



**CREDENCE HIGH SCHOOL**  
**SCHOOL TRANSPORT REQUEST FORM**  
**AY 2026-2027**

**GUIDELINES TO PARENTS**

- This form serves as a **request only** and does not constitute confirmation of transport allocation.
- Parents are requested to **await the Transport Manager's written approval with complete details**; transport services may be availed **only after official approval** is communicated.
- We seek the **continued cooperation and understanding of parents** to ensure the smooth and effective operation of transport services.

**New  
Registration**

**Change of  
Location**

**Cancellation**

Sl. No.	Name of Student	Class & Section
1		
2		
3		
Details of Father		Details of Mother
Name:		Name:
Mobile No. :		Mobile No. :
Email ID :		Email ID :
Emergency Contact Name & Mobile :		
Starting Date :		
LOCATION DETAILS		
Pick Up and Drop off Location		
Flat No.:		
Building / Villa No.:		
Street. No. / Area:		
Emirate:		
Landmark:		

## Terms and Conditions

### Fees, Registration, and Cancellations

- Payment Terms:** Transport fees are charged for the academic year and are payable term-wise. Full payment is required for each term regardless of usage (including exam periods).
- Cancellations & Refunds:** Refunds and cancellations follow KHDA guidelines (same as per tuition fee). Services may only be discontinued at the end of a term; mid-term cancellation requires full payment for the term.
- New Registrations:** A minimum of one week is required to commence transport services for new registrations.
- Address Changes:** Any change of address must be notified at least one week in advance via the prescribed form. Parents are responsible for any fee increases due to location changes.

### Routes and Scheduling

- Fixed Routes:** Routes are established in the best interest of all students and cannot be altered. Parents must accept the finalized routes to opt for school transport.
- Schedule Changes:** Bus numbers, pickup, and return timings are subject to change based on operational requirements, though every effort will be made to adhere to the schedule.
- Punctuality:** Parents, students, and teachers are requested to be at the pickup point at least 5 minutes prior to the scheduled time. A 15-minute buffer is included to ensure all students board before departure.
- Delays:** Buses may arrive behind schedule due to traffic congestion or unforeseen circumstances.
- Friday Schedule:** As Friday is a half-day, drop-off times may vary as students follow the regular morning route schedule.

### Pickup and Drop-off Procedures

- Young Students (Pre KG – Grade 5):** Students will not be dropped off unless an authorized parent/escort is available at the pickup point.
- Supervision:** Teachers will escort students from the classroom to the bus.
- Early Pickup:** Prior notice must be given by 10:30 AM via the school portal. For emergencies, parents may contact the school at 971 4 321 2144.
- Day Boarding:** Transport services are not permitted for voluntary day boarding activities or early dispersal. Parents must arrange their own pickup.

### Student Conduct and Safety

- General Rules:** Students must wear School RFID cards at all times. They must wear seatbelts, remain seated while the bus is in motion, and respect the driver and supervisor.
- Behaviour:** Students must maintain cleanliness, avoid shouting or unnecessary noise, and must not tamper with the school bus property.
- Disciplinary Action:** The school reserves the right to revoke transport privileges for students who repeatedly violate safety regulations, endanger others, or engage in persistent misconduct or aggression.
- Damages:** Parents/Guardians are liable to compensate the school for any damage caused to the bus or others due to their child's inappropriate behaviour.

### Parent Responsibilities

- Bus Access:** Parents/Guardians are prohibited from entering the school bus.
- Complaints:** Report any misconduct by the driver, bus nanny, or students directly to the school administration.

### Service Limitations and Liability

- Right to Decline Service:** Credence High School and Blue Line Transportation reserve the right to decline transport services if the residence is beyond the service area, minimum bookings are not met, or seats are unavailable.
- Bus Capacity:** The school will endeavour to provide buses with different seating capacities, subject to availability.
- Liability:** Credence High School's liability is limited to the coverage provided under the vehicle insurance policy.

## PARENT ACKNOWLEDGEMENT

- I understand my child/ren will avail the bus services only after the approval mail is received from the Transport Department. I hereby acknowledge the terms and conditions & details mentioned above.

Name of Parent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY	
Approved By	Date
Remarks	