

SCHOOL BUS TRANSPORT POLICIES

The purpose of these rules & regulations is to ensure safe, reliable and efficient transportation for all students. These guidelines apply to all students, parents, guardians and personnel involved in school bus transportation.

PLEASE READ CAREFULLY

GENERAL TERMS AND CONDITIONS:

- Parents/Guardians should help in training and educating their children on the importance of traffic safety, and how to wait for, and ride in the school bus.
- Parents/Guardians have to ensure that their children reach the school bus or the assembly point 10 minutes before the specified time. If there is a delay on their part, then parents have to drop their children to the school at their own cost. The school will not be responsible if the student reaches the pick-up point after the scheduled time of departure.
- Parents/Guardians should immediately notify the school administration of any offences committed by, or negligence on the part of, the driver or the attendant.
- Students should keep the bus clean, and should immediately notify the school management or their parents if anything untoward takes place on account of the driver, attendant, or other students.
- Parents/Guardians have to bring their id card with them while receiving students from their drop point. The student will be handed over only when the id card is shown or identity is proven/verified.
- The driver will take students back to the School/City office if parent/guardian does not come to pick them up from the designated drop-off point. It will then be the responsibility of the parent/guardian to pick up their children from the School/City office.
- Students should keep the bus clean and should immediately notify the Transport In-charge/Class Teacher or their parents of any offenses or untoward incidents committed by the driver, attendant or other students.
- Parents/Guardians are requested not to board the school bus, either to see off or to receive their children.
- Parents/Guardians should not argue with the teachers/conductors/driver present in the bus. In case of any grievance, a written complaint should be submitted to the school.
- Alternate drop-off points shall not be allowed. Children shall be consistently picked up at one designated stop, and dropped off at one designated stop, during the year.
- Routes are set to service all children as safely and efficiently as possible. Bus stops are pre-determined, and located in accordance with School Transport Department policies. **Door to door service shall not be made available.**
- Parents/Guardians are responsible for the safety and conduct of their children prior to pick-up, and after drop-off i.e. after leaving the bus at the end of the school day.
- During Sports time/Rehearsal for events/Special days, bus pick-up/ drop-off point might be redesignated to which the Parents/Guardians are expected to comply with.
- Parents/Guardians hereby confirm and agree that any act or omission leading to any untoward incident/accident/injury, not attributable to the School/Bus Driver except in the case of Gross Negligence, during to and fro from the designated Pick-up/Drop-off points and/or during any outing/event etc., the School or its representatives shall not be held liable.
- Parent/Guardian consents to the Principal or the Teacher-in-charge to act on the Child's behalf, *in loco parentis*, in the event there is any requirement for their signature in a medical emergency or any other emergency. The decision of the School Authority regarding such emergency etc. shall be final and binding on the parents / guardian. However, the school shall forthwith try to inform the Parent/Guardian about the incident and seek their approval if possible.
- Parents/Guardians agree that riding a school bus is a privilege extended by the School, and we ask for the complete cooperation of parents, guardians and students in order to make the school bus system safe and efficient.
- The Parents/Guardians agree that enrolments will be on seat availability only and that seat allotment shall be done on first come first serve basis.
- **Yellow colour lanyards of ID cards will be issued to students availing school transport, which is to be mandatorily worn by the students.**
- Parents/Guardians are encouraged to accompany primary and elementary age students to and from bus stops.
- In case of unattended pick-up or drop, a consent form needs to be filled, signed and submitted to the school.
- During school events and picnics, transport will be provided from common stops and the bus schedules for respective events will be shared by the transport department.
- Our endeavour is to always provide transportation from designated stops. However, when the strength of students is very less for example Remedial class/subject specific exams, etc., transportation will be provided from common stops.
- In the event of a **pandemic, natural disaster, government-imposed restrictions, or any unforeseen circumstances** where school transport services are temporarily suspended and buses are unable to operate, **50% of the applicable transport fees shall remain payable by the parent/guardian.** This partial fee covers operational and maintenance costs incurred during the period of non-operation. The school reserves the right to review and revise this policy as necessary based on prevailing circumstances.

RULES FOR BOARDING ON THE SCHOOL BUS SAFELY:

Parents/Guardians must ensure that Students:

- Be at their designated bus stop 10 minutes prior to their scheduled pick up time. Students must never run towards the bus.
- Wait at the designated stop in a safe place.

- Stay off the road AT ALL TIMES while waiting for the school bus.
- Wait for the bus in a single, orderly line.
- Wait until the bus comes to a COMPLETE STOP, and the door is opened, before approaching the school bus to begin boarding.
- Board the bus in an orderly manner. Show your ID while entering the bus.
- Younger students will be assisted by the lady attendant / helper.
- NEVER run after the bus if the bus has departed from the stop.

RULES FOR RIDING THE SCHOOL BUS SAFELY:

Parents/Guardians must ensure that Students must:

- Take a seat promptly and sit properly, facing forward at all times.
- Keep aisles clear - books or bags are tripping hazards and can block the way in an emergency.
- Keep their head and arms - everything - inside the bus. Don't throw anything out of the windows, or in the bus.
- Wait for the bus to stop completely before getting up from their seat. Then, walk to the door and exit.
- **Stay away from the bus wheels at all times.**
- Talk quietly. The driver must concentrate in order to drive the bus safely. Loud talking / laughing or yelling is not permitted because it can divert the driver's attention and may result in a serious accident.
- **Save food for lunch time at school, or till they reach home, in order to avoid dropping food in the bus, and should refrain from throwing litter on the floor.**
- **No fighting, shouting or playing in or around the bus. Always follow the bus driver's and lady attendant's instructions.**
- **Should never damage or tamper with the bus or any of its equipment. Damage to seats or any other part of the bus, caused by the student, shall be paid for by their Parent/Guardian.**
- Students are expected to be courteous to the drivers and attendants, and should never use indecent language with any one.
- Students should refrain from waving or shouting at pedestrians, or passengers in other vehicles. Any violation of the aforesaid guidelines shall lead to strict disciplinary action against the student.

RULES FOR LEAVING THE SCHOOL BUS SAFELY:

Parents/Guardians must ensure Students must:

- Students must wait for the bus to stop completely before getting up from their seat.
- Walk to the door and exit in an orderly manner. Show your ID while leaving the bus.
- If everyone is getting off the bus, the people at the front leave first. Do not push.

FEES POLICY FOR SCHOOL TRANSPORT:

- Transport Registration fees will be Rs.500 /- (non-refundable) will be applicable for New Transport Enrolments.
- Fees collected are in advance on a half yearly basis (6 months' x 2 instalments i.e. Term 1 and Term 2).
- Transport fees to be paid online and are payable/applicable for all 12 months of the respective academic year.
- Parents must pay fees before the beginning of every term. Fees for Term 2 has to be paid before 30th September.
- Parents/Guardians agree to bear a Late fine of Rs.100/- per day and will be charged after the due date is crossed. It is agreed that the aforementioned amount is a genuine pre-estimate of loss incurred by the School on account of failure to pay fees by the Parent/Guardian and is not penal in nature. Late fine is non-negotiable under any circumstances.
- If the fees are not cleared within 30 days of the beginning of the term, bus services will be discontinued. Parents need to clear all dues including Transport term fee and late fine in order to commence services. (no waiver will be provided for the discontinued period).
- Parents enrolling for transport services anytime in the middle of the year will have to pay the fees upfront from the month the services begin to the end of Term in order to start the service.
- Transport services will be provided for the entire term and not on a monthly/quarterly basis.
- Transport Registration fees will be applicable if a parent disenrolls their child during the Academic Year and wishes to avail for next Academic Year.
- **Fees once paid will not be refunded under any circumstances.**
- Services will start/resume after 24 hours from receipt of fees.
- Terms and conditions mentioned herewith are subject to change considering any relevant government regulations.

To reach out to us with your concern.

CWSD Transport Mail Id – transport@cwsdahanu.com

CWSD Transport Mobile No. – 7420072972

CWSD School Mail Id – info@cwsdahanu.com

We thank you all for your co-operation.

I have read the rules and regulations and have selected the above area for pick up and drop off points. I agree to abide by the rules and regulations of School transportation provided by CWSD.

Date:

Parent Name

Parent Signature

TRANSPORT REQUEST FORM

ACADEMIC YEAR: _____

New Student

Enrolment No. _____

Existing Student

Date: _____

TO BE FILLED BY THE PARENT (School Copy)

Dear Sir/Madam,
I desire to avail School Bus Service for my ward.

Name of the Student: _____

Class : _____

Mobile (Father) : _____ Mobile (Mother) : _____

Emergency Contact : _____ Contact Person Name: _____

Mail id : _____

SELECT

Pick up Point: _____ Drop Point: _____

Monthly Fee Applicable: _____ Yearly Fees: _____

Signature of Parent / Guardian

TRANSPORT REQUEST FORM

ACADEMIC YEAR: _____

New Student

Enrolment No. _____

Existing Student

Date: _____

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Class : _____

Mobile (Father) : _____ Mobile (Mother) : _____

Emergency Contact : _____ Contact Person Name: _____

Mail id : _____

SELECT

Pick up Point: _____ Drop Point: _____

Monthly Fee Applicable: _____ Yearly Fees: _____

Signature of Parent / Guardian