

**SCHOOL TRANSPORT SERVICES FORM**

We wish to use the school transport services for our child for the academic year \_\_\_\_\_.

Student's Name: \_\_\_\_\_

Grade : \_\_\_\_\_ Division : \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_

Nearest Landmark: \_\_\_\_\_

Residential Phone Number : \_\_\_\_\_

Father's Mobile No : \_\_\_\_\_ Mother's Mobile No: \_\_\_\_\_

E-mail : \_\_\_\_\_

Pick up point : \_\_\_\_\_

Drop Point : \_\_\_\_\_

Date from which you wish to avail the facility : \_\_\_\_\_

Distance from School (in Kms) : \_\_\_\_\_

Attendant Pick up: \_\_\_\_\_

Would you like your child to be picked up by someone authorized by yourself, waiting at the nodal point / school ? Photo Id must be given.  
(Please note that the child will be brought back to the school if no authorized person is available at the nodal point. Children authorized to be picked up from the school will not be allowed to leave the school if the authorized person does not turn up at the school)

Yes / No

We understand that, as per the policy of the school, this commitment to use the school transport services is for the whole of the academic year. We undertake to abide by the rules and regulations as framed which may be framed from time to time by the school with regard to the use of the school transport services and bring these rules and regulations to the attention of our child. In case our son/daughter/ward violates any of the rules or part thereof, the school management will have the right to take any action against my son/daughter/ward including cancellation of school bus seat without any notice.

**Father's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ **Signature :** \_\_\_\_\_

**Guardian's Name :** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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

### TRANSPORT REGULATIONS

Birla Open Minds provides the facility of transport to the students. To ensure your child reaches school and home, safely in good time, please follow these regulations:

- School bus facility for “pick and drop” will be provided only to bonafide students and staff of the school.
- The buses will ply only on prescribed routes and will pick & drop students from pre-designated stops only.
- The child will be picked up from common points on the route where the bus can conveniently stop.
- The child should be ready at the bus stop 3 minutes before the appointed pick up time.
- The parent / guardian should handover the child to the bus attendant.
- If the child is not at the pickup point at the appointed time, the bus will not wait for the child.
- At the drop-off time the student of Grade I-IV will be handed over only to the parent/guardian or the person authorized on the transport consent form/pickup card. If the Parent/Guardian is late or not waiting at the allotted bus stop the child will be brought back to school. It will be the parent's responsibility to collect the child from the school.
- If you want to pick up the child from school, please notify the school in writing a day in advance or latest by 11am in the morning of the very same day.
- If the child has to be picked up by the person other than the authorized person, please notify the school office in writing about person's details and duration of the change.

- Every attempt will be made by the driver to be on time, however, under unavoidable circumstances there could be a delay. If the delay exceeds 15mins of the agreed time then school will inform you on the status in case you are not updated, please contact the school office.
- The School Management will exercise caution and care to ensure safety and well being of children. However for eventualities beyond its control, the management cannot be held responsible.
- There will be a hike in the transport fee annually as per Inflation Index and fuel price escalation.
- Bus fee will be charged for entire year during an academic session and is to be paid annually – one time basis along with the School Dues.
- Timings are subject to change every year.
- Change of address in the middle of year will not guarantee the seat. It depends on the seat availability in route required.

### **SCHOOL BUS RULES**

#### **Children Should follow these guidelines while boarding and when on the bus:**

- In the evening students will, after the last bell, immediately board the bus and will not loiter around the school.
- After the last bell, the bus will wait only for 5minutes, thereafter it will leave the school premises without waiting for anyone.
- In case of any delay in the students leaving the school, the concerned teacher must inform the bus drivers / attender / transport in charge.
- Students will co-operate with the bus attender and extend full co-operation in boarding and climbing down as well as maintaining discipline in the bus. They are expected to be cautious while travelling in the bus.
- Guests and Parents will not be allowed to board the bus.
- Proper courtesy will be shown to girl students.
- Seats will be reserved as per alighting order or by circumstantial convenience.
- While in the bus, the students will not throw wrappers and litter or any other thing outside the bus nor will they drop litter in the bus. Sticking of posters, stickers and writing of any type on the bus is prohibited.
- Keep the bus clean and tidy.
- The students will not hang from the door / bar of the bus and will not extend any part of their body outside the bus windows.

- School staff members or school bus prefect, (to be nominated by the Principal) will ensure discipline in the bus.
- Those students who want to discontinue the bus facility must inform in writing duly signed by parents to Transport Manager 1Month before the discontinuation date.

**Father's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Place:** \_\_\_\_\_