



RULES AND REGULATIONS FOR USING THE SCHOOL TRANSPORT SERVICE

The following Transport Service Regulations are hereby established to make the School transport service regular, punctual and secure. Parents making use of this service are requested to follow them closely to enable Management to provide a smooth, efficient and trouble-free service. Parents are not allowed to interfere in the route schedule of the bus or make demands on when their children can be picked up or dropped off.

- 1) Admission to school does not automatically guarantee transport service to every student. It is not the right of every parent, but depends on the resources available. If it is not possible for the school to provide transport, parents will have to make their own arrangements to get their children to school on time and collect them within 15 minutes of the closing time for each Grade, failing which the responsibility does not lie with the school for the personal care and safety of their wards, unless the school is informed in cases of emergencies.
- 2) The School buses will operate on routes officially recognized by the Management. Requests for any change of route by a parent or small group of parents will not be considered. Management will make decisions regarding the change of routes, which includes cancelling, creating new ones, and changing stops or times or size of the bus according to the feasibility of introducing such changes.
- 3) a) Once the School has received the application for transport service, it will assign the designated location pickup/drop off . If there is any difficulty, the parent may be asked to meet the transport in-charge and discuss the problem. If the parent fails to do so, the candidate's application will be rejected.
b) If the application is accepted, parents will be required to pay the prescribed monthly fee immediately, and follow the transport rules laid down from time to time (Parents are required to pay the fee even if the child is absent). Parents are required to pay the fee for holidays (except for the months of July & August).
- 4) a) Parents are requested to advise the students not to eat or drink inside the bus.
b) Cleanliness and discipline inside the bus should be given foremost priority.
5. If the student has a tendency to vomit in the bus, the transport facility will be suspended. If it is repeated the transport facility will be withdrawn.
6. The parent shall approach the school for any problems faced in the bus, with driver or bus assistant or student. On the contrary, if any legal approach is sought for without reporting the matter to the school, the transport facility will be suspended/withdrawn as the case may be.
7. No parent is permitted to deal directly with the driver or bus attendant of any bus. Problems relating to transport must be referred to the Transport supervisor. Under no circumstances should any parent give orders to bus-duty staff, drivers, teacher-escorts or bus attendants for any matter

whatsoever. Parents are not allowed to speak to or deal with any child on the bus other than their own but should report issues only to the school authorities.

8. Parents should not hold up a bus for a child who is not ready. Children should be ready to board the bus five minutes before the prescribed time at the correct bus stop.

9. Parents should escort their children to their appointed bus stops and arrange to have their children picked up on their return from school. If there is no one at the bus stop to do this, drivers are under instructions to bring such children back to school and again the responsibility will be the parents to fetch them from the school. No second trip will be

Made. If children miss the bus in the morning, parents must get them to school by 7.30 am . The school gates will close at 7.40 am . And children arriving after this time will not be admitted.

10. If parents decide not to use the School transport on any particular day and plan to collect their children from school with their own transport before the end of the day, they should inform the school at least a day in advance, or in special cases, not later than 9.30 am on the same day. The child should then be collected not later than 11.30 am on that particular day by following the school procedure. **NO LAST MINUTE REQUESTS FOR SUCH COLLECTION WILL BE ENTERTAINED.** Parents are requested to refrain from breaking this routine as it upsets the normal School transport arrangements.

11. Children must board the bus five minutes before it leaves the School in the afternoon. If a child fails to board the bus within five minutes of the bell ringing, the bus will leave without him/her and it will then be the parent's responsibility to collect that child from the school. If any child is repeatedly late or deliberately absent, his transport privilege may be withdrawn by order of the Principal without further reason.

12. 15 days' notice is required for any change that may be requested. The School is under no obligation to meet these requests, if they are impractical. Adjustments to the system will be implemented where feasible. If such adjustments are not implemented, the School is not bound to refund the transport fee.

13. In the event of a parent not requiring transport for more than 3 days, the Registration Department should be informed at least two days in advance.

14. Parents wishing to discontinue the service indefinitely must give written notice of 30 days in advance. Failure to do so in time will result in full payment for the following month. The same parent may then not use the school transport system in the same academic year.

15. Any student or students causing damage to any bus will incur a penalty in the form of a fine equal to the cost of repair. The School reserves the right to discontinue this service if there is any repetition of such indiscipline on the part of the offending students.

16. If any student is involved in disturbing other students in the bus, the transport facility for such students will be temporarily dismissed. The school reserves the right to suspend any student from the bus involved in discipline/ causing harm to others, disembarking at an incorrect stop-any similar incidents for a specified number of days.

17. The School reserves the right to terminate, without giving any reason, the transport service to any children whose parents disregard or violate the above regulations. The parents misbehavior with school officials or drivers will also result in the cancellation of the services.