

TRANSPORT RULES AND REGULATIONS

School Transport is optional and parents are expected to follow the below given rules and regulations to avail school transport facility. The transport company has first right to refusal whether to provide transport due to areas, location, viability, safety or availability of seat. A Fee of Rs. 500/- is applicable for new registration or in case of change in address.

1. The school transport provider's given pickup point is final. Kindly check your pickup point before availing the school transport facility. The school does not guarantee door pickup/drop service as it is subject to feasibility and convenience.
2. The list of stops is prepared keeping in view the convenience and safety of all commuters. Hence the transport provider reserves the right to alter the timings, routes and stops as and when necessary. In case of regular lane block, the transporter has a right to change the point of pickup. The lane block would include, but not limited to, congested lanes with cars, bikes, stray cattle, construction work that hinders movement of safe passage of the school transport bus.
3. Parents are requested to see that their ward reaches the bus stop 5 minutes before the appointed time and be willing to wait after the appointed time to take into account varying traffic conditions. Parents are strictly requested to maintain this discipline so that other children down the route are not held up. The bus will not wait for late comers.
4. All transport complains has to be brought to transport company/operator and not to the School Office/Principal.
5. Transport service shall be discontinued without further notice for children who do not follow transport rules and the parent would be required to make alternative arrangements for their ward's travel. Damaging of the bus, offending fellow students by way of their actions or words, endangering the life of fellow pupil, or regular delaying of the school bus are a few point that could lead to suspension of the transport service.
6. In case of any change in temporary or permanent nature in transport pick up/drop, prior permission for the same has to be sought by giving a written application to the transport department. The transport manager will try to accommodate the same, depending on availability of seats and bus timings. School does not guarantee a confirmed seat in case of change in address.
7. For safety, parents have to ensure that their wards do not go to and fro from bus stops unescorted. Parents (or whoever is authorized by the parents) have to be present at the bus stop to receive their wards from the respective bus drop points, failing which the student will be brought back to the school. They would then have to pick up their ward from school.
8. If any parent whose child is availing transport service wishes to take their ward privately in his/her own transport, he/she has to collect the Permission Slip from the transport office half an hour before the end of the last class.
9. The transporter makes every effort to ensure safe and comfortable travel for the students, however the transport company is not responsible for any unforeseen/unlikely incident while commuting.
10. The transport service provider has provided GPS as a service but you are requested to be present at the given time in case of any malfunctioning which is beyond our control.
11. If a student misses his allotted bus he should not try to board any other bus. It is then the responsibility of the parents to drop off their wards to the school. However the student will return by the allotted bus.
12. The transport service provider takes care of regular maintenance of the vehicles, but in case of any breakdown of a bus, parents are requested to cooperate and not hold the school/transport company/operator responsible for it or for any lapse in the bus services. In case of any discrepancy, parents may meet the transport manager.
13. The transport service charges has to be paid in two installments of 6 months each. Fees will be charged for all 12 months. The fees once paid is not refundable. Any withdrawal of school admission or from transport has to be informed prior to the next academic year, at least a month in advance.
14. Eating inside the bus is not permitted. Save snacks for snack time at school or till the student gets home. Students should help keep the bus clean and in an orderly manner.
15. Students must not wave or shout at pedestrians or occupants of other vehicles. Do not throw objects from bus windows.

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16. Students should not bring large musical instruments, animals, balloons, glass items and sharp objects into the school bus for the safety of those on board the bus.
17. Parents should not argue with conductor/ driver or teachers present in the bus. If there is any problem, a written communication should be forwarded to the transport office.
18. Parents are strictly prohibited from boarding school buses to see off or receive their wards.
19. Students should stay away from the main road until the bus arrives.
20. The child is responsible for his own belongings and the school transport shall not be held responsible in case of loss or damage of his belongings.
21. Transport service would be discontinued for a child with motion sickness if he vomits more than twice in a month.
22. Kindly give two weeks from the date of submitting the transport confirmation, for bus service to Commence.
23. Remember the danger zone around the bus. The danger zone is anywhere close enough to the bus. The bus driver cannot see you when you are in the danger zone. Never run alongside the bus when the bus is moving. Wait until the bus stops and the driver/conductor signals and then walk to the door and board the bus in an orderly manner. DO NOT PUSH OR SHOVE
24. The Marshall/bus conductor has the authority to assign seats. Students shall remain properly seated while the bus is in motion. Students are strictly prohibited from standing up or leaving their seats except at their points of drop.
25. Use of tobacco and its by-products or drugs, in any form, is prohibited. Bullying/fighting, use of abusive language is not permitted.
26. Students are required to ride their assigned bus, unless they have written approval from the Transport Department.

27. WHILE LEAVING THE BUS

- a) When you leave the bus, hold the handrail.
- b) In case you need to cross a street, ensure that you cross it in front of the bus. Cross only when the driver/conductor gives a signal. Cross the street in single file.
- c) If you drop something near the bus, don't pick it up. Tell the driver or another adult.
- d) If everyone is getting off the bus, the people in the front leave first. Do not push.
- e) Allow small children and/or children with disability to board/alight first.
- f) Be familiar with the rules of emergencies.

28. RESPONSIBILITIES OF STUDENTS AND THEIR GUARDIANS AS PER RTA BOOKLET

- a) Guardians to drop their children to the school bus or pick-up point well before time. In the event of any delay from their part, they bear the sole responsibility of dropping their children to the school.
- b) Assist in training and educating their children on the importance of safety and how to wait for the school bus and board it.
- c) Report to the transport department regarding any offence or failure on the part of the lady attendant/driver/conductor/marshals
- d) The driver is responsible to return the student to the school, if there is no person to collect him or her at the time of returning home and guardians are responsible for any associated outcome.
- e) The Transport Department/ School is solely entitled to refuse transport service to any students who fails to adhere to any of the given rules.
- f) Parents will be held responsible and transport service will be discontinued if:
 - The student is responsible for delaying the trip more than three times in a single academic year.
 - The student breaches any safety rule and makes others liable to danger during the trip.
 - The student deliberately alights from the bus before arriving to the specified drop-off point, without a prior consent.
 - The student, against whom more than three written complaints were made during a single academic year.