing IVRDs to capture individuals' personal data. Together, these guidelines serve to protect the commuter safety and their personal data and prevent unauthorised access to the footage recorded by inward-facing IVRDs.





b. Access to footage

There will be restricted access to the footage recorded by inward-facing IVRDs. Access to the footage is controlled, ensuring that only designated individuals are able to access recorded video recordings for security purposes only. An exception is given to government agencies and LTA-authorized data controllers who will be allowed to access the footage to support investigations and enforcement efforts e.g. alleged offences by the driver.

Should there be an incident recorded which requires further investigation, the following persons are authorised to view the footage:

- Director of Business Administration & Bursar
- Deputy Director of Business Administration
- Bus service provider Operations Manager
- Bus service provider Managing Director

The bus service provider shall not release any CCTV footage without a prior permission of the School's Director of Business Administration (DBA) & Bursar.

If access is denied, the decision is considered final and reasons will be fully documented and the requestor will be informed in writing.

17. Other related policies and procedures

Documents related to this policy	
Related policies	School Trips Policy
Forms or other organisational documents	NIL



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18. Review processes

Policy review frequency: Not more than 2 years	Responsibility for review: Transport Administrator DDBA Compliance CLT
Review process: i) Compliance to conduct policy review with Transport Administrator and DDBA. ii) Modification will be made where appropriate. iii) Submit for review and approval by the College Leadership Team.	
Documentation and communication: Policy decision changes will be written in as addition and approved via CLT. There will be an update on the Version Number of the policy.	

19. Approval and Review Details

Approval and Amendment History	Details
Original Approval Authority and Date	[CLT - 01/06/2017]
Amendment Authority and Date	CLT – [13/09/2018] Ref: Minutes – [13/09/2018]
Descriptions	This document consolidates and replaces School Transport Policy No: DCSG 4.5.2/Adm/1/6/2017 Version 1

Approved by: Paola Morris

Signature and Date
Signed only required in hardcopy



20. Appendices

Appendix A	Bus Rules and Regulations
Appendix B	Roles and Responsibilities
Appendix C	Managing of Student Behaviour on the school bus
Appendix D	ROAD TRAFFIC ACT (CHAPTER 276)
Appendix E	Procedure to be followed for a Lost Child
Appendix F	Procedure Following a Critical Incident Management (CIM) or Vehicle Breakdown
Appendix G	Vehicle Safety Audit
Appendix H	Revision Table



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Bus Regulations

1. REGISTRATION – parents who wish to register their child for the bus service may refer to *MyCollege – General Information – Online Forms – Transport Requests* to register. These forms will be submitted directly to the Transport Office. Allocation of a place will take two weeks to process, subject to space being available on the required route. Parents will be notified by the Transport Office once seats are allocated.
2. These forms will be submitted directly to the Transport Office. Allocation of a place will take two weeks to process, subject to space being available on the required route. Parents will be notified by the Transport Office once seats are allocated.
3. Parents and guardians of all DUCKS students must ensure that their child is met upon their arrival home. Students not met will be returned to school for collection at the DUCKS Office. Junior and Senior students are not required to be met from the bus.
4. Students will only be collected and deposited at their homes at the scheduled time each day. Students are not permitted to alight from the bus before or after their registered address unless advanced written notice has been given to the transport office
5. If your child is not using the bus at any time, the school must be advised, preferably in writing. Please email student's teachers, Transport Office and Dulwich Transport Administrator. Failure to notify that a child is being collected from school may result in the child being put on the school bus and taken home.
6. If your child is taken ill and is not able to board the bus for the morning pick-up, please inform Transport Office and Dulwich Transport Administrator.
7. Parents will be held financially accountable for any proven vandalism or intended damaged caused on the bus by their child/ children.

Bus Rules

Dulwich College (Singapore) would like to enlist your assistance as parents in educating safety rules and etiquette to our students while on board of the school bus.

- Students must remain seated while the bus is moving.



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- Seat belts must be worn at all times throughout the journey.
- Students are expected to speak quietly and to use respectable language to each other, the driver and auntie. There should be no name calling, bad language, teasing, bullying or fighting.
- No drinks are allowed, except for water.
- Food cannot be eaten on the bus – please keep the bus free of litter.
- Seats are assigned by the bus auntie. Seats cannot be reserved for friends. Each student is entitled to one seat only and all bags should be placed under the seat.

***NOTE:** Due to insurance and permit issues, only students and employees of the school with prior arrangements are allowed to travel on the school buses, as stipulated by the Registrar of Vehicles. This means that under no circumstances parents, guardians or family members are allowed to travel on the school bus.*



Roles and Responsibilities

1. The DCSG Bus Contractor

Is responsible for the execution of their contract under its terms and conditions. In addition, they are responsible for the following:

- To ensure that all measures necessary are carried out to ensure the safe conveyance of DCSG students.
- To ensure that all staff employed undertake safeguarding training before they take up post.
- To go over emergency evacuation procedure with all drivers, including all substitute drivers who must also have been safeguard trained prior to starting work.
- To go over the driver role and list of "Do's" and Don'ts" with all drivers, including all safeguard trained substitute drivers.
- To provide a list of required documentation to DCSG Transport Administrator at the beginning of each academic year. These include Public Liability Insurance, Work Injury Compensation Insurance, Motor Insurance Policies in compliance with the requirements of the Motor Vehicle Act (Cap. 189).
- To update the student passenger lists and give copies to all regular aunts, including all substitute aunts.
- To ensure that the DCSG Transport Administrator is made aware of all substitute drivers/aunts if they have not completed DCSG safeguarding training, then they are unable to work
- To follow up on all complaints received by DCSG.
- To alert the DCSG Transport Administrator of concerns regarding dangerous stops situations.
- To stress the importance of drivers stopping in appropriate places outside condos. Modify routes accordingly to accommodate these requirements.
- To ensure that the drivers get support from the DCSG Transport Administrator and CLT regarding disciplinary problems on the College school bus.
- To demonstrate courteous and respectful behavior when dealing with parents and students at all times.



2. DCSG Transport Administrator:

Is responsible for monitoring the daily operations of the College school bus service at all levels. These responsibilities are undertaken in consultation with the Deputy Director of Business Administration (DDBA).

- To review bus safety procedures and rules with the Deputy Director of Business Administration (DDBA), Senior Transport Operations Executive (Service Provider) and Parents via the Parent Portal.
- To monitor the performance of the contracted transport provider.
- To deal with complaints and issues regarding the bus company's service.
- To assist in the organisation of safeguarding training for new drivers and aunties and the annual training of existing staff.
- To support parent's transportation issues.
- To investigate issues on behalf of the Deputy Director of Business Administration or at the request of a Parent.
- To demonstrate courteous and respectful behavior when dealing with parents.

3. The Bus Driver

The bus driver holds the principal role in the school bus transportation system; as such, he must have the cooperation of all: students, parents, school personnel and school board authorities. He is responsible for the safety and security of all his passengers. It is the Responsibility of the Driver:

- To follow all LTA Highway codes and regulations pertaining to the driving of a School Bus.
- To alert the Senior Transport Operations Executive of dangerous stops.
- To ensure that all students are seated while the vehicle is in motion.
- To alert the Transport Office regarding Toddlers and Early Years children not being supervised by an adult at the assigned stop.
- To follow the official routes and adhere to the bus arrival time at school and drop off locations.
- To communicate all delays and accidents to the Senior Transport Operations Executive/ Transport Office and/or the Dulwich Transport Administrator.
- To remain in his/her vehicle while students are embarking or on board the vehicle.



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- To display the bus identity number prominently.
- To await a signal from the Senior Transport Operations Executive or school personnel before leaving.
- To be consistent in embarking and disembarking procedures.
- To demonstrate courteous and respectful behavior to parents and students.
- To contact the Transport Office before returning Early Years students back to the school if a responsible adult is not present at the bus stop.
- Not to use drugs or narcotics during the performance of his/her duties or use medication that could influence their driving.
- Not to use indecent, obscene or discriminatory language.
- Not to touch a child other than in emergency situations.
- Not to stop anywhere other than the stops indicated on the routes; except in the case of an emergency.
- Not to smoke in the vehicle at any time.
- Not to use cell phones while driving the bus.
- Not to sell anything to students.
- To neither open the doors before coming to a complete stop nor proceed before closing them and to ensure that students are seated before proceeding on route.
- Not to refuse or expel a student on his/her own initiative.
- Not to give food, sweets or drinks to students.
- Not to change stops without authorisation from the Transport Office.
- Not to reverse the vehicle without the assistance of an adult.
- Not to divulge confidential information that may be contained within the bus list (i.e. address, tel. number).
- Not to drop off student/s at a stop if there is evidence of a dangerous situation

4. The Bus Aunty

The bus aunty holds the vital position within the school bus system. Her role in helping children board and alight the bus safely and ensuring their seatbelts are correctly fastened



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is of paramount importance in the safe conveyance of our pupils. In addition, the bus aunts are responsible for the following:

- To ensure that all children board and alight the bus safely and provide assistance with bags and musical instruments.
- To ensure the bus driver is made aware that all children have their seat belts fastened prior to moving off.
- To ensure that all children remain seated with their seat belts fastened throughout the journey.
- To ensure that noise levels on the bus do not become excessive and distract the driver.
- To follow the disciplinary procedure introduced by the school and report safety issues to the Senior Transport Operations Executive and the DCSG Transport Administrator (i.e. student not following bus safety rules).
- Is to carry out a check once children have alighted at school to ensure no bags or belongings have been left behind.
- To check the vehicle at the end of every route (underneath the seats as well) for sleeping children.
- To assist the DCSG Transport Administrator when complaints are received regarding behavior on the bus.
- To check that all children are accounted for prior to the bus moving off.
- To ensure that young children are handed over to the parent, helper or responsible adult once the designated drop off point has been reached. This only applies to all DUCKS students (Toddler to Yr. 2).
- Not to give food, sweets or drinks to students.
- To demonstrate courteous and respectful behavior to parents and pupils.
- To assist the driver in an emergency situation in accordance with operating procedures.



5. The Parents

It is the Responsibility of the Parents:

- To provide the Transport Office with the most updated student information including the home address, the home telephone number, and the telephone number at which the parent/ guardian can be contacted in the event of an emergency.
- To read all literature pertaining to transportation safety and review with your child.
- To see to the safety of your child to and from the assigned bus stop. It is recommended that all students are accompanied to and from the assigned bus stop by a responsible adult; however, it is mandatory for the responsible adult to accompany DUCKS student to and from the assigned stop.
- To see that the child arrives at the assigned stop 5 minutes prior to pick up.
- To ensure that the child behaves appropriately while on the bus and at the bus stop (i.e. not causing damage to private property).
- To pay for damages incurred in the event their child damages private property/school bus.
- To help your child remember the bus number and where to alight.
- To inform the school of difficult or dangerous situations.
- To demonstrate courteous and respectful behavior to the driver and aunty.

6. The Students

It is the Responsibility of the Student:

- To always be at the bus stop five minutes prior to the pick-up time.
- Not to play on the street while waiting for the bus.
- To inform the aunty on your bus if you have to return to a classroom prior to bus dismissal.



- To wait for the bus to come to a complete stop before approaching the bus and to stay in line and board the bus one at a time.
- To choose a seat quickly and remain seated for the duration of the ride.
- To ensure their seatbelt is fitted and if fastened by the aunty, do not touch it once fastened.
- To talk quietly and not eat, drink or leave rubbish on the bus.
- To always listen to the bus aunty.
- To demonstrate courteous and respectful behaviour.
- To keep head and arms inside the bus at all times.
- To know where the emergency exits are located and use them only when necessary.
- To never throw anything in the bus or out the windows.
- When getting off the school bus:
 - To wait for the bus to come to a complete stop before leaving your seat and to exit in single file without pushing or shoving and to hold on to the handrail whilst alighting.
 - To walk a safe distance away from the bus once disembarked so the driver can see the student and know that he/she is out of the danger zone.
 - To keep the same safe distance when crossing in front of the bus and wait for the driver's signal to cross. Do not run and proceed with caution.
 - To report any problems or dangerous situations to a responsible adult.



Managing of Student Behaviour on the school bus:

PROCEDURE CODE & VERSION NO	4.5.2/Adm/1/6/2017	Version 1
POLICY NAME	Transport Policy	
POLICY STATUS	Approved	
PROCEDURE DEVELOPED BY	Administration	

Key points in processes	process owners and indicators
1. Student displays inappropriate behaviour on the bus;	Student
2. Depending on the nature of the behaviour, Bus Auntie takes the following action:	Student/ Bus Auntie
a) Bus Auntie gives a verbal warning; asks the student to keep voice down or calm down;	Student/ Bus Auntie
b) Bus Auntie gives a "yellow card" if the student is behaving inappropriately: shouting, being disruptive to fellow students and bus driver;	Student/ Bus Auntie
c) Bus Auntie gives a second "yellow card" if the student continues to misbehave; second "yellow" card = "red card" (follow steps for "red card"	Student/ Bus Auntie
d) Bus Auntie gives "red card" if the student is acting disrespectfully towards Bus Auntie, Bus Driver or fellow student puts himself/ herself in danger by unbuckling seatbelt and walking while the bus is moving;	Bus Auntie/ Transport Administrator



<p>3. If “red card” is issued, Bus Auntie must complete an incident report slip and hand it to DCSG Transport Administrator;</p> <p>4. Transport Administrator records the incident and forwards it to appropriate contact for each school:</p> <ul style="list-style-type: none"> a) Deputy Head of DUCKS; b) Junior School respective class teacher and Head of Year; c) Senior School respective Head of Year and Deputy Head of School; <p>5. The respective school will take the appropriate action such as:</p> <ul style="list-style-type: none"> a) DUCKS – speak to student and contact parents to discuss the incident; b) Junior School – student is asked to write a reflective paper; parents are contacted to discuss the incident; incident is recorded on SIMS; c) Senior School - – student is asked to write a reflective paper; parents are contacted to discuss the incident; incident is recorded on SIMS; <p>6. Depending on a nature of the incident, a decision is made if further escalation to the respective Head of School is required; serious or repeated incidents may lead to temporary or permanent suspension from the bus service;</p>	<p>Transport Administrator / Deputy Head of DUCKS / Junior School class teacher, Junior School Head of Year / Senior School Head of Year and Deputy Head of Senior School;</p> <p>Student Deputy Head of DUCKS / Junior School class teacher, Junior School Head of Year / Senior School Head of Year and Deputy Head of Senior School; Parents</p> <p>Student Deputy Head of DUCKS / Junior School class teacher, Junior School Head of Year / Senior School Head of Year and Deputy Head of Senior School; Head of School Parents</p>
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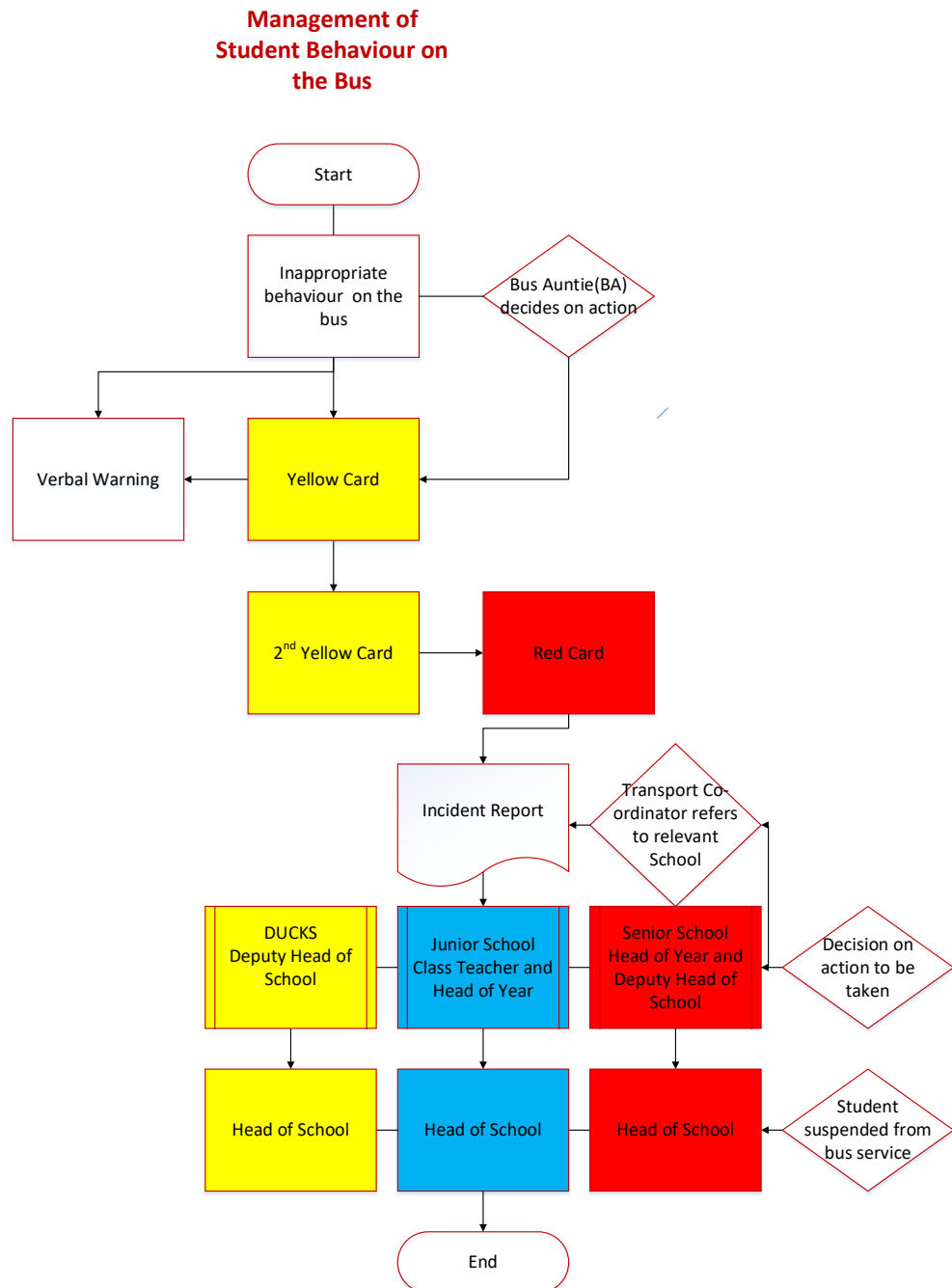


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Managing of Student Behaviour on the school bus: Flow Chart





ROAD TRAFFIC ACT
(CHAPTER 276)
ROAD TRAFFIC
(MOTOR VEHICLES, WEARING OF SEAT BELTS)
RULES 2011

In exercise of the powers conferred by section 75 of the [Road Traffic Act](#), the Minister for Home Affairs hereby makes the following Rules:

Citation and commencement

1. These Rules may be cited as the [Road Traffic \(Motor Vehicles, Wearing of Seat Belts\) Rules 2011](#) and shall come into operation on 1st January 2012.

Definitions

2. In these Rules, unless the context otherwise requires —

“approved child restraint” means any child restraint of a type approved by the Deputy Commissioner of Police under section 76(1) of the Act;

[S 41/2015 wef 01/02/2015]

“body-restraining seat belt” means a seat belt designed to provide restraint for both the upper and lower parts of the trunk of the wearer in the event of an accident to the vehicle;

“booster seat cushion” means a device designed for a child to sit on in order to raise the height of such child to a level suitable for the proper fit of a seat belt;

“business service passenger vehicle” means a motor car registered in the name of —

“seat belt” means a belt installed in a motor vehicle pursuant to the Road Traffic (Motor Vehicles, Seat Belts) Rules (R 15), which belt is intended to be worn by a person in the vehicle and designed to prevent or lessen injury to its wearer in the event of an accident to the vehicle and includes, in the case of a restraining device for a young person such as a child restraint, any special chair to which the belt is attached;

[S 41/2015 wef 01/02/2015]

“small bus” means a bus which has —

(a) a maximum laden weight of not more than 3,500 kilograms; and

(b) a seating capacity for not more than 15 persons (excluding the driver);

“station wagon” means a vehicle with folding seats and side doors and either a tail-board or doors opening at the rear, constructed or adapted for the carriage of goods as well as passengers.

Application

3. Unless otherwise expressly provided, these Rules shall apply —

(a) to every motor car (including a motor car used for instructional purposes) registered on or after 1st January 1973;

(b) to every business service passenger vehicle registered on or after 1st January 1973;

(c) to every light goods vehicle registered on or after 1st January 1973;

(d) to every private hire car registered on or after 1st January 1973;



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- (e) to every goods-cum-passengers vehicle registered on or after 1st January 1973;
- (f) to every taxi;
- (g) to every ambulance, fire engine, and hearse;
- (h) to every heavy goods vehicle; and
- (i) to every bus, including a small bus.

Driver and passengers to wear seat belts

4.

—(1) Except as provided by rule 6, the driver and every passenger of a motor vehicle to which these Rules apply shall wear a body-restraining seat belt or a lap belt where such a seat belt or lap belt is available for his use.

(2) The body-restraining seat belt shall be worn by the driver and every passenger of a motor vehicle to which these Rules apply in such a manner as to provide restraint for both the upper and lower parts of the trunk of the wearer in the event of an accident to the vehicle.

Driver to ensure passengers comply with rule 4

5. Subject to rule 6, the driver of a motor vehicle to which these Rules apply shall ensure that every passenger on that motor vehicle complies with rule 4.

Exemption

6. Rule 4 shall not apply to a person who —

- (a) is below 1.35 metres in height; or
- (b) is medically exempted under rule 7 from wearing a seat belt.

Medical exemption

7.

—(1) An application for exemption from rule 4 shall be submitted through a registered medical practitioner with supporting medical reasons and evidence to the Deputy Commissioner of Police.

(2) In considering an application for exemption from rule 4, the Deputy Commissioner of Police may require the medical practitioner through whom the application was submitted to give such further evidence in respect of the application as the Deputy Commissioner of Police may require.

(3) The Deputy Commissioner of Police may —

- (a) by a letter addressed to an applicant for exemption from rule 4, exempt such person from that rule; or
- (b) refuse to grant such exemption.

(4) A person exempted from rule 4 shall carry his letter of exemption at all times when travelling on any motor vehicle to which these Rules apply and produce such letter for inspection when required by a police officer.



Passenger below 1.35 metres in height to be properly secured by approved child restraint, etc.

8.

—(1) Where a person below 1.35 metres in height is a passenger of a motor vehicle to which these Rules apply, no person shall use the motor vehicle unless the passenger is properly secured by —

(a) an approved child restraint appropriate for a person of that height and weight; or
(b) a body-restraining seat belt in the manner set out in rule 4(2) when seated on a booster seat cushion or when using a seat with an adjustable seat belt approved by the Registrar.

(2) This rule shall not apply in relation to —

(a) any taxi, if the person below 1.35 metres in height is a rear seat passenger of the taxi; or

(b) any bus, other than a small bus that is used for the conveyance of any child to or from his school.

The conductor of a small bus to ensure passengers comply with rules 4 and 8

9. If a person who is employed by the owner or operator of a small bus as a conductor or an attendant on that small bus is present and on duty on board the small bus, the person shall ensure that every passenger on the small bus (unless exempted under rule 6) complies with rule 4 or is properly secured in accordance with rule 8, as the case may be.

Offences and penalties

10. Any person who contravenes rule 4(1) or (2), 5, 8(1) or 9 shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000 or to imprisonment for a term not exceeding 3 months and, in the case of a second or subsequent offence, to a fine not exceeding \$2,000 or to imprisonment for a term not exceeding 6 months.

Revocation

11. The Road Traffic (Motor Vehicles, Wearing of Seat Belts) Rules (R 34) are revoked. [TP 4.15.16.1; AG/LLRD/SL/276/2010/15 Vol. 1]



Procedure to be followed for a Lost Child

1. On receiving notification from a parent or helper that a child has failed to reach their intended destination the following information is required.
 - Name, age and school class of child.
 - Bus route usually used as well as CCA bus.
 - Does the child attend any CCA?
 - Where should the child have arrived?
 - The contact number of the person making the call.
 - The person notifying DCSG of the lost child should be kindly asked to inform the college as soon as possible, should the child subsequently turn up at their intended location.
2. On receipt of this information, the following actions are required.
 - Transport Office will contact the bus driver or aunty to establish if the child was on the bus. Bus lists and drivers contact details are held by the Transport Office Staff and the DCSG Transport Administrator.
 - The Headmaster and any available member of staff are to be informed.
 - Conduct a search of the CCA areas, Library, Gymnasium and Sports Field make use of the college PA system for an announcement.
 - Following a period of 15 – 20 minutes make a call back to the parents or helper to update them. They may have forgotten to call straight back if the child has turned up.
 - If after the above steps have taken place, contact the child's teacher to establish if they were made aware of any plans i.e. Alternative pick up arrangements, notes from the parents or prearranged playdates.
 - Using all available staff conduct a thorough search of the whole college.
 - All bus route drivers are to be contacted to establish if there was a child left on board that may be on the wrong bus. This may take some time as many will still be driving.
 - Following completion of all the above measures, the Headmaster is to be informed.
 - At 40 – 60 minutes The Headmaster or CLT member will determine what further action is required.

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Any dealings with parents, who may be distressed must be handled appropriately. Adherence to the above procedure will provide reassurance to the parent that there is a coherent plan in place and that the college is doing all that it can.



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Period of Registration: 09 January 2016 to 08 January 2020

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Appendix F

Procedure Following a Critical Incident Management (CIM) or Vehicle Breakdown

1. The following procedure is to be carried out in the event that a DCSG school bus is involved in a CIM or breakdown. Adherence to this procedure is essential to ensure that the information is communicated in a timely and accurate manner. Any delay or misinformation will cause unnecessary anguish to the parents of any students involved.

Passage of Information

2. Immediately following a CIM. The priority for the driver and aunty is to take care of any injured and contact the emergency services if required, whilst ensuring the remaining children are safe and secure. Once completed the focus is then on informing the Transport Office and DCSG ensuring the information passed is correct, particularly if there are injuries involved.

Reporting the Incident

The numbers to be used for reporting are as follows;

POSITION	E-MAIL	CONTACT NUMBER	SPOKEN LANGUAGE
Senior Operation Executive	johnnychinjaz@woodlandstransport.com.sg	97501180	English/Mandarin
Transport Administrator	eswari.muthu@dulwich-singapore.edu.sg	96509129	English/Tamil
Customer Service	dcsg.buses@dulwich-singapore.edu.sg	68901097	English/Malay

Timely and Accurate

3. By whichever means the information is received, it needs to be checked and confirmed as quickly as possible. The sooner a message can be communicated the less worrying there will be for the parents that have children on that bus.

SMS Bulletin

4. The quickest and easiest way to communicate this information is usually via an SMS. An example of a basic bulletin is shown below:



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 CPE Registration Number: 201027137D
 Period of Registration: 09 January 2016 to 08 January 2020

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Bus Breakdown

Dear DCSG Parents, the bus that your child was travelling on this morning broke down on _____. A replacement bus was sent to collect the children who were all safe and well. The replacement bus arrived at DCSG 10 minutes late. Apologies for any inconvenience caused.

(CIM No Injuries)

Dear DCSG Parents, there was a minor collision involving bus ____ and a private car this morning. All children are safe and well. As a precautionary measure the school's nurse is currently checking on all of the children involved. We will update you with a full explanation via email before lunchtime today.

(CIM Minor Injuries)

Dear DCSG Parents, there was a minor collision involving bus ____ and a private car this morning. One child sustained a minor injury and their parents have already been informed. The remaining children are safe and well. As a precautionary measure, the school's nurse is currently checking on all of the children involved. We will update you with a full explanation via email before lunchtime today.

CIM with Significant Injuries (Treatment Required in a Hospital)

5. In the event that there are significant injuries sustained by a child, the responsibility for notifying the Parent will be carried out by a member of the CLT or a DCSG appointed individual. This may take place over the phone or in person depending on the severity of the injury.

(CIM Significant injuries)

*Dear DCSG Parents, there was a collision this morning involving bus ____ and a private car. Two children sustained injuries and their parents **have** been informed. All remaining children have been checked on by the school nurse and have continued with the day's activities. We will update you with a full explanation via email before lunchtime.*

Notification by Pupils

6. It is essential that information regarding any incident is passed as quickly as practicable to the DCSG Transport Manager. Despite the driver and auntie's best efforts to ensure the college staffs are the first to be informed, this may not always be possible due to the availability of pupils' mobile phones. As soon as an incident occurs and the bus has come to a halt, children may feel compelled to notify their parents. Although well intentioned this has the potential to rapidly spread between parents and may hinder the progress of the DCSG staff notifying any parents where injuries are concerned.



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CPE Registration Number: 201027137D
Period of Registration: 09 January 2016 to 08 January 2020

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7. Following any collision, however minor all children are to be checked over by the Nurse on their arrival at DCSG. In addition, when a driver has had to break suddenly causing the inertia seatbelts to become active there is also a justification for receiving a check over from the Nurse.

On Arrival at DCSG (Psychological)

8. The psychological effects on a child involved in a collision are largely unknown. Where there has been an injury sustained by a pupil it may not only have an effect on the child but on those that witnessed the occurrence. In all instances, the College Counsellor should be involved to give professional advice and guidance.

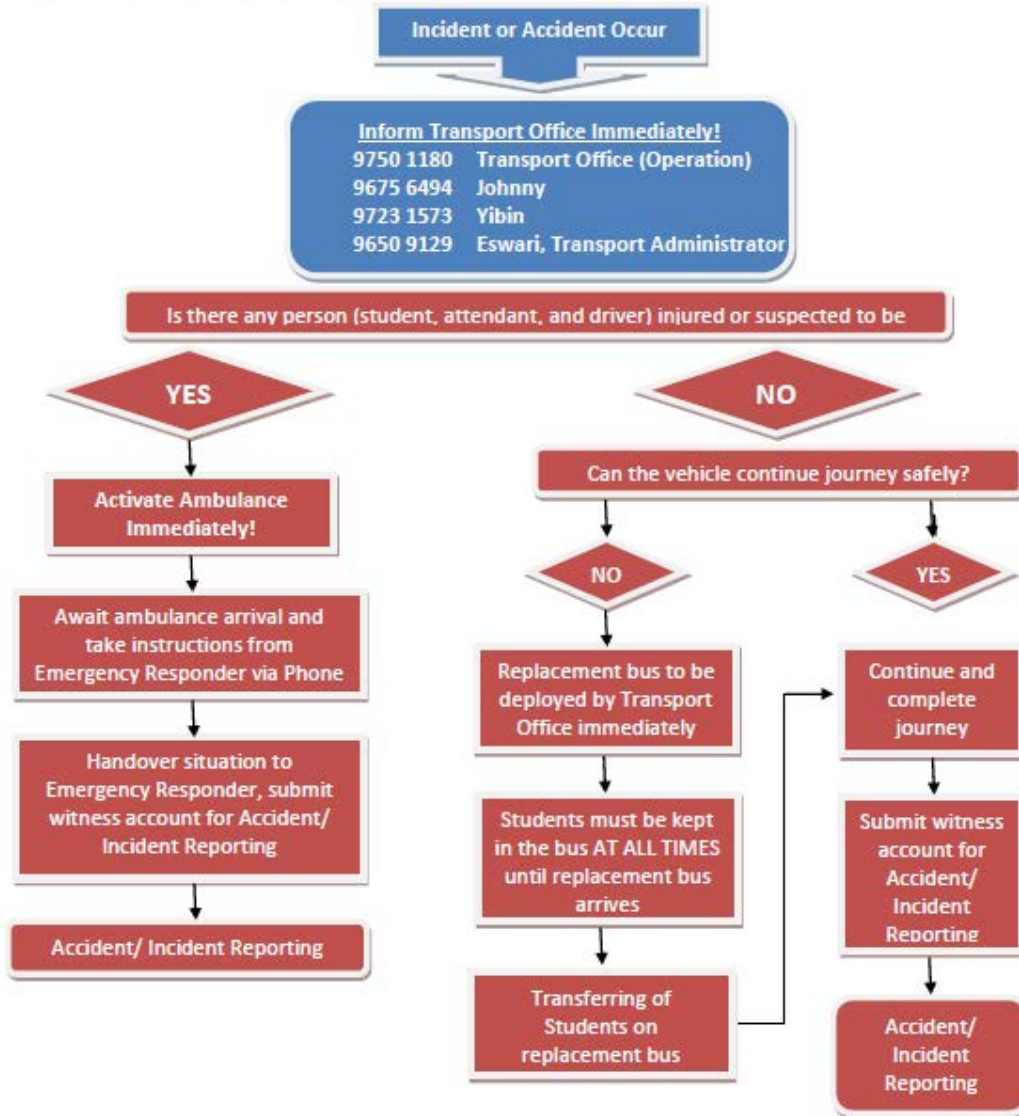


CRITICAL INCIDENT MANAGEMENT

突发状况紧

急手册

Critical Incident Flowchart – Summary



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CPE Registration Number: 201027137D
Period of Registration: 09 January 2016 to 08 January 2020



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Accident Occur, with Injury (交通意外, 有人受伤)

Inform Transport Office Immediately! (联络主管!)
9750 1180 Transport Office (Operation)
9675 6494 Johnny
9723 1573 Yibin
9650 9129 Eswari, Transport Administrator

Activate Ambulance Immediately! 995
马上联络救护车! 995

**Await ambulance arrival and take instructions from
Emergency Responder via Phone**
听从救护人员的电话资源, 不要挂线
救护人员会教你如何应付状况

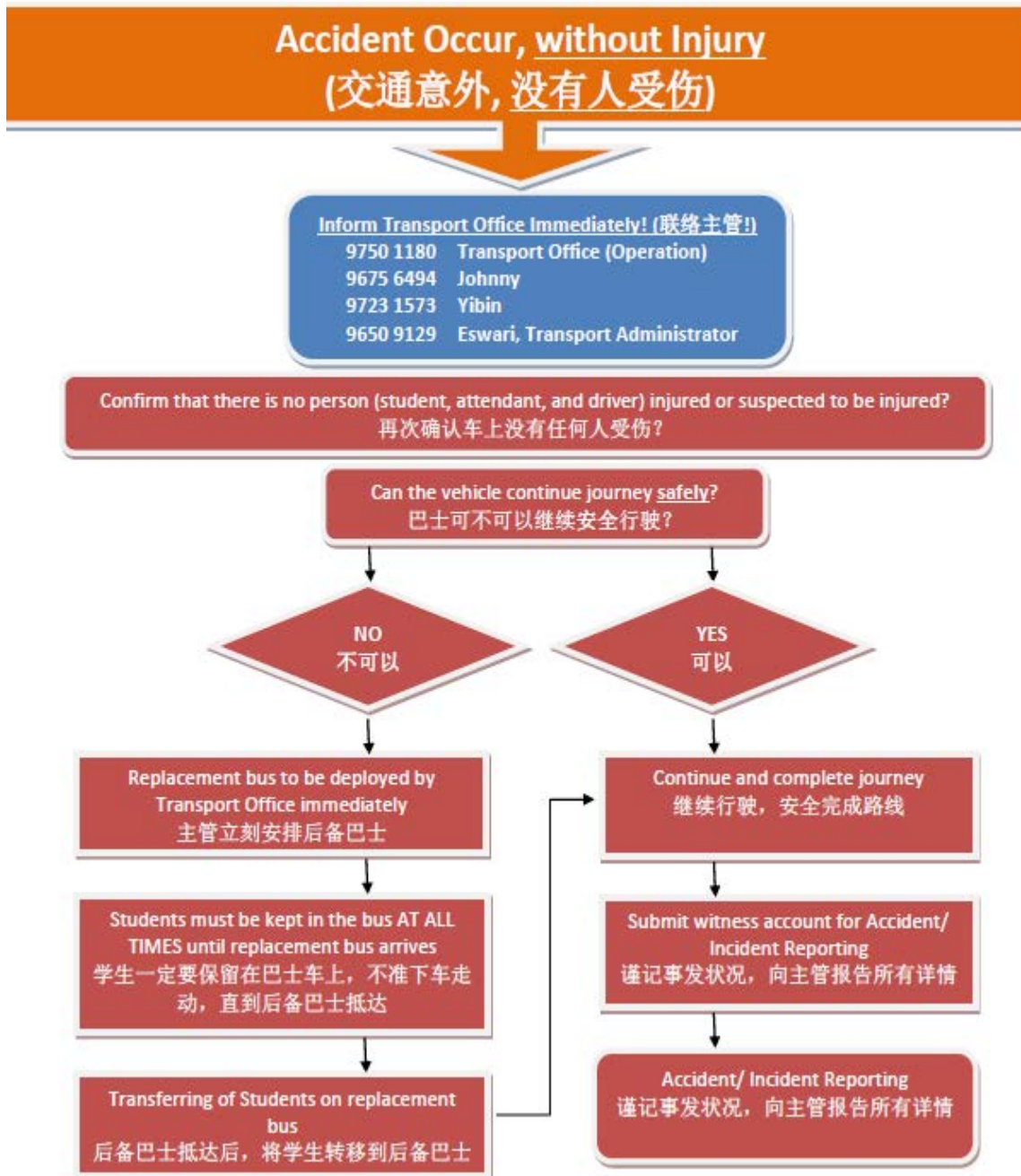
**Handover situation to Emergency Responder,
submit witness account for Accident/ Incident
Reporting**
救护人员抵达时, 让救护人员接手情况

Accident/ Incident Reporting
谨记事发状况, 向主管报告所有详情



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CPE Registration Number: 201027137D
Period of Registration: 09 January 2016 to 08 January 2020

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T (65) 6890 1000
CPE Registration Number: 201027137D
Period of Registration: 09 January 2016 to 08 January 2020



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Any other Emergencies occurring on the Bus (其他紧急突发状况)

Inform Transport Office Immediately! (联络主管!)

9750 1180	Transport Office (Operation)
9675 6494	Johnny
9723 1573	Yibin
9650 9129	Eswari, Transport Administrator

Confirm that there is no person (student, attendant, and driver) injured or suspected to be injured?
若有人在车上受伤, 马上禀告

Can you troubleshoot the problem and allow the vehicle continue journey safely?
你能不能解除故障, 以及让巴士继续安全行驶?

NO
不可以

YES
可以

Report to Coordinator and await further instructions
禀告主管, 然后听从指示

Continue and complete journey
继续行驶, 安全完成路线

Submit witness account for Accident/
Incident Reporting
谨记事发状况, 向主管报告所有详情

Accident/ Incident Reporting
谨记事发状况, 向主管报告所有详情



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CPE Registration Number: 201027137D
Period of Registration: 09 January 2016 to 08 January 2020

<https://singapore.dulwich.org/>



VEHICLE SAFETY AUDIT

Seat Belts Checking Criteria

- A Buckle & unbuckle the seat belt.
- B Give it a quick TUG(pull) and ensure that the belt lock
- C Release the belt and ensure that it retract and not dangle/lose on the seat
- D Ensure that the Seat Belt Webbing is NOT- Ripped, Cut, Torn, Frayed, Worn out

Circle the Alphabet(s) below on the specific seat to indicate the problem. Owners/Drivers will be given 1 week from the date of inspection to get it repaired/rectified and re-inspected.

Bus AM/PM Vehicle Capacity: Number
Route: Bus License Of
Number: Number Students
: _____

CIRCLE THE DEFECTION SEAT/S				CIRCLE THE DEFECTION CODE/S			
1 - 1		DRIVER		A	B	C	D
DOOR	2 - 2	2 - 3	2 - 4	A	B	C	D
		3 - 3	3 - 4	A	B	C	D
		4 - 3	4 - 4	A	B	C	D
		5 - 3	5 - 4	A	B	C	D
6 - 1	6 - 2	6 - 3	6 - 4	A	B	C	D



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Bus Route: AM/PM Bus Vehicle License Number: Capacity: Number Of Students:

CIRCLE THE DEFECTION SEAT/S				CIRCLE THE DEFECTION CODE/S			
		DRIVER		A	B	C	D
DOOR		1 - 2	1 - 3	A	B	C	D
2 - 1		2 - 2	2 - 3	A	B	C	D
3 - 1		3 - 2	3 - 3	A	B	C	D
4 - 1		4 - 2	4 - 3	A	B	C	D
5 - 1		5 - 2	5 - 3	A	B	C	D
6 - 1		6 - 2	6 - 3	A	B	C	D
7 - 1		7 - 2	7 - 3	A	B	C	D
8 - 1		8 - 3	8 - 4	A	B	C	D



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<https://singapore.dulwich.org/>



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Bus Route: AM/PM Bus Vehicle License Number: Capacity: Number Of Students:

CIRCLE THE DEFECTION SEAT/S				CIRCLE THE DEFECTION CODE/S			
DOOR		DRIVER					
1 - 1	1 - 2	1 - 3	1 - 4	A	B	C	D
2 - 1	2 - 2	2 - 3	2 - 4	A	B	C	D
3 - 1	3 - 2	3 - 3	3 - 4	A	B	C	D
4 - 1	4 - 2	4 - 3	4 - 4	A	B	C	D
5 - 1	5 - 2	5 - 3	5 - 4	A	B	C	D
6 - 1	6 - 2	6 - 3	6 - 4	A	B	C	D
7 - 1	7 - 2	7 - 3	7 - 4	A	B	C	D
8 - 1	8 - 2	8 - 3	8 - 4	A	B	C	D



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 CPE Registration Number: 201027137D
 Period of Registration: 09 January 2016 to 08 January 2020

<https://singapore.dulwich.org/>



9 - 1	9 - 2		9 - 3	9 - 4	A	B	C	D
10 - 1	10 - 2		10 - 3	10 - 4	A	B	C	D
11 - 1	11 - 2		11 - 3	11 - 4	A	B	C	D
12 - 1	12 - 2		12 - 3	12 - 4	A	B	C	D
13 - 1	13 - 2	13 - 3	13 - 4	13 - 5	A	B	D	E

Additional Checks

Air Condition	Working		Not Working		Remarks
Camera (CCTV)	Yes		No		
	Facing Inward	Facing Outward			
LED Children Crossing Signage	Yes		No		
	Working	Not Working			
Fire Extinguisher	Passed	Not Available	Expired	Date	
First Aid Box	Passed	Not Available	Expired	Date	
IT	Yes		No		
	Working	Not Working			
Light					
Front	Working		Not Working		
Back	Working		Not Working		



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Amber	Working		Not Working		
Reverse	Working		Not Working		
Signal	Working		Not Working		
Log Sheet	Yes		No		
Insurance	Valid	Expired	Date		
Road Tax	Valid	Expired	Date		
Tyres	Front Right	Front Left	Back Right	Back Left	

Inspected By: _____

Driver's Signature: _____

Position: _____

Inspection Date: _____

Driver's Name: _____



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APPENDIX H: Revision Table		
Date	Version	Review Description
25 July 2018	2	<p>Policy content reviewed due to change of Service Provider. Change in Policy Number and Policy Structure Update of the Appendices</p> <p>All reference to the term "<i>the School</i>" in the policy, is replaced to "<i>the College</i>".</p> <p>All reference to the term "<i>Dulwich</i>" in the policy, is replaced to "<i>DCSG</i>".</p> <p>All reference to the term "<i>ECA</i>" in the policy, is replaced to "<i>CCA</i>".</p> <p>All reference to the term "<i>Parent Portal</i>" in the policy, is replaced to "<i>MyCollege</i>".</p>



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