

Subject: Student Code of Conduct for University Bus Service

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This document is issued and controlled by the Quality Manager. Approval for changes may only be given by the Director or in his/her absence, a nominee appointed by the Director. This is a controlled electronic document, is subject to updates and must not be copied.

Please note that students must be in possession of a valid Middlesex University ID card at all times and produce it if asked by any member of university staff (including Security Officers).

At all times, students must also ensure full compliance with the laws of the United Arab Emirates (UAE). This includes the regulatory framework of the Dubai Government's Knowledge and Human Development Authority (KHDA), Dubai Development Authority (DDA) and all other applicable federal or Emirate-level laws.

For the safety and comfort of others, students who use the University Bus Service are asked to observe the following rules:

- Students must remain seated at all times except while getting on or off the bus.
- Friends and relatives of students and members of the general public are not permitted to use the University Bus Service. Students must present a valid Middlesex Student ID Card to enter the bus.
- Students using the Dubai or Sharjah services should provide a copy of their preferred schedule and the shifts which they wish to be picked up / dropped off to the driver. The bus driver should be notified one day in advance should you wish to change your pick-up / drop off timings.
- Bus drivers and other users of the bus should be spoken to and dealt with respectfully. Refrain from talking to the drivers while they are driving the bus. Follow all instructions given by the bus drivers.
- Students must respect and stick to the bus schedule, routes and the planned bus stop points. It is not possible to entertain requests for waiting, delays, or changes in the bus route under any circumstances.
- Consuming food and beverages is not permitted on the bus.
- Smoking is prohibited on the bus. This violates university regulations and those of Dubai Government's Road and Transport Association (RTA).

- Use or transportation of alcoholic beverages, narcotics and any banned substances are strictly forbidden. Violators will be subject to criminal investigation and punishment as per UAE Federal Law.
- If students are found responsible for vandalism and damage to any university property, they will be charged cost of repair and/or replacement, penalty fees and may be subject to university disciplinary action.
- Students must take responsibility for their personal belongings when using the bus service. The University does not take liability for misplaced, lost or damaged personal belongings.
- Loud music is not permitted – those students who wish to listen to music should use headphones that keep a noise-free environment for fellow students.
- Students must refrain from public display of affection.
- Use of abusive and inappropriate language and profanity, acts of aggression against fellow students, staff or the general public are strictly forbidden and violators will face the strictest disciplinary actions.
- Out of respect for the UAE's local customs and traditions, students must wear respectful clothing at all times.
- Any user act or behaviour that endangers the safety of the University Bus, its occupants or the general public and/or affects the normal operation of the bus service will be regarded as a violation of this Code of Conduct and action will be taken under the University's disciplinary procedures.

Any comments, suggestions or complaints can be registered with our Transportation Coordinator, Mr Mohammad Nafish Haidar, M.Haidar@mdx.ac.ae, on 04 - 364 3501.