

# TRANSPORTATION

## Application form for Transportation

Name of the Student :.....

Standard :..... Sec:..... Admission No. :.....

Father Name: .....Mobile No:.....

Mother Name: .....Mobile No:.....

Emergency Contact Person :.....Mobile No:.....

Address :.....

.....

.....

Pick up point: ..... Drop point :.....

Nearest Land Mark :.....

One way/Two way :..... One term/Two term :

1) It may be noted that school transport is only an optional facility provided on first come first serve basis.

2) Change of the Route or bus will not be entertained in mid of the academic year.

3) Transport charges are payable in term wise at the beginning of the academic year.

4) Beware card must be presented while receiving the child at the drop point.

Date:

Parent's Signature

### For Office Use Only

Bus Route No. :..... Distance in kms :.....

Amount Paid :..... Date :.....

Date:

Transport dept./HR Signature

## SCHOOL TRANSPORT RULES

- Transport facilities are provided for the convenience of students, although it is not an obligatory service of the school.
- Applications for school transport, transport cancellation, change of bus stops, change of bus route etc, should be submitted to school Transport in charge one month in advance. All requests may not be feasible.
- Buses will be available only on the routes and at stops fixed by the school and any request for new stops will not be entertained. However, the school reserves the right to make any change if found inevitable.
- Students travelling by the school bus should always be in proper school uniform and in possession of the school ID card, proper bus number, failing which, they will not be allowed to board the bus.
- Students must report at the scheduled stop 5 minutes before the bus arrival time. The bus will not wait for late comers.
- If students are on leave, parents/guardians are required to inform the lady care of the specific route so as not to keep the bus waiting unnecessary.
- Parents must refrain from calling the lady care to speak to their wards under any circumstances. Any urgent messages can be conveyed via the school authorities.
- No students will be allowed to board a bus other than the one allotted, unless he/she has written permission from the school authorities.
- If a student wants to get down at a different bus stop, He/she should submit a request signed by the parent to the principal/ transport office and obtain special permission for the same. Parents may also call the school office and confirm the same. Strict action will be taken if students provide false reasons and parental consent or try to coerce the driver/lady care to drop them at undesignated spots.
- It is not mandatory to have a teacher on the bus, but there will be a maid in charge for the security of the children in all buses.
- In case of misbehaviour in the bus, the teacher/driver is authorized to take immediate necessary steps and report the matter to the principal/Transport in charge for further actions. If necessary; the bus service will be withdrawn for students Who continue to indulge in unruly behaviour in the bus.
- Children are advised to carry dry snacks to eat on their journey back home so that they do not litter the bus. Eating, drinking or playing any game in the bus is strictly forbidden.
- Children should be seated throughout their journey to and fro to school as a safety measure. Moving or walking about inside the bus, or playing any games is strictly forbidden for keeping the safety of children in mind.
- Children must not carry any sharp objects which might harm them and others in the bus.
- There is a fully equipped first aid box in every bus. As you are aware the school will take every precaution for the safety of the children, however, the school is not responsible for situations beyond their control.
- Parents of children from classes Nursery to 5 should come or send a responsible person to collect their wards from the bus failing in which the child will be brought back to school.
- Please ensure that, under any circumstances, no parent boards the bus to discuss any problem of their ward. In case they need to discuss any issue please meet the school authorities.

Father's Name/Sign.

Mother's Name/Sign.

Guardian Name/Sign.