

## **Transportation Guidelines:**

### **RULES & REGULATIONS FOR SCHOOL TRANSPORT & ENROLMENT FORM FOR SCHOOL BUS SERVICE**

1. The school is providing School Bus service for the convenience of parents and students.
2. Parents who wish to avail school transport for their child must do so at the time of admission for new students.
3. Parents of students, who are already availing the school bus facility, must re-apply for transport by March 31<sup>st</sup> each year for the next academic year.
4. School transport will not be available for those who put in their requests after June 30<sup>th</sup> each year.
5. It is stipulated and understood that the School (including its Management and Administration Staff) shall not incur any liability, legal /financial or otherwise arising out of and in connection with providing such services, and the students, their parents or guardians shall be deemed to accept and acknowledge this stipulation.
6. The buses are operated keeping in mind the routes, timings and also predicted safety measures for the children travelling in the school bus.
7. The pickup points are based on the profile of the addresses where the children stay. Bus charges are decided according to the distance of the pickup point from the school.
8. Bus drivers will not intimate parents via phone calls of their arrival to pick up their children. Students must be waiting at the pick-up point five minutes before the bus arrives.
9. The school bus will wait at the pick-up point for just a little while before leaving the spot. Students, who are late, then will have to be dropped off at school by the parent.
10. The School has every right to turn down requests for extension/deviation of transport facility not falling within the regular route followed. Note: There will be no door to door pick up or drop.
11. Where there is a change of residence, the School has every right to discontinue the transport facility to the student using it, if the pickup point does not fall within the reach of the regular route followed.

12. Transport Fee will be collected for twelve months and must be paid in two instalments, by June 10<sup>th</sup> and September 10<sup>th</sup> along with the first and second instalment of the Tuition Fees.
13. Fees can be paid online using Edumerge.
14. Transport fees if paid by cheque should be dated three days prior to the last date of payment. In case a cheque is dishonoured a penalty of Rs. 200 /- will be charged per transaction as Bank Charges.
15. Late fee of Rs.200/- will be charged extra, for online payment and cheques drawn & delivered after due date.
16. There will be an annual increase in the Transport Fees, and as and when there is a hike in the fuel charges, taxes, insurance etc. that are levied by the Government
17. Parents who withdraw the school bus service mid-year will have to pay full year's fees.
18. Transport Fees once paid will not be refunded under any circumstances.
19. The bus driver and a lady attendant will take utmost care of the students and will take all necessary steps required for the safety of the children travelling, but please note that the school authorities or the bus driver is not responsible for any unforeseen circumstance or any mishap that occurs, which is beyond their control.
20. The school is providing transport facility purely as a help and assistance to the student and undertakes no responsibility and liability for any loss or injury that may be sustained by a student or a parent arising out of availing such facilities.
21. The school bus driver and the lady attendant are responsible for the safety of the children travelling in the school bus, only when the child is in the bus, and not after getting down either at school or at the opted bus stop (residence).
22. A student is expected to maintain a certain amount of discipline in the School bus. Unruly behaviour or indiscipline will result in withdrawal of the school transport facility for the student.
23. In case of any breakdown or absence of the driver, parents are requested to make their own arrangement to drop and pick up their children. The school will ensure services are restored as soon as possible.
24. Similarly, there may be abnormal delays due to heavy rainfall, traffic jams or other unforeseen and unavoidable circumstances. Parents are requested to bear with such eventualities and cooperate whole-heartedly, which will be highly appreciated.

25. Students will be enrolled on 'First come first served' basis and rest will be 'waitlisted'.

Kindly log onto Kingston High website to view the current routes taken. New routes will be added if sufficient number of students avail the bus facility from that locality / area.

Would you like to utilize the school bus facility?

Yes  No

#### DECLARATION

I, Mr / Mrs \_\_\_\_\_ Parent / Guardian

of \_\_\_\_\_ studying in Std. \_\_\_\_\_ wish

to enroll / have enrolled my child/ for the use of your bus service for the year - \_\_\_\_\_ to \_\_\_\_\_. I have read the rules and have agreed to abide them

by the undertaking annexed, herewith. I understand that the Bus Fee will be determined and made known, after compiling the Bus Routes, Cost of Transportation and other operative expenses.

I also understand that the buses operated by and on behalf of the School, comply with all safety and security norms and rules as prescribed by the Regional Transport Commissioner.

I shall not hold the school or its staff responsible for any problem or inconvenience that is beyond their control while transporting my child to and from school.

I am aware that the conveyance facility provided to me is a privilege and not a right.

***I agree to abide by the above terms and conditions to enroll my son / daughter / ward for school bus service and request you to kindly accept my requisition form.***

\_\_\_\_\_  
Sign- Parents / Guardian

\_\_\_\_\_  
Student Name