



## **SCHOOL TRANSPORT POLICY**

The school provides air conditioned, safe and comfortable transport facility. It is monitored by CCTV. Every bus has a lady attendant on it while dispersing students.

Parents are requested to submit the “Transport Requisition Form” along with all the details. Seat confirmation is done based on the availability of seats / routes.

Students are not allowed to provide different pick-up and drop-off points. They are also not allowed to change their pick up/drop points temporarily for no reason.

If the residence address changes mid-year, kindly note that the transport facility can continue only for the existing points. New points/routes will be accommodated if possible. No refund will be entertained in this matter.

The pick-up and drop-off points of the school bus are fixed at the time of enrolment and these are not negotiable.

Parents need to follow the timetable given by the transport authority and be available 5 minutes before the scheduled time at the pick-up/drop-off point to supervise the student. Student (morning) and Designated Guardian (afternoon) should be present at the stop, the bus drivers shall not blow the horn or wait for more than 15 seconds.

In case a student misses his/her vehicle, it is the responsibility of the guardian to make sure the student reaches the school on time.

Parents are responsible for supervising their children to/from their designated pick-up/drop-off point until they board or alight from the vehicle. This may involve crossing roads. School personnel do not assist students to cross roads. Responsibility of the bus staff ceases as soon as the child is off the bus.

The transport facility is totally optional and will be offered subject to application and availability on the bus route.

All possible efforts are taken to see that the student is handed over to the guardian while returning from school. In case the guardians are not available to escort their child back home during drop time, the student is brought back to school and it is the responsibility of the parents to collect the child on their own, from the school.

Escort card is mandatory to pick up the student at the respective pick-up points. If not, the student is brought back to school and it is the responsibility of the parents to collect their child on their own from the school.

School bus is provided on a first come first serve basis and for those on regular routes.

A security deposit equaling one month's fee must be paid at the time of availing bus facility. This will be refunded when the student opts out of the bus service after obtaining a clearance from the school. For the refund of the caution deposit, prior intimation of one month notice period, and the original documents issued at the time of joining the bus service will have to be produced as evidence of payment to the school office.

The running time has been calculated to keep it to a minimum and we constantly endeavour to stick to the schedule, but there may be delays or diversions caused due to traffic congestions/road repairs.

During the monsoon season, buses may take longer time to leave the School premises. The School is not responsible for such delays.

The transport fee has to be paid quarterly along with school fee.

In case of discontinuation of bus service, one calendar month's notice in writing must be given to get a refund of the security deposit. Kindly produce the original receipt for refund of security deposit.

Any child discontinuing bus facilities in an academic year will not be given admission in the bus facilities in the same year. He / she may avail the same from the following academic year.

In case the transport fee is not paid on time, a late fee shall be applicable. A late fine of Rs.50/- in the first month, Rs.150/- in the second month and Rs.250/- in the third month is levied. The bus service will be withdrawn for non-payment beyond a quarter.

Replacement of Bus ID Card is done if there are factual errors in the data printed. ID card produced from any source other than school is not allowed. If the student's ID card or parent's Escort card or both are lost or become unusable for any reason, a new set of ID cards can be obtained by applying to the school office on the prescribed form.

Any loss of an escort card must be reported to the school office immediately in writing.

A new one is obtained on payment of Rs.100/-

Students maintain acceptable behaviour and noise level in the vehicle. The driver and the attendant are in charge of the vehicle and the students, and they are authorized to assign the seats. They must be treated with all respect.

Consumption of edibles is not permitted in the vehicle.

Students must carry any trash with them and dispose of it at the next available dustbin.

The parent is required to compensate the school for any damage or loss caused by a student while availing the School bus.

A parent/guardian cannot personally collect a student from the school availing school transport except in an emergency. The parent calls the school office and sends a written note in the diary on the concerned day to personally collect his/her ward from the school.

The school reserves the right to introduce or modify the routes.

It should be noted that in case of extreme or persistent misbehavior, the School Authority reserves the right to suspend transport facilities for the student. School transport arrangements will then become the responsibility of the parents.

Fees paid will not be refunded under any circumstances.

Students do not touch the Instrument Panel, First Aid Box or Fire Extinguisher in buses.

Any misbehaviour on part of a student with the bus driver, conductor and lady

attendant is not desirable and may lead to disciplinary actions. Parents are requested to make their wards aware of the same.

The students follow the instructions issued regarding boarding / alighting from the bus and maintaining all the disciplinary aspects of commuting in the school bus is mandatory.

The school ensures that under no circumstances students walk behind or under the buses parked in the school premises. Students are not allowed to sit inside parked buses during school hours. They must maintain all safety norms inside the moving buses and should not put their hands out even for waving. Parents are requested to make their wards aware of the same.