



Capital School Bahrain, Transportation policy

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:

1. The children must be officially registered to avail the transport service.
2. Insuring that your children are on time every morning or be ready five (5) minutes before the pick-up time.
3. The driver will wait three (3) minutes only for each child. Because every delay accumulates delay arriving to the next house/pick point and in arriving school.
4. 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 on the roads.
5. To ensure proper discipline in the bus, students are expected to co-operate with the drivers and caretakers.
6. It is forbidden to ask the driver to make a missed call when he arrives.
7. Informing school and the driver of your children absence or if he/she has been picked up during the day for any particular reason.
8. Any student subscribed in the school bus service has no right to take another bus other than his/her own destination. He or she is not allowed to be dropped off at another address.
9. No parent is allowed to board the bus anytime.
10. 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 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.
11. 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.**

12. Minimum one-week notification is required for assigning transportation for the first time if the request is in the middle of the academic session.

13. In case of discontinuation, parent must officially intimate the school in writing one month prior to the cancellation 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.

14. Parents should make sure that they have the contact numbers of respective bus Drivers, Caretakers and the transport company supervisor.

15. 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.

16. Under any circumstances, bus caretakers/ drivers will not leave the bus to escort students inside their building.

17. All decisions made by the Transport Operator as per the School Transport Policy, will be final

Date: _____

Parents / Guardians Signature: _____