

**STUDENT'S TRANSPORT REGISTRATION FORM
ACADEMIC YEAR 2019 -2020**

KINDLY REGISTER MY CHILD/CHILDREN TO ABC SCHOOL TRANSPORT AS FOLLOWS:

STUDENT'S FULL NAME	GRADE AND SECTION	PREVIOUS BUS #/ NEW

LOCATION DETAILS AND LAND MARK:

Effective From (Date) _____

CONTACT DETAILS:

House Tel. # _____ Mobile (Father) _____ (Mother) _____

Contact no. in case of emergency: _____ Email _____

(This form should be submitted along

With a signed copy of the Terms and conditions which you can avail from the school from the Transport Office)

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I acknowledge and agree to terms and conditions regarding the usage of transport facility and have made note of the behavior policy & other points as mentioned.

Parent Name: _____ **Parent Signature:** _____ **Date:** _____

OFFICE USE ONLY

ACCOUNTS DEPARTMENT

PAID

STAMP

TRANSPORTATION POLICY AND AGREEMENT

SCHOOL TRANSPORT POLICY

Parents must ensure that children using these facilities are made aware of the strict discipline policy in place and are instructed accordingly. Students seeking transport need to fill in the transport form available in Transport Department and submit the same to transport Office. Admission to **ABC PRIVATE SCHOOL** does not guarantee a seat and use of this service is available on a first come, first served basis, availability of seats and transport fee payable in advance.

Pick up / Drop off

1. All Buses have designated pickup and drop off points. It is the responsibility of the parent(s) to ensure that Their child / children is / are at the pickup point at the designated time. Buses will not leave from collection points ahead of schedule. However, buses will not be able to wait at pick up points after the scheduled time. Due to traffic delays buses may arrive at pick up and drop off point behind schedule.
2. While dropping off the FS1, FS2 & Year 1 - 3 students, if any authorized person is not available student will be brought back to school. The Transport In-charge will contact the parent and ask the parent to collect the student from the school.
3. If Year 1 – 3 students have older siblings (Year 4 & above) they can be dropped in the care of their older sibling.
4. If a student does not want to use the return trip on any particular day, the parent should notify the transport department or the bus lady a day ahead.

Fee Payment Mode

1. Transport fee is applicable and charged for 10 months in an academic year, divided in three terms. Full payment for each term should be done irrespective of the number of working days.
2. Parents can pay the fees either through cash or cheque, at the **ABC PRIVATE SCHOOL** fee counter.
3. Fees will be charged term wise. The dates for the payment of Fees for each term are as below: Term 1 latest by 23rd August 2018 - Current Dated Cheque / Cash • Term 2 latest by 10th December 2018 - PDC • Term 3 latest by 8th March 2019 – PDC
4. Full fare will be charged for any one-way request.
5. ID card will be provided to the student after the fee payment. If this card is lost / misplaced, a new card will be Issued at the cost of AED 30/-.

Discontinuation of Transport Service

1. Discontinuation of transport will not be accepted in the middle of the term and no refund will be made for the unexpired portion of the term in case of withdrawal from transport facility.
2. Fee refund is applicable only in case where fees for more than one term have been paid by the parent and facility not availed for the succeeding term.
3. Fee refund is not applicable in case student is temporarily suspended from use of bus service.
4. In case of discontinuation, parent should inform the Transport In-charge by duly filling the discontinuation form available on transport office **30** working days prior to the start of the next term.
5. A new ID card will be issued (from school transport to own transport) on payment of AED 30/-.
6. Status of the request will be informed to the parent within 2 working days after submitting the form to the transport in-charge. Area Change In case of an area change, parents should inform the Transport In-charge by duly filling the Area change form available on Transport Office. This will be accommodated only if there is space available on the requested area. A new ID card will be issued in this case on payment of AED 30/-. Status of the request will be informed to the parent within 2 working days after submitting the form to the transport in-charge.

Student Behavior on the School Bus

1. Treat the Bus driver and bus assistant with respect and be courteous to them.
2. Wear seatbelt at all times while riding the bus.
3. For safety reason, eating and drinking other than water is not allowed inside the bus.
4. Do not move around the bus, use inappropriate language or disturb other students, bus driver or the bus assistant.
5. Do not litter inside the bus.
6. Follow instructions given by the bus driver, bus assistant and / or security

Consequences of inappropriate student behavior

1. Zero tolerance policy on misbehavior. Misbehavior on transport facilities is a very serious offence which can lead to termination of bus service and disciplinary action by school authorities and if repeated dismissal from school.
2. If a student breaks any rule, the bus assistant will report their name to the transportation department. The incident will be entered in the Student's School Calendar and reported to their respective class teachers.
3. Damages if any will be collected from the Student / Parent

Responsibilities of Students and Parents / Guardians as per RTA School Transport Manual

1. To take their children to the school bus or to the boarding point on time. In case of any delay the parents shall take their children to the school without any responsibility on the part of the driver.
2. To inform the Transportation Department and School administration of any violation or default by the driver.
3. The driver shall have the right to return the student to the school if there is no authorized person waiting for him when he goes back home. The responsibility of the consequences resulting there from shall be assumed by the parents / guardians. (3 minutes maximum waiting)
4. The student shall observe the cleanliness of the bus and inform the school administration or his parents / guardians in case the driver or any other student violates the law during the trip.
5. Only the School Principal may deprive any student of the school transport service if any of the following cases take place:
 - If a student causes the delay of the trip by more than 3 times in one school year.
 - If a student violates any safety rule and endangers others' lives during the trip.
 - If a student refuses to ride the bus from student's assembly point previously approved by the School Principal.
 - If a student leaves the bus before reaching his designated place without prior permission
 - If a student continuously causes a disturbance and more than 3 written complaints are filed against him during one school year.

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I agree to the terms of the policy and accept responsibility for complying with the relevant conditions above.

Name of the Student's _____

(As in Passport)

First Name

Middle Name

Surname

GRADE: _____ SECTION: _____

PARENT NAME: _____

PARENT SIGNATURE: _____ Date: _____