



**DELHI PUBLIC SCHOOL**

Sector 102A & 103, Dwarka Expressway, Gurugram

**Session: 2026-27**

## **SCHOOL TRANSPORT POLICY**

- Transport facility is provided for the convenience of the students, although it is not an obligatory service of the school.
- The transport shall be available depending on the number of students from a particular area. In case the number of students is less, the parents will have to make their own arrangements to pick and drop the child.
- Buses will be available only on the routes and at the stops fixed by the school and any request for new stops will not be entertained. However, the school reserves the right to make any change, if found inevitable.
- The list of stops is prepared with consideration to the convenience and safety of all the commuters. Therefore, buses will not stop as per an individual's convenience.
- The school will not be able to entertain any requests for change of bus stop or route once it has been allotted, without a written request by the parent/guardian on the parent communication portal along with the valid 'change of address proof' at least one month in advance. Such change of route or bus stop shall be subject to acceptance and confirmation by the school.
- Whenever there is a school activity, other than the regular schedule, the buses will cover only a few common stops on the major roads in an area. The regular routes will not be covered on that particular day and the parents will have to arrange for "drop and pick-up" from the said bus stop.
- The running time of the buses has been calculated to keep it to a minimum and the school constantly endeavours to stick to the schedule, but if there are any delays or diversions caused due to traffic congestions/road repairs, it will not be the fault of the school.
- The school buses are fitted with CCTV cameras, Speedometers and GPRS Tracker. There is a first aid box in every bus. The school will take every precaution and step for the safety of the children; however, the school is not responsible for situations beyond its control.
- Students travelling by the school bus should always be in proper school uniform and in possession of the school ID card with proper bus number failing which, they will not be allowed to board the bus.
- Students must report at the scheduled stop 5 minutes before the bus arrival time.
- The female teacher in charge shall mark the attendance of the students before boarding the bus.
- No student will be allowed to board a bus other than the one allotted to them.
- Students can occupy any seat after boarding the bus. However, the seats are not fixed.
- Students must not eat in the vehicle, it's strictly prohibited.
- Wearing of the seatbelt is mandatory for all the students using school transport.
- When the vehicle is in motion, the students must not move around. He / She should not project any part of his/her body outside the window.
- The front door of the bus is the only authorized entrance and exit. No student should come near the entry door of the bus until it has come to a complete halt.
- Students should board and exit the bus in a queue and in an orderly and safe manner.
- When disembarking from the vehicle, students must ensure that they are carrying all their belongings.
- Students should be courteous to the staff on the bus and follow instructions. They are expected to always obey and respect the bus monitor/ attendant and the driver.
- Students must not indulge in any form of physical or verbal abuse failing which the transport facility can be withheld. In case of any complaint, the student will be asked to leave the school transport facility.
- Coming to school by bike, scooter, car, or any other vehicle driven by the student is not permitted. Action will be taken as per the school disciplinary policy.

- The driver's attention must not be distracted by any student/s for any reason while driving.
- The student must follow all social distancing norms as well as other safety norms including but not limited to wearing of necessary protective gear as mandated by the Government and/or school while travelling in the vehicle.
- Parents/ Guardian are responsible for supervising their children to/from their designated pick-up/ drop-off point until they board or alight from the vehicle. This may involve crossing roads. School personnel will not assist children to cross roads.
- Parents/Guardian must carry the Parent ID card when coming to pick their child from the bus stop.
- All possible efforts will be taken to see that the child is handed over to the parent/ guardian while dropping back from school. In case the parents/ guardians are not available to escort the child back home during drop time, the child will be brought back to school and it will be the responsibility of the parents to pick the child on their own from the school.
- Please ensure that, under no circumstances, any parent boards the bus to discuss any concern. In case any issue is to be discussed, please write on the School Communication Portal only. If found doing so, the student will be asked to drop the bus facility.
- The parent/guardian will abide by the protocols laid down by the school to ensure the safety of his/her child as well as of other children and staff of the school.

## Actionable Points

- If the parent fail to be present at the bus stop and/or if the guardian is present without the ID card, the child will be taken back to school and the parents will have to make arrangements to collect their child from the school.
- If the student is found destroying the bus property or indulging in any non-disciplinary behaviour, serious action would be taken against the behaviour and the parents would be involved if the need be.
- If any student or parent continues to disobey the transportation policy, the school will have to ask the child to drop the bus facility.

## POLICY UPDATES

- The school may from time to time amend and/or make necessary changes in the present Transport Policy and/or all other policies of the school.
- The school shall not be able to provide any specific intimation of any change in any school policy and parents are requested to keep himself/herself/themselves updated with all the policies of the school and/or any amendments made time to time as shall be provided on the website/ school communication portal.

I/We confirm that we have read the policy document thoroughly and have clarified any queries or doubts, if any, with the school staff prior to signing this document.

**Delhi Public School**  
**Dwarka Expressway 102A & 103**  
**Gurugram**

**Parent Signature** \_\_\_\_\_