

## OPG World School

### TRANSPORTATION POLICY

The school provides transportation for the convenience and the safety of students. The school operates its own /hired buses on specific routes, depending on the number of students on the route.

#### **The transportation policies and procedures for parents are given below:**

- The list of stops is prepared keeping in view the convenience and safety of all the children. Therefore, buses will not stop according to individual convenience. Though we try our best, it may not always be possible to drop students at their doorstep or to accommodate requests for changes. Once a route has been finalised no changes/diversions will be entertained, and parents are requested to co-operate.
- Parents are required to pick up the child from the designated stop. In case the parent/guardian is not there to receive the child with the I-card, the driver is instructed to bring back the child to the school.
- In case of a change in route or destination, please inform the school transport manager in writing to facilitate efficient planning or mail us at [info@opgworldschool.com](mailto:info@opgworldschool.com). Please inform us in advance because drivers are not authorized or permitted to take these decisions.
- Please avoid calling drivers directly as the mobile phones given to them are for emergencies only and they are not permitted to use them while driving.
- Students will be held responsible for any damage caused to the bus by their negligence or vandalism and fine will be incurred.
- If any student is found violating the code of conduct for the bus, the bus facility may be withdrawn. The onus of deciding the gravity of the situation is on the teacher in charge of the bus.
- On receiving a complaint against a student causing in-discipline or being disobedient to the bus staff, his/her bus facility is liable to be withdrawn.
- Parents should drop their children outside the bus and **should not enter the school bus for any reason whatsoever.**
- Parents are requested not to complain to the bus driver/nanny in case of a problem (related to bus or children travelling in the bus) but report the matter to the Transport In Charge/Route in-charge in written or mail us at [info@opgworldschool.com](mailto:info@opgworldschool.com)
- Please ensure that you understand the transport rules and encourage your child to follow them to enable the smooth running and safety of the transport system.
- To pick up the child at the bus stop, it is mandatory that the pickup card is presented to the bus nanny. Photo of the card on mobile will not be accepted. In case you are not carrying the pickup card, you will be required to fill in pickup slips.

- **In case any parent wishes to withdraw from the school transport facility, he/she is required to inform the school in writing in advance of the withdrawal otherwise one month's transport fee will be charged in lieu of one month's notice.**

### **BUS RULES FOR STUDENTS**

- All the students using the school bus are expected to be at the bus stop at least five minutes before the arrival time of the bus.
- Buses will not wait for latecomers.
- Children should stay away from the main road until the bus arrives.
- No student should come near the entry door of the bus until it comes to a complete halt.
- All students should occupy the vacant seats immediately after boarding the bus.
- Students are to occupy only one seat in the bus.
- Talk in a quiet voice to the person next to you.
- Sit with your bottom on the seat, your back against the seat, and your feet on the floor.
- Keep your head, hands, arms, and all other objects to yourself and in the bus.
- Do not litter on the bus, damage or destroy property.
- The driver bhaiyyas are authorized to stop buses at the designated stops only, unless otherwise directed by the teacher in the bus.
- Be courteous to the staff on the bus and follow instructions. Always obey and respect the bus monitor/ conductor and the driver.
- Students should board and exit the bus in an orderly and safe manner.
- Students should not get on or off the bus while it is in motion.
- Students should not lean out of the window and should keep all body parts inside.
- Usage of cell phones or any other electronic gadgets is not allowed.
- **We discourage students from carrying mobile phones to school. However, students in Class IX or above may carry one if they are self-walkers beyond the bus stop. In that case, they must deposit their mobile phone in the special box with the bus nanny or route in-charge in the morning. It will be returned to them when they disembark the bus in the afternoon.**
- When disembarking from the vehicle, ensure that you are carrying all your belongings and look out carefully for the road traffic.
- Objects or eatables of any kind must not be discarded inside or thrown out of the bus.
- Students will not indulge in any form of physical or verbal abuse.
- Students should treat the bus and other private property with care.

- Students should not play games within the bus that cause physical harm to other students.
- Do not disturb others, especially the driver travelling in the school transport. Inappropriate behaviour can cause accidents.
- No student will tamper with bus controls or emergency equipment.
- Students should not use unassigned bus or unassigned bus stop without permission.
- Any damage caused to the vehicle will be charged to the person responsible or when not owned up divided equally amongst passengers. This is your transport and for your comfort. Take care of it.
- Students must not carry any kind of prohibited items like holi colours, crackers, sharp objects etc. on the bus.