



ST. XAVIER'S HIGH SCHOOL

E-mail: transport49@stxaviershighschoolgurgaon.com | Website: <https://49.stxaviershighschoolgurgaon.com>

Tel.: 9958336004

TRANSPORT APPLICATION FORM

ACADEMIC SESSION 2025-26

1. Name Class:

2. Father's Name: Mother's Name:

3. Address:
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4. Father's Contact No.: Mother's Contact No.:

5. Email ID:

Rules & Regulations

Rules for Fee:

- Fee is to be paid quarterly along with the tuition fee.
- Transport fee will be charged for 11 months only (June month fee will not be charged). Bus fee once paid will not be refunded under any circumstances.
- Transport facility cannot be withdrawn once taken. The commitment must be for the entire academic session; fees to be paid accordingly. The school reserves the right to withdraw transportation services at its discretion.
- The bus fee is subject to increase due to changes in taxes, spare parts, hardware, fuel, contract charges, maintenance charges, and staff salaries.
- Students not regular in timely payment of bus fees will not be allowed to use bus services.

Transportation Policies and Procedures:

- Once a route is finalized, no changes/diversions will be entertained.
- The list of stops is prepared for the convenience and safety of all commuters; individual convenience will not be accommodated.
- Students must be at the bus stop five minutes before the scheduled departure; the bus will not wait for latecomers.
- Parents must be at the designated stop five minutes in advance for drop-off or pick-up. If parents are not present at scheduled time during drop-off, the driver will not wait and will return the child to school.
- I-Card is necessary for boarding; else, the child will not be permitted to board the bus. Parents must carry an Escort Card for student pick-up. The child will only be handed over to the person whose picture is on the escort card.
- Boarding / Stepping inside the school bus is prohibited for parents.
- After handing over the child to the authorized guardian at the designated stop, the school's responsibility concludes. Parents are responsible for ensuring the child's security thereafter.
- Students responsible for any damage caused to the bus; fine will be incurred. Discipline issues may result in the withdrawal of bus facility.
- In case of an address change, follow the procedure:
 1. Send an address change application to the school admission department at admission@stxaviershighschoolgurgaon.com
 2. The admission department will coordinate further and collect relevant address documents and inform the Transport Department. The Transport Department will assess the feasibility of the new address and then inform parents accordingly.

Communication Rules:

- Route phone numbers – only in case of Emergency.
- Complaints to be reported in writing to the transport in-charge at transport49@stxaviershighschoolgurgaon.com, cc to adminhead@stxaviershighschoolgurgaon.com.

Acceptance of the Parents:

Signature of Father: _____ Date: _____

Signature of Mother: _____ Date: _____

Note:

This form should be filled out and submitted to the school administration before availing transport services. Strict adherence to these policies ensures the smooth and secure operation of the transport system. Your cooperation is appreciated for the well-being of all students.