



**SCHOOL
TRANSPORTATION
APPLICATION FORM
2022-2023**

APPLICATION FORM

Name of Student

Year Group

Brother(s)/ Sisters(s) in the school

Name of Student

Year Group

Address Area / District, Street, Building number & Nearest land mark

Father

Mother

Mobile Number

Email Address

Map

Adults allowed to collect chil(ren) in the afternoon

Full Name	ID

TERMS AND CONDITIONS

Please Read carefully

- The school bus to be “an extension of the classroom.” That means we have the same standards of behavior as in the school. The school reserves the right to remove the offer of a bus service for the student who violate School-Based Rules or the Code of Conduct while on the bus according to the provided report from the bus matron and school investigation.
- Declaration form should be signed, dated and attached to this request. Failure to do so may result in the withdrawal of the school bus service. You are asked to explain and discuss our rules to your children and encourage them to follow them.
- This request is not a confirmation of acceptance. Please note that we may not be able to provide a certain service for some areas of the city due to insufficient demand and the unacceptable length of time that a student may have to spend on a school bus.
- The Transport Department also reserves the right to refuse transport service for routes which do not have a minimum number of students.
- Enrollment in the transport Service is only necessary, **once a year, upon the re enrolment of the student (with school re-enrolment fees/ down payment)**. Therefore, routes are confirmed and your child’s space guaranteed once bus fees are paid. Failure to do so may result in registering the student on a waiting list.
- After the settlement of the down payment amount, reminder of the The transportation fees payable over **two instalments** in August and October and it covers the academic year.

Down Payment for Bus Service enrolment	April, 2022	Adjustable towards the 1st instalment of bus fees
1st Instalment Covering service from 1st day of school till T2 midterm break	August, 2022	Remainder of the 50%
2nd Instalment Covering service from 1st day of school till T2 midterm break	October, 2022	50% of bus fees

TERMS AND CONDITIONS

- No enrollment for specific periods such as days or weeks. Requests for one-way transportation are subjected to seats availability based on desired journey.
- If you wish to withdraw from the Transport Service you must submit a written notice prior to **academic term**. Note that you can't claim the transportation fee after using the service.
- In case student address/ pickup-up or drop-off location is changed, a new request must be submitted, and bus service enrolment will be subject to availability of seats in the new route.
- Our buses supervisors & drivers will only pick children from the pick-up point and have been told to wait no more than 3 minutes after the pick-up/drop off time so make sure your child is at the bus pick up on time.
- For the ASA (After School Activities) the drop-off is pooling point.
- Ensure an adult is at the place determined by the school to collect your child from the bus. If there is nobody then the child has to be brought back to school.
- Bus supervisors and drivers are prohibited from coordinating with parents to change destination or pick up point. In case required, parents must fill new transportation request **with the school transportation department**. Buses are not permitted to change route nor to return to pick up the student. The bus will not return to deliver items left on the bus.
- Please contact the transportation department via email or mobile should there be any concerns or issue with bus journey to or from school. Please do not contact bus supervisors directly.

I hereby acknowledge that I have read, understand and agree to the above terms & conditions relating to my child(ren) transportation service provided by the school.

**Parent's/
Gurdian's Name**

Signature

Date

SCHOOL TRANSPORTATION DECLARATION FORM

- We will be on time for pickup in the morning.
- We will arrive at our bus on time after school.
- We will wear properly adjusted seat belts at all times.
- We will talk quietly and politely to one another.
- We will treat each other with respect.
- We will show respect and listen to the transport staff.
- We will keep the bus clean.
- We will follow the rules so we do not distract the driver.
- We will only leave the bus at our designated stop.
- We will report any incidents to our parents/teacher/transport.
- We will use headphones to listen to music.
- We will ask bus monitor if we need help while we are on the bus.
- We will inform Transport Office 24 hours in advance if we are not going to use the bus.
- We will stay in car seats all the time.
- We will speak politely.
- We will respect the bus matron and driver all the time.
- We will keep the bus clean and tidy and take all our litter with us when we leave.

I have discussed the above rules with my child and agree that my child will follow the rules as listed or risk not being able to travel on school transport.

**Parent's/
Guridian's Name**

Signature

Date