



Forfar  
EDUCATION

# Transport Regulation



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## Introduction

The Transport Regulation for Escola Internacional de Torres Vedras (EITV) establish the rules and procedures for the school transport service provided by the school. This document has been drawn up with the aim of guaranteeing the safety, efficiency and quality of the service provided to students, considering best practice.

EITV's school transport service is operated by experienced drivers who hold licences in accordance with current legislation and are committed to the well-being of each student. Our fleet consists of comfortable, well-maintained vehicles that are regularly serviced and equipped with advanced safety devices, guaranteeing a safe environment during all journeys.

These regulations define the conditions of access to the service, the rights and duties of users, safety and behaviour standards, as well as administrative procedures relating to the use of school transport.

EITV is committed to offering an excellent school transport service, adapted to the individual needs of students and constantly evolving to meet the challenges of contemporary mobility.

## Legislation

The organisation and management of School Transport is governed by the respective legal framework, and its implementation is regulated by a set of legal norms based on the following diplomas:

- Law no. 13/2006, of 17 April, amended by Law no. 17-A/2006, of 26 May, by Decree-Law no. 255/2007, of 13 July, and by Law no. 5/2013, of 22 January, by Decree-Law no. 101/2021, of 19 November, by Decree-Law no. 74-A/2023, of 28 August, and by Decree-Law no. 57-B/2024, of 24 September.
- Ministerial Order no. 1350/2006, of 27 November.
- Deliberation no. 585/2012, of 23 April, amended by Deliberation no. 1538/2014 and Deliberation no. 702/2018, of 19 June.
- Regulation no. 631/2019, of 9 August.
- Safety regulations for school transport vehicles.



## Organisation of the Transport Service

The Escola Internacional de Torres Vedras has established a set of carefully planned routes to meet the transport needs of our students. These routes have been defined with the aim of optimising travel time, guaranteeing student safety and providing an efficient and reliable service.

The routes cover our students' main residential areas, with pick-up points strategically located to facilitate access and minimise waiting times. Each route has been designed considering the location of the students' residential areas, the topography of the region and traffic conditions, in order to provide a safe and comfortable journey.

The timetables for each route are set to ensure that all pupils arrive at school in time for the start of lessons and are collected promptly after the end of school activities (from 16h30). These timetables are reviewed regularly to ensure that they meet the needs of the school community.

The school reserves the right to adjust routes and timetables throughout the school year, whenever necessary, to better serve our students and their families. Any changes will be communicated in good time to all users of the transport service.

Detailed information on specific routes, including pick-up points, timetables and relevant contact details, is provided separately to parents and guardians at the beginning of each school year or at the time of registration for the transport service.

## Enrolment and Access Criteria

### Prerequisites:

- Exclusive to students enrolled at EITV.
- This requires filling in a specific form provided online at [portal.eitv.pt/en/transporte](https://portal.eitv.pt/en/transporte).

### Deadlines:

- Applications must be submitted by the deadline set for each academic year.
- Late applications will be subject to availability.

### Documentation:

- Proof of payment of the enrolment fee.
- Updated student details and emergency contacts.
- Term of responsibility.

### Confirmation:

- Places are allocated in order of enrolment and according to the student's geographical location and intended route.
- The school provides a document with details of the route and timetable.

### Access Criteria:

- Priorities:
  - Siblings of students already using the transport service.
- Restrictions:
  - Limited spaces per vehicle, according to legal capacity.
  - Not available for partial periods (e.g. mornings only).
- Special Conditions:
  - Route adaptations for exceptional cases, subject to technical analysis.

### Rules of Use:

- Payments:
  - Monthly transport fees are calculated according to the number of school days and, to simplify invoicing, divided into ten equal instalments, so failure to use the transport, even during the period of interruption of school activities, does not entitle the user to any refund/amendment.
- Communication:
  - Cancellations must be made in writing by the 15<sup>th</sup> of the previous month by sending an email to [geral@eitv.pt](mailto:geral@eitv.pt);
  - Occasional absences must be reported by 3pm the day before to the school reception (Ilda Caseiro). Last minute situations must be reported directly to the buses/vans.

### Obligations:

- The school ID card is compulsory.
- Parents/Guardians/Carers must ensure that the student is present at the collection point at the stipulated time.

This system ensures fair access to school transport provided by EITV and complies with the principles of the school's Internal Regulations, which prioritise effective student safety and family-school collaboration.

## Student Identification

The Escola Internacional de Torres Vedras implements a strict identification system to guarantee the safety and efficiency of the school transport service. This system includes:

- Student ID Card
  - Issued by the school and is used to identify the student in different situations and contexts, particularly in school transport.
  - Contains the student's photo, name and internal file number.
  - Mandatory when using school transport.
  
- Utilisation procedures:
  - Students must present their card to the driver or to the transport assistant, whenever requested.
  - The card must remain in the student's possession throughout the journey.
  - In the event of loss or damage, a replacement card must be requested in writing immediately by emailing [geral@eitv.pt](mailto:geral@eitv.pt).
  
- Access Control:
  - Drivers or transport assistants are responsible for checking the cards on the bus.
  - Students without a card are subject to a warning.
  
- Updating of Data:
  - Parents or guardians are responsible for keeping the information on the card up to date, as well as emergency contacts.
  - Any change of data must be reported in writing by emailing [geral@eitv.pt](mailto:geral@eitv.pt).

- Security:
  - The card is personal and non-transferable.
  - Misuse of the card may result in disciplinary sanctions.

This identification system aims not only to guarantee the safety of students, but also to facilitate the efficient management of the transport service, ensuring that only authorised students use the service.

## Users' rights and duties

### Student's Responsibilities

Students who use the school transport service of the Escola Internacional de Torres Vedras have the following responsibilities:

- Present the school ID card whenever requested.
- Respect the established timetables, arriving at the boarding point at least 5 minutes in advance.
- Maintain an appropriate demeanour throughout the journey, respecting the instructions of the driver and the transport assistant.
- Remain seated and wearing a seat belt throughout the journey.
- Not eat, drink or smoke in the vehicle or use illegal substances.
- Not carry objects that could endanger other passengers or damage the vehicle.
- Treat colleagues, the driver, the transport assistant and any other transport users with respect.
- Notify the driver, the transport assistant or the school of any anomaly or situation that could jeopardise the safety of the transport.
- Not distract the driver during the journey.
- Keep the interior of the vehicle and its seat clean and in good condition.
- Not open the windows without authorisation from the transport assistant or driver.
- Not use devices to open emergency doors or exits, except in situations of imminent danger.
- Respect other people's property, whether it's your colleagues' or your own vehicle.
- Inform the school timeously of any change in the usual use of transport.

- Comply with all the safety rules established in the school's Internal Regulation and in the legislation applicable to the collective transport of children.

Failure to fulfil these responsibilities may result in disciplinary measures, as provided for in the school's Internal Regulation, and may include temporary or permanent suspension from the school transport service.

### Responsibilities of Parents / Guardians

Parents and guardians of students using the school transport service of the International School of Torres Vedras have the following responsibilities:

- Registering students for the school transport service within the deadlines set by the school.
- Keeping the student's contact details and relevant information up to date with the school office.
- Ensure that the student arrives punctually at the designated boarding point, at least 5 minutes before the scheduled time.
- Ensure that a responsible adult is present at the disembarkation point to receive the student, unless expressly authorised for the student to travel alone.
- Notify the school at least 24 hours in advance of any change in the student's usual use of transport.
- Immediately inform the school of any situation that may affect the student's safety or well-being during transport.
- Take responsibility for any damage caused by the student to the vehicle or other users of the service.
- Collaborate with the school to raise awareness among students of the safety rules and behaviour when using transport.

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- Pay the monthly fees for the transport service on time, as stipulated by the school.
- Respect and ensure that their students respect the rules established in the Transport Regulation and the School's Internal Regulation.
- Not interfere in the operation of the transport service, respecting the decisions of the driver and the transport assistant in matters of safety and discipline.
- Report to the school any occurrence or concern related to the transport service.
- Ensure that the student has and presents the school ID card whenever they use the service.
- Establish direct contact with the school transport vehicle, via the contact number designated for this purpose, in the event of unforeseen situations that result in delays or impediments to the student using the transport service.
- Attend meetings convened by the school in connection with the transport service, when requested.
- Knowing and complying with the legislation applicable to the collective transport of children, collaborating in its effective implementation.

Failure to comply with these responsibilities may result in the suspension or cancellation of the transport service for the student, without prejudice to other measures provided for in the school's Internal Regulation.

## The school's responsibilities

### Drivers

The drivers responsible for school transport at the International School of Torres Vedras have the following responsibilities:

- Have the legal licence required to drive children's public transport vehicles in accordance with current legislation.
- Ensuring strict compliance with the timetables and routes established by the school.
- Ensuring that all students are properly identified and authorised to use school transport.
- Check that all passengers are seated and wearing their seatbelts before setting off.
- Maintain safe and defensive driving, respecting all traffic rules and speed limits.
- Ensure that the vehicle is in perfect safety and hygiene conditions before starting each journey.
- Notify the school immediately of any faults or anomalies with the vehicle.
- Not allow unauthorised persons to enter the vehicle.
- Maintaining a professional and cordial attitude towards students, parents/guardians and school staff.
- Report any incidents or inappropriate behaviour of students during transport to the school management.
- No smoking, alcoholic drinks or substances that may impair driving ability before or during the service.
- Participate in training and awareness-raising activities organised by the school or relevant bodies.
- Know and apply vehicle emergency and evacuation procedures.
- Ensure that no student is left alone in the vehicle at the end of the journey.

- Respect the maximum capacity of the vehicle.
- Not use mobile phones or other electronic devices while driving.
- Collaborate with the transport assistant in maintaining discipline and safety in the vehicle.
- Ensure that the vehicle doors remain closed throughout the journey.
- Stopping the vehicle to pick up and set down students only at previously defined and authorised locations.
- Keep up to date with safety regulations and legislation applicable to the collective transport of children.

Failure to fulfil these responsibilities may result in disciplinary measures, including the possibility of dismissal from the role of school transport driver, as provided for in legislation and the school's Internal Regulation.

### Transport Assistants

The transport assistants at the Escola Internacional de Torres Vedras have the following responsibilities:

- Ensuring that all students are properly identified and authorised to use school transport.
- Assisting pupils in boarding and disembarking the vehicle, paying special attention to younger children and those with specific needs.
- Ensure that all students are seated and have their seatbelts correctly fastened before and during the journey.
- Maintain order and discipline within the vehicle, intervening appropriately whenever necessary.
- Inform the driver of any situation that could jeopardise safety during the journey.
- Check that no pupils or belongings have been left in the vehicle at the end of each journey.

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- Report any incident, inappropriate behaviour or abnormal situation that occurs during transport to the school management.
- Providing first aid in the event of an emergency and calling the emergency services when necessary.
- Know and be prepared to carry out vehicle evacuation procedures in emergency situations.
- Ensuring that students are only handed over to their parents/guardians or people authorised by them at disembarkation points.
- Maintaining a professional, cordial and respectful attitude towards students, parents/ guardians and other school staff.
- Working with the driver to keep the interior of the vehicle clean and organised.
- Ensure that students do not eat, drink or handle dangerous objects while travelling.
- Helping to manage conflicts between students, promoting a harmonious environment during transport.
- Keeping personal information about students and their families confidential.
- Being attentive to the individual needs of students, especially those with medical conditions or reduced mobility.
- Being attentive to the individual needs of students, especially those with medical conditions or reduced mobility.
- Hold a certificate of training in first aid and emergency evacuation procedures, renewed every two years.
- Participate in training and awareness-raising activities organised by the school or the relevant bodies.
- Keep up to date with the safety rules and procedures established by the school for school transport.

Failure to fulfil these responsibilities may result in disciplinary measures, as provided for in the school's internal regulation and applicable legislation.

## Safety and Behavioural Standards

### Rules of conduct during transport

To guarantee the safety and well-being of all users of the school transport service, the Escola Internacional de Torres Vedras establishes the following rules of conduct:

- Boarding and disembarking:
  - Wait in an orderly manner for the vehicle to arrive at the designated collection point.
  - Getting in and out of the vehicle in an organised manner, without pushing or running.
  
- Security:
  - Put on the seatbelt immediately after sitting down and keep it on for the duration of the journey.
  - Remain seated throughout the journey.
  - Not distract the driver while driving.
  - Not handle doors, windows or emergency exits without authorisation.
  
- Behaviour:
  - Maintain a moderate tone of voice, without shouting.
  - Treating the driver, the transport assistant, colleagues and other passengers with respect.
  - Not use offensive or inappropriate language.
  - Refrain from any form of bullying or intimidation.
  
- Vehicle Preservation:
  - Not damage or dirty the interior of the vehicle.
  - Not eat, drink or smoke in the vehicle or use illegal substances.
  - Not leave rubbish or personal belongings in the vehicle.

- Personal items:
  - Keep backpacks and other belongings in the appropriate holders or places, without obstructing corridors.
  - Not carry dangerous or inappropriate objects in the school environment.
  
- Electronic devices:
  - Use headphones when listening to music or other content.
  - Not take photographs or videos.
  
- Emergency procedures:
  - Know and follow evacuation instructions in the event of an emergency.
  - Immediately inform the transport assistant of any abnormal or risky situation.
  
- Compliance with Instructions:
  - Respect the instructions of the driver and the transport assistant.
  - Respect the decisions made by those responsible for transport in situations not provided for in these regulations.

Failure to comply with these rules may result in disciplinary measures, as provided for in the school's Internal Regulation, including the possibility of temporary or permanent suspension from the school transport service.

## Emergency procedures

To ensure the safety of all users of the school transport service, the Escola Internacional de Torres Vedras has established the following procedures in the event of an emergency:

- Keep calm and follow the instructions of the driver and transport assistant.
- Leave belongings and personal items behind.
- Unfasten seat belts and stand up only when instructed to do so.
- Exit the vehicle in an orderly manner, using the designated or emergency exits.
- Helping younger colleagues or those with mobility difficulties.
- Meet at a designated meeting point away from the vehicle.
- Stay in the group and wait for further instructions.

In the event of a road accident:

- The driver should stop the vehicle in a safe place, if possible.
- The transport assistant should assess the situation and contact the emergency services immediately.
- Evacuate the vehicle, if necessary, following the procedures described above.
- The transport assistant must provide first aid, if necessary and possible.
- Contact the school.
- Not move victims with suspected serious injuries, except in the case of greater imminent danger.

In the event of a vehicle fire:

- The driver must immediately stop the vehicle in a safe place.
- Immediately evacuate all occupants of the vehicle.

- The transport assistant and/or driver must use the fire extinguisher when it is safe to do so.
- Move all students to a safe distance from the vehicle.
- Contact the fire brigade and the school.

In the event of a mechanical breakdown:

- The driver should try to stop the vehicle in a safe place.
- Keep students inside the vehicle unless there is a safety risk.
- The transport assistant should contact the school to organise alternative transport.
- Keep the students calm and informed of the situation.

In the case of a Sick or Injured Student:

- The transport assistant should assess the student's condition.
- In the event of serious situations, contact the emergency services immediately.
- Provide first aid as necessary and whenever possible.
- Inform the school and parents/guardians.

In the event of Adverse Weather Conditions:

- The driver must reduce speed and increase the safety distance to other vehicles.
- In the event of extreme conditions, find a safe place to stop.
- Keep students in the vehicle and inform the school of the situation.

These procedures should be reviewed and updated regularly, ensuring that everyone involved in school transport is prepared to act effectively in emergency situations.

## Management and Operation

### Annual Transport Plan

The Escola Internacional de Torres Vedras updates its transport plan every year to better serve the needs of the school community. This updating process considers existing transport capacity, as well as the number and location of students enrolled in the transport service for the school year in question.

Routes are carefully planned to optimise journeys, ensuring efficiency and punctuality in the service provided. These may be adjusted throughout the school year, whenever necessary, to accommodate any changes in student needs or to improve the service.

All detailed and up-to-date information on routes, timetables or relevant contacts should be requested or consulted at the school office.

The school undertakes to promptly communicate any significant changes to the transport plan to users of the service.

### Terms of Payment

The school transport service provided by the Escola Internacional de Torres Vedras is optional and subject to specific payment conditions, as established in the school's Internal Regulation and in the General Terms and Conditions of Attendance:

- The price of the transport service is set annually by the school management and can be found online on the [EITV Portal](#).
- Payment is made in monthly instalments, from September to June, totalling 10 months.
- The monthly transport fees are calculated according to the number of school days and, to simplify invoicing, divided into ten equal instalments, so failure to use the transport, even during the period of interruption of school activities, does not entitle the user to any refund/amendment.

### Cancellations and changes:

- Cancellation of the transport service does not entitle the user to any refund and must be notified in writing to [geral@eitv.pt](mailto:geral@eitv.pt) by the 15<sup>th</sup> of the month preceding the start of the relevant school term; otherwise, it will not be considered.
- Changes in the use of the service (such as change of address) must be communicated in advance in writing to [geral@eitv.pt](mailto:geral@eitv.pt).

The school management reserves the right to suspend the service in the event of prolonged non-payment.

For detailed information on fees, payment methods and questions, parents should contact us by email at [geral@eitv.pt](mailto:geral@eitv.pt).

### Procedures for changing timetables or routes

The Escola Internacional de Torres Vedras recognises that changes may be needed to the timetables or routes of the school transport service. To guarantee the efficiency and safety of the service, the following procedures have been established:

- Any request to change the timetable or route must be formalised in writing and addressed to [geral@eitv.pt](mailto:geral@eitv.pt).
- Requests must be submitted at least 15 days before the intended date of change.
- Each request will be assessed individually by Management, considering logistical feasibility and the impact on the overall service.
- The school undertakes to respond to the request within 5 working days of receiving it.
- If the change is approved, it will be implemented on the agreed date, and all those involved will be duly informed.
- For once-off or short-term changes, parents should contact Reception (Ilda Caseiro) as far in advance as possible.
- In exceptional cases or cases of force majeure, the school may make temporary changes to timetables or routes, promptly informing the parents or guardians.

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The school reserves the right to refuse requests for changes that jeopardise the efficiency or safety of the school transport service.

For further information or clarification, parents should contact us by email at [geral@eitv.pt](mailto:geral@eitv.pt).

## Final Provisions

### Situations omitted from this Regulation

This Transport Regulation for the Escola Internacional de Torres Vedras seeks to cover the main situations and procedures relating to the school transport service. However, it is recognised that circumstances may arise which are not explicitly provided for in this document.

For situations not covered by these Regulations:

- The school management reserves the right to make the decisions it deems most appropriate, always considering the well-being and safety of the students as well as the efficiency of the service.
- These decisions will be taken in accordance with the spirit of these Regulations, the school's Internal Regulations and the legislation in force.
- In case of doubt or need for clarification on situations not covered, parents should contact us by email at [geral@eity.pt](mailto:geral@eity.pt).
- The Board of Directors may, if necessary, issue addenda or information circulars to supplement these Regulations.
- Any significant changes resulting from omitted situations will be communicated to the school community in good time and incorporated into the next revision of this Regulation.

The school is committed to maintaining open and transparent communication with the entire school community, always aiming for continuous improvement of the school transport service.

## Procedures for reviewing and updating these regulations

The International School of Torres Vedras recognises the importance of keeping the Transport Regulations up to date and in line with the needs of the school community. To this end, the following procedures have been established:

- The Regulations will be reviewed annually, at the end of each school year, by the school management in conjunction with those responsible for the transport service.
- Throughout the year, suggestions and observations from students, parents, carers and staff will be considered for possible improvements.
- Any incidents or exceptional situations that occur during the school year will be analysed to determine whether they require changes to the Regulation.
- Any changes to the legislation applicable to school transport will be incorporated.
- Proposed changes will be submitted to the school management for approval.
- Any approved changes will be communicated to the school community before the start of the new school year.
- The latest version of the Regulation will always be available online for consultation at the [EITV Portal](#).
- When significant changes occur, a period of adaptation may be established, duly communicated to the school community.

The school is committed to maintaining this Regulation as a living and relevant document that responds effectively to the needs and expectations of all users of the school transport service.