



Transport Policy 2023-24

Dear Parents

Safety and Security of our students is paramount important to us. To ensure the same, please read the following instructions carefully before filling out the transport form:

- All students using the school bus are expected to be at the bus stop at least five minutes before the arrival time of the bus; buses will not wait for late comers.
- To ensure proper discipline in the bus, students are expected to co-operate with the drivers and caretakers.
- Timings allocated to the students for pickup in the morning will be decided by the Transport Company after considering the length of the route and number of children travelling by that bus. Similarly, the drop off time may also vary depending on the traffic conditions on the roads.
- Students pick up and drop off timing might slightly change in case if more students register for the school transportation.
- School bus will not enter into dead end roads and where it is difficult to reverse or turn the bus. In such cases, parents are requested to escort the children to the closest stop allocated by the transport company.
- Parents are requested to extend maximum cooperation to bus drivers and caretakers for smooth functioning of the service. For any concern related to transport, please contact the Almoayyed Transport Supervisor (Ms. Amal- 33908990) or School Admin Ms. Paulina directly (Tel: 17008880). Please note that's School bus drivers/ Caretakers do not have the authority to change bus routes or student pick-up/drop-off locations.
- Parents are advised to inform the school in writing in case of any change in the residential address in order to allocate new bus number. Also, such changes must be intimated in advance (at least a week before) as the new bus allocation depends on seat availability in the bus/buses applying to that area. NO CHANGE WILL BE ENTERTAINED UNTIL SCHOOL RECEIVES SUCH WRITTEN REQUEST FROM THE PARENT.
- Minimum one-week notification is required for assigning transportation for the first time if the request is in the middle of the academic session.
- Payment should be made on a termly basis, although the fees for the full academic year will remain due in the event of early cancellation of transport. No transportation fees will be refunded.
- In case of discontinuation Parent must officially intimate the school in writing and students' name will be removed from the list only after the receipt of such application. Parents are liable to pay transport fee whilst the student's name is in the transport list. Any verbal communication with drivers/ caretakers/transport Company will not be accepted as official intimation to cancel the service.
- Parents should make sure that they have the contact numbers of respective bus Drivers, Caretakers and the Transport Company Supervisor.
- The buses and routes are subject to change depending on the number of students in the bus and the number of children travelling to a particular area.

- Parent should ensure that parent or parent designated persons are available to collect the children from the bus stop. Small children will not be handed over to unauthorized persons under any condition. Under any circumstances, bus caretakers/ drivers will not leave the bus to escort students inside their building.
- All decisions made by the Transport Operator as per the School Transport Policy, will be final.

I have read and understood the Term & Conditions of Transport and agree to the clauses there in.

Date:

Parent/Guardian Signature