SCHOLARS
INDIAN SCHOOL

TRANSPORTATION POLICY AND AGREEMENT

1. Responsibilities of the School :

1.1 - The school shall provide transportation service to students who wish to use the service, who live within 15 kilometresof the school, subject to a minimum of 30 children opting for bus service on a route.

1.2 - The school will make every effort to pick up and drop off the child at their pick up points scheduled or fixed, but the school reserves the right to make a consolidated pick up and drop off points.

1.3 - The school shall determine the exact route and timings for pick up and drop off in cooperation with the Transport section. However, it must be clearly understood that the first child to be picked up will not necessarily be the first to be dropped off.

1.4 – The school will only use buses and drivers on our routes which have been authorized by the transport authority for school transportation.

1.5 – The school will ensure that its buses are both clean and safe.

1.6 - To avoid penalizing other students who are on time, the bus driver **WILL NOT WAIT** for any child who is late beyond the designated pick up time.

1.7 - The school has the right to alter routes, move students from one route to another, or change the designated pick up time after giving due notice of less than one week to affected students. This will be subject to monitoring by the school.

1.8 – The school shall provide a bus supervisor on all buses that have students below the age of 12 years.

1.9 - In case of a change in residence the transport service will be provided SUBJECT TO AVAILABLE seats on the new route and at an appropriate cost.

1.10 – As a rule the bus drivers are not allowed to make any stops at a gas station with the students on board. However, this will be allowed in case of an emergency situation with a child.

1.11 – The school will not be responsible of the loss of any items left on the bus.

1.12 – The school shall provide a transportation coordinator. This individual will directly handle concerns, complaints, and issues concerning bus transportation. In the event that an issue cannot be resolved directly with the bus coordinator, the school's Chairman will follow-up on the issue and try to achieve a resolution.

1.13 - The buses will be fitted with GPS tracking devices.

2. Responsibilities of Parents and Students:

2.1a – The parents are requested to bring the students to the pick-up point at least 5 minutes before the designated pick-up time of the bus, and also to be at the pick-up point at least 5 minutes before the designated drop-off time in order to avoid delay of the students in the bus. Please note that the bus driver will not wait beyond designated time. In case students below the age of 12 years, if there is no one at the drop off point with whom to leave the student then, the student will stay on the bus as it continues its journey and the bus supervisor will seek to contact the parents to arrange an alternate drop off point. If all attempts fail to contact the parents the student will be brought back to the school and it will be the responsibility of the parent to pick up the student from the school.

2.1b – Please note that the bus supervisors will not be allowed to leave the bus except in emergency cases. **Under no circumstance will the conductor escort a student from the bus to the front door of the student's home. A parent or appointed guardian must escort the student from the bus to the front door of the student's home. For students above the age of 12 years and whose parents have no objection to their children being dropped off without a parent or guardian receiving the student at the drop off point, a written request *MUST* be provided at the time of the bus service registration.**

2.2 – In case a student desires to be dropped off at another stop after school, whether on the same or different route then, he/she will be required to ***present a written request*** from the parent to the bus supervisor of the bus in the morning, who in turn will hand it to the transport coordinator at the school for approval. The transport coordinator will confirm the request with the parent(s) and accommodate if possible. The student will be informed of the decision during the school day.

2.3–Parents must notify the school in writing of their desire to change to a different bus route ***at least two weeks in advance***.

2.4 –If a student is found to have caused damage to the bus or the property or belongings of a fellow student then, the parent(s) will be required to compensate adequately for the repair or replacement of the damaged item. The school will provide an incident report along with an invoice to be settled.

2.5– The students will refrain from eating and drinking on the bus, except for water.

2.6 – In accordance with the RTA guidelines, the school Principal may exclude any student from the school transport service in any of the following cases:

- If a student causes the delay of a trip more than three times in one school year.
- If a student violates any safety rule and endangers the lives of others during the trip.
- If a student refuses to board a bus from a pickup point approved by the school.
- If a student leaves the bus before reaching his/her designated destination without prior approval/permission.
- If a student continues to cause disturbance and more than three written complaints are filed against him/her during one school year.

2.7 - No school bus will be provided after 2.00 pm for any special classes/school activity.

3. Fees

3.1 – The parent(s) will pay the fees for the transportation service directly to the school office in advance for each payment period.

3.2 – The rates will be charged on a monthly basis depending on the distance of the students' location from the school, according to thefare put on the notice board.

3.3 – The fees for the bus service are payable in two instalments. 1st payment due by 1 April. (five months of bus service), 2nd payment due by 1 November (five months of bus service).

3.4 – The fees are payable in full for each instalment, irrespective of any holiday during this time. This is because the total cost of providing the transportation service for the year has been averaged over a 10 month time frame.

3.5 –In case a child has paid for the transportation service and he/she opts for another school activity which is not sponsored by the school, then the child will be able to avail the transport service on the way back home but only if such an activity finishes before or in time with other school sponsoredactivities. Further, if such an activity should last longer than the school sponsored activity, then the parent(s) will have to make arrangements to pick up the student.

3.6 – If the fees is not paid in advance at the start of the payment period, the child will not be permitted to use the service until they have been paid in full.

3.7 – There will be no discount, if any student opts to use the service only one way or uses the service for a few days of the month.

3.8 – If a child withdraws from the service during the period he/she will be eligible for a refund of the fees for any month which have not been used, i.e. if the child withdraws in mid-October, the refund will be for the months of November and December ***ONLY***.

3.9 – The transport charges for excursions will be in accordance with the circulars from the school on a case by case basis.

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I agree to the terms of the policy and accept responsibility for complying with the relevant conditions.

Name of students: Class: Academic year:

1. _____ _____ _____

2. _____ _____ _____

3. _____ _____ _____

Name of Father: Contact No.

Name of Mother: Contact No.

School Principal Transportation Supervisor Parent(s)

Adopted: April, 2017 **Reviewed and updated: April, 2025**

Hameed Ali Yahya K. M.
Principal