



BUS RULES

1. School bus service will be made available subject to vacancy in the bus route of choice.
2. To avail the school bus service a transport form to be filled up & submitted at the school office by the parents. To board a school bus a child must have an I card with bus details.
3. Transport fees are payable on the monthly basis and not on the basis of no. of days the service is availed by a child in a particular month/quarter.
4. All students availing the school transport are expected to be at the bus stop at least 5 minutes prior to the scheduled time of arrival of the bus.
5. A fine will be imposed on a student found responsible for causing damage in the bus.
6. **Bus facilities will be withdrawn in case of repeated misconduct while travelling in the school bus.**
7. Students are prohibited from moving inside the bus and distracting the driver's attention while driving.
8. Transport related matters including complaints must be lodged/intimated to the Administrative Officer.
9. If any parent, whose child avails the school transport, wishes to collect the child from school for any particular reason, he/she must obtain the permission slip from the school office, well in advance.
10. Children should conduct themselves with dignity while inside the bus. They must NOT misbehave with the bus staff and outsiders on the road.
11. Students are NOT allowed to make purchases of any sort while they are in the bus.
12. Information regarding change of route if any, whether temporary or permanent must be sent through an e-mail or a written note to the front office at least two days in advance and is subject to availability of seat in the bus.
13. The school buses are available only for normal school schedule in general. However, special arrangements for various occasions may be made subject to the suitability against normal school schedule.
14. An amount of ₹ 100 will be levied for change of stop/route. The same must be deposited along with the application in advance as processing fee.
15. Parents who have registered their wards for School Bus facility, must communicate to the School in writing for cancellation of the bus service one month in advance before the session ends.
16. In case of mid-session withdrawal, transport cancellation application must be forwarded with one month's advance notice. In case of withdrawal of child from the school the transport fee of the notice period needs to be paid.
17. In case the notice period covers two successive calendar months, transport fee for both the months to be paid.
18. Allotment of bus route and pickup/drop time to a student may change in a new academic session. Although in such case the stop will remain the same as opted by the parents.
19. Guardian/Escort must produce Escort Card (Nursery to Class V) at the drop points, otherwise the child will be brought back to school.