

Transportation Expectation

Each student who rides the school bus is entitled to a safe and comfortable ride. Riding the bus is a privilege granted the students under the following terms & conditions set forth by the School.

POLICY FOR BUS SERVICE:

The following terms & conditions need to be followed by parents/guardians & students to obtain the bus service.

- a) School provides bus service following all statutory and regulatory norms.
- b) Nodal pick-up points and the exact route of the buses will be derived based on majority users and keeping in mind the time management that benefits all students (Door to door pick up and drop by school buses is not available).
- c) Students shall apply through school website **Registration for School Bus Service** only to avail school bus service.
- d) Bus fee is applicable and charged for **12 months in the academic year**, divided into 4 quarters. Full payment for each quarter should be done in advance before the start of the quarter.
- e) In case, you intend to avail bus facility in the mid of session, fee according to the specified route will be charged from April onward.
- f) **A late fee of Rs. 5/- per day** will be charged
- g) Students must follow the instructions of the authorized person and maintain discipline and decorum inside the bus. If any student violates the bus service guidelines, necessary disciplinary action will be taken by the School and bus service may be terminated for such students.
- h) The buses shall not be going in by-lanes.
- i) In case of any loss/damage of bus property, parents/guardians shall be liable to pay for the damages and bus service for the student shall be terminated
- j) It is the responsibility of the parents to ensure that their child/children is/are at the pick-up point in the company of an adult at the assigned time. The bus shall not wait for students at pick-up points after the allotted time.
- k) The school bus service is responsible **only for the up pick-up & drop-off of students at the designated stops** . It is the sole responsibility of the parents/guardians to ensure the safety of the ward before pick up and after drop off. Parents are responsible for supervising their children to/from their

designated pick-up/ drop-off point until they board or alight from the vehicle. This may involve crossing roads. School personnel shall not assist children to cross roads.

- l) Pre-Primary and Primary children will only be handed over to a parent/guardian. In their absence at the point, the child will be brought back to school. Parents are requested to pick them up from school directly.
- m) The running time has been calculated to keep it to a minimum and we constantly endeavour to stick to the schedule, but if there are any delays or diversions caused due to traffic congestions/road repairs it shall not be the fault of the School Management.
- n) If there are not enough students on any route, the bus service shall be cancelled for the route.
- o) Parents, guardians and unauthorized persons are not allowed to use the school bus service.
- p) Availability of bus service depends on the seat capacity of the bus. The school reserves the right to decline the service to anyone without assigning any reason whatsoever.
- q) The travel time of the buses may vary depending on the number of students in the route.
- r) The routes of school buses may change if need arises and the same will be communicated to Parents by the School Admin.
- s) Buses will be plying once in the morning and once in the afternoon. Additional bus service shall not be provided class wise during examinations.
- t) If the residence address changes mid-year, bus service to the changed address will depend on the availability of seats in the route.
- u) Parents shall inform the bus staff / School Administration if a student is on leave or collected by parents during school hours. If a student does not want to avail the return trip from the school for any day, then the parents shall inform the Bus Staff/School Admin well in advance.
- v) Although proper care is taken to ensure the safety of the children, the bus service cannot be held responsible if a child leaves the school campus on their own.
- w) Fees once paid is not refundable for any reason (any bandh/lockdowns/curfew etc.).
- x) We are not responsible for your valuable belongings lost in the school bus.
- y) **Fee once paid is not refundable**
- z) Parents/guardians/students shall co-operate and not misbehave with the staff of the school on bus duty. In case of any grievance, parents/guardians/students shall communicate the

same with the school through the 'Contact the School' system only.

- aa) It should be noted that in case of extreme or persistent misbehavior, the School Authorities reserve the right to suspend transport facilities. School transport arrangements will then become the responsibility of the parents.

GUIDELINES FOR THE BUS DRIVERS AND HELPER

- a) Bus drivers must carry a valid Driver's License and the ID card issued from the school.
- b) The Driver must not exceed the speed limit beyond 40 Km/hr.
- c) The Bus drivers shall wear the uniform (Khaki colour shirt and trousers with black shoes) provided from the school and maintain a neat personal appearance.
- d) The drivers shall wear the seat belt at all times while driving the vehicle.
- e) Smoking is not permitted on a school bus with or without students on board. No driver shall operate a bus while under the influence of liquor or debilitating drugs.
- f) During the bus operational time, the bus staff shall not use any profane language.
- g) The drivers must undergo compulsory medical test every year along with trainings conducted by the school for ensuring safe transportation.
- h) The bus drivers shall inspect the assigned vehicles regularly and perform routine maintenance check-ups. In case of detection of any defects, the bus driver shall immediately inform the School Admin.
- i) Bus drivers should keep an up-to-date route schedule in the bus at all times. Any change in bus routes/stop locations must be done only with the prior approval of the School Admin.
- j) The bus drivers shall ensure that the school bus is in good repair and safe operating condition.
- k) The bus staff shall assist any student who may be having problems getting on and off the bus.
- l) Always check the bus after completion of route or field trip for damage, lost articles of children.
- m) The bus staff shall not allow non-transport student or parents of student of the school in the bus.
- n) In case of any accidents or breakdown of the school bus, the bus driver shall immediately inform the School Admin. The bus

staff shall also report the Admin of any misconduct of students during the ride.

- o) Buses are not to be refuelled with students aboard.
- p) The bus staff shall report all incidents of student misbehavior to the School Admin immediately.

GUIDELINES FOR THE SCHOOL TRANSPORT

- a) School buses must be painted in yellow.
- b) The word "School Bus" must be written behind the vehicle.
- c) The Vehicle Registration Number must be painted in black and visible.
- d) The name of the school along with its contact details must be included on the vehicle.
- e) Buses must be affixed with GPS tracker, operational CCTV cameras and speed monitors.
- f) The school bus must be equipped with emergency alarm and siren.
- g) The seats inside the school bus must be made of non-combustible material.
- h) Every bus must have a First-Aid Kit and a Fire Extinguisher inside the vehicle.
- i) A well-trained Attendant is mandatory inside the school bus.
- j) At least two emergency exits are compulsory on school buses.
- k) The bus driver shall ensure that the bus is not over loaded and shall notify the Admin immediately about it.

GUIDELINES FOR THE STUDENTS AVAILING SCHOOL TRANSPORT

The School considers the school bus to be an extension of the classroom and therefore classroom conduct is to be observed by students at all times.

- a) All rules of conduct that apply on school property also apply on the bus.
- b) All the student should stay on the side of the road until the bus has come to a complete stop.
- c) The driver is delegated the same authority as the teacher to make and enforce rules for those whom he is responsible.
- d) All the students shall carry their school ID card daily.

- e) Students shall reach the bus stop 5 minutes prior to their pick-up time.
- f) Students shall wait in an orderly manner at their designated bus stops and board the bus only after it has come to a halt, without rushing in or pushing others.
- g) Students should board and exit the bus/van in an orderly manner at the direction of the driver.
- h) All students must obey all the rules of safety. They should remain seated and voices controlled, in order to enable the driver to fulfill his/her responsibilities.
- i) Students shall not get down after boarding except at their designated destination.
- j) Students shall not board a running bus.
- k) While in the bus, shouting or making noise is discouraged as such behavior may also distract the driver.
- l) While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others. Older students should display a responsible and protective attitude towards the younger ones.
- m) Students should not throw anything in or out of the bus at any time.
- n) Aisles should be kept clear at all times. Do not sit, stand or travel on the footboard of the bus.
- o) No part of the body should be extended from the window at any time.
- p) The emergency door and emergency window should ONLY be used in emergencies.
- q) Daily attendance will be taken in the bus by school bus staff.
- r) Students shall not occupy the driver's seat of the bus at any point of time.
- s) Students shall not board or alight at any bus stop other than the designated pickup and delivery points.
- t) Only authorized students availing bus service will be allowed to ride the bus to and from school. Parents are not allowed to use the school transport service.
- u) In order to promote the safe transportation of students, cameras are used to monitor students' behavior in the bus.
- v) The following acts may result in denial of the privilege to ride the bus and shall lead to disciplinary action:
 - 1. Profanity in school buses.
 - 2. No animals.
 - 3. No food, drink, or gum.
 - 4. Fighting or other aggressive physical behavior.

5. Smoking in school buses.
6. Unnecessary distraction of driver.
7. Destruction of any bus property (restitution will be the parent's(s')/legal guardian's(s') financial responsibility).
8. Violation of rules and safety on school bus
9. Any act which interferes with the safe or orderly transportation of students.

GUIDELINES FOR THE PARENTS AVAILING SCHOOL TRANSPORT FOR THEIR WARDS

Safety awareness must begin and be consistently reinforced at home. The following points are suggested for parents

1. Familiarize the students with school and transport provider policies and procedures pertaining to riding a bus. Know their child's bus number, telephone numbers of the Bus Attendant, School Admin and Office numbers of the School.
2. Parents should try to establish the exact time their child should be at the bus stop in the morning. They should also recognize the dangers of students playing at the edge of a busy roadway.
3. Warn their children of the dangers of strangers who appear friendly and hang around bus stops. Provide their child with a school bag to carry all their school supplies. Loose papers / materials are a serious hazard.
4. Stress the importance of remaining properly seated and reasonably quiet and disciplined while aboard the bus.
5. Make sure children have their bus ID cards.
6. Parents should explain to their child that situations aboard the bus may not always be familiar. The bus might have to take an alternative route, a substitute may be driving the bus, or occasionally another bus might be used. If the child is confused, they need to be encouraged to ask the Bus Attendant or Driver relevant questions.
7. Parents should also support policies of the school and transport provider.

LOSS OF TRANSPORTATIONS PRIVILEGES

In cases where students do not follow the expected behaviour norms, the following actions will be taken:

- a) The student will be warned and the parents will be notified for the minor offence for 1 time.
- b) Further occurrences of unacceptable behaviour will result in suspension of the student's bus riding privileges.

Extreme cases may result in a loss of transportation privileges for the rest of the session (or other punitive consequences) without warning.