



TRANSPORT APPLICATION FORM

We wish to apply for our child/children to use the school transport for the school session _____.
Yes _____ No _____

If yes, please fill the following details:-

Name of the Child: _____ Admission No : _____

Class: _____ Group (to be filled by transport dept.): _____

Address: _____

Contact details:

	Mobile Number	Residence Number	Office Number	Email-Id
Mother's Name-				
Father's Name-				
Emergency contact person's Name:				
Relationship:				

a) Please tick the desired transport facility:

Morning Pick up only Afternoon Drop only Both ways

b) Who will receive the child at the designated bus stop? _____

c) In case of any transport problem, can the family arrange a car pool? _____

d) Kindly refer to the current bus routes link on the Admissions page of the school website to fill the details below.

Morning Route No.	Morning Pick up point	Afternoon Route No.	Afternoon drop point

Please note: Transport facility is not available for Playgroup children for the morning trip. Transport may be made available for the Playgroup children for the afternoon trip only (July onwards). One way charge of the bus fees will be applicable for the Playgroup children which will be 70% of the fees slab.

IMPORTANT NOTE:

- 1) Bus routes and transport fee are subject to revision in the new school session.
- 2) While it is not feasible to drop and pick up students from their doorstep, we try to accommodate the nearest bus stop for each child, keeping in mind the timings and routes.
- 3) You will be invoiced every quarter for both ways even if your child travels one way.
- 4) Please note that once you opt for the school transport, it will be **mandatory to continue for 11 months of the academic year** (April-March, except June). Parents will not be allowed to withdraw their child from school transport unless it is a case of withdrawal from the school or a shifting of residence.
- 5) For withdrawal of the child from the school transport, a written application signed by both parents is required. This is to be collected from the transport office in the primary block. Please note that a notice of one calendar month needs to be given to the transport department between 1st to 7th of the month or a fee equivalent to one

month will be charged.

- 6) All children must reach their bus stops at least 5 minutes prior to the designated time. It would not be possible for the school transport to wait for any child who is late.
- 7) In the afternoon, your child can be picked up from the assigned bus stop only by the designated person.
- The designated person is expected to carry the 'Pick-Up Card' provided by school at all times.
 - If the designated person does not reach the assigned bus stop at the designated time or is found without the 'Pick-Up Card', your child will be brought back to school.
 - The parents would then be given a call and asked to pick up the child from the school. Till that time the child would be with the Academic/Admin supervisor of that block.
- 8) Request for change in existing route or bus stop will not be considered under any circumstances.
- 9) The school reserves the right to alter the timings, routes and stops as and when required.
- 10) On any particular day, in case the child is not going home by the school transport, message should be conveyed to group facilitator through a note in the school diary, preferably a day in advance. Messages conveyed by phone or through friends will not be accepted.

DECLARATION:

- a) While I expect the school authorities to exercise reasonable precautions to avoid any injury / accidents, I understand that the school has no financial obligation for any injury or accident that may occur while the child is traveling in a School transport.
- b) I understand that in the event of a medical emergency, every effort will be made to notify parents/guardian as soon as possible.
- c) In case of a minor injury the child will be given first aid available in the school bus.
- d) I understand that post summer break and Diwali break, the routes may be revised.
- e) I understand that it is mandatory for one of the parents to do transport duty once a month. Three absenteeism from bus duty will lead to withdrawal from the school transport.
- f) I have read all the points of transport policy available on the school website and provide consent to all the rules, terms and conditions regarding school transportation.

Mother's Name _____ Signature _____ Dated _____

Father's Name _____ Signature _____ Dated _____

To be filled by the Accounts department:-

Transport Security amount details-

Cheque No- _____ Cheque Date:- _____ Cheque Amount:- _____

Accountant's Name _____ Signature _____ Date _____

To be filled by the Transport department:-

Final Route allotted as below:-

Morning Route No.	Morning Pick up point	Afternoon Route No.	Afternoon drop point

Transport fees slab per month _____ Start Date _____

Transport Coordinator's Name _____ Signature _____ Date _____