

University of the Creative Arts

delivered by **Future Education
University College
(UCA-FEUC)**

Transportation Policy

Academic Year 2025/2026

CONTENTS

1. Introduction and Purpose
2. Scope
3. Policy Principles
4. Transportation Services
5. Student Responsibilities
6. Transportation Manager Responsibilities
7. Accident and Emergency Procedures
8. Transportation Designated location
9. Policy Review and Updates
10. Revision History and Version Control

1. Introduction and Purpose

The purpose of this Transportation Policy is to ensure the safe, reliable, and well-controlled transportation of students to and from the UCA-FEUC campus facilities in the United Arab Emirates. The policy establishes clear standards, responsibilities, and procedures in alignment with UAE traffic laws, safety regulations, Free zone Authority requirements and institutional best practices, with the primary objective of always ensuring the safeguarding of student welfare during transportation

2. Scope

This policy applies to all individuals in or utilizing the transportation services, including:

- All students studying at the UCA-FEUC institution who utilize campus-arranged and approved transportation services.
- Contracted drivers, transportation managers, coordinators, and any third-party service providers involved in the planning, management, or delivery of transportation services.
- Visitors or guests authorized to commute for campus-related activities or events

3. Policy Principles

The Transportation Policy is guided by the following principles:

1. **Safety First** – Student safety takes absolute priority.
2. **Regulatory Compliance** – All services must comply with UAE federal and UAE traffic laws.
3. **Accountability** – Clear oversight and documentation of services.
4. **Transparency** – Open communication regarding schedules and procedures.
5. **Continuous Monitoring** – Regular inspections, audits, and service reviews.

4. Transportation Services

UCA-FEUC will provide transportation services through approved third-party transport providers. All vehicles used must comply with UAE traffic

laws, road safety standards, and regulations of the Free Zone Authority.

Where transportation services are outsourced, the provider shall ensure that they:

- Employ drivers who are licensed and approved by the relevant UAE authorities and hold valid licenses appropriate to the vehicle category.
- Maintain valid vehicle registration, insurance, logbooks, and inspection certificates at all times.
- Ensure that all vehicles are properly maintained, clean, and equipped with all mandatory safety features, including seatbelts, emergency exits, and other required safety equipment.
- Cooperate fully with institutional audits, monitoring procedures, and inspections.
- Comply with all institutional safety, conduct, and operational standards.

5. Student Responsibilities

Students using transportation services must comply with all safety instructions, schedules, and behavioural expectations outlined in this policy.

This includes but is not limited to the following requirements:

- Seatbelts must be worn at all times while the vehicle is in motion.
- Students must always remain seated and avoid changing seats during transport.
- Smoking, vaping, or the use of any tobacco products is strictly prohibited on bus transportation.
- Students must always follow the instructions of the transport coordinator and transportation manager
- Demonstrate respectful, appropriate behaviour; shouting, bullying, inappropriate language, or disruptive conduct is not permitted.
- Students must keep their hands, arms, head, and personal belongings inside the vehicle always.
- Students must board and disembark the bus in an orderly manner.
- Any form of damage to the vehicle or equipment is prohibited and may result in disciplinary action and/or compensation for damages.
- Students must ensure the use of electronic devices does not distract the driver or disturb other passengers

- Ensure all rubbish is disposed of appropriately, and refrain from littering.
- Emergency exits and safety equipment must not be tampered with unless instructed in an emergency.

Failure to comply with this policy may result in disciplinary action, including temporary or permanent suspension of transportation privileges, in accordance with the campus code of conduct and UAE transport safety laws.

6. Transportation Manager Responsibilities

The Transportation Manager is responsible for overseeing all aspects of the transportation service. This role will serve as the primary point of contact for communication and coordination with relevant government authorities and transportation service providers. The appointment to this reflects a strong commitment to delivering a safe, efficient, and well-organised transportation service in full compliance with applicable regulations and industry best practices.

This includes, but is not limited to:

- Monitoring the quality of vehicle services and ensuring that strict adherence to safety standards, regulations, and best practices is consistently upheld.
- Ensuring that all concerns, incidents, or complaints related to transportation services are documented, addressed promptly, and resolved in a timely and effective manner.
- Managing transportation schedules effectively, considering weather predictions and forecasts, and ensuring that any changes are communicated promptly, clearly, and accurately to all relevant personnel and stakeholders.
- Maintaining accurate, complete and up-to-date of all transportation activities records of all transportation activities.
- Ensure individual files are current with updated information and valid certifications as required by regulations.

7. Accident and Emergency Procedures

In the event of an accident or emergency, the following procedures must be followed in accordance with UAE traffic laws:

- Assess personal safety and the safety of students, as well as the surroundings for any potential hazards

- Contact Emergency Services Immediately :

999 (Police) immediately – Inform them that university/college students are on board the bus

998 (Ambulance) call if there are any injuries, including verbally communicated from students

997 (Fire Department)

- Notify the transportation manager and relevant institutional personnel
- Try not to leave the students unattended
- Provide basic First Aid **ONLY** if trained.
- Complete all official reporting documentation

*Students should not leave the scene unless emergency services have assessed the scene and students have been deemed medically fit by the relevant authorities.

UCA-FEUC will provide appropriate follow-up support, including medical coordination, counselling referrals, and academic accommodations where necessary.

8. Transportation designated locations

Transportation services are provided solely for travel between the designated locations and the UCA-FEUC campus. Pick-up and drop-off shall occur only at designated locations and shall not include private residential or commercial premises. Vehicles are not permitted to make unscheduled stops. Any changes to the established routes or schedules must be communicated to the transportation manager and students in advance, or as required by the relevant government authorities.

9. Policy Review and Updates

This policy will be reviewed annually and updated as required to ensure continued compliance with UAE traffic laws, regulatory requirements, and institutional standards. Any changes or updates to the policy will be communicated promptly to all students, faculty, staff, and relevant local or federal entities to ensure full awareness and adherence

10. Revision History and Version Control

Policy reference no:	UCA-FEUC_TRANSPORT POL-2026 01 01-V1
Document name:	Transportation Policy
Effective date:	18.02.2026
Version:	01
Issue date:	18.02.2026
Updated on:	-
Updated by:	-
Reviewed by:	Campus Director

Note:

This policy is issued and controlled by UAE-FEUC. It is understood that this policy is to be treated as confidential, and the same should not be copied. Any disclosure in whole or in part for any purpose is considered as not authorized unless prior written permission is obtained from the University.