



TRANSPORT REQUISITION FORM

Date: _____

STUDENT'S NAME		CLASS-SECTION
PICK UP ADDRESS		
DROP ADDRESS		
MOBILE NO.S	Father's No.	Mother's No.

Terms and conditions

Students can avail of the School transport subject to availability.

Bus service is voluntary and on a first come first served basis. The school gives no guarantee for a bus seat. Routes of the school buses are drawn up carefully after due consideration. However, the decision of the school authorities will be final of issues related to routing, pick up point etc. Students are not allowed to change their buses under any circumstances.

In case of a change of residential address/Bus stop/change in route; kindly intimate the School in writing. Please note that changes to this effect will be carried out subject to availability of seats and also if the address change falls within the pre-existing routes.

Parents are requested to carry the authorization I-Card issued by the school every day, while picking up their ward/s from school. In case the student is availing the school transport facility, then for security reasons, authorization card is to be produced by whosoever is present at the Drop Point for the child's pick up.

Bus charges are payable as per the distance.

Cost of any damage to cushions, covers, curtains or any other fittings, fixtures, etc. in the bus shall be recovered from the parents of the student(s) concerned.

- Indiscipline of the students of any kind will not be tolerated and shall result in termination of the bus service immediately.
- It is expected that children arrive at the stop at least 10 minutes before scheduled time to avoid delays. Under no circumstances, the bus will wait for a late child.
- Due to traffic congestions, machinery trouble etc, it is expected that on such occasions the bus may arrive late at a scheduled stop.
- It is expected and accepted that due to maintenance routines and weather, air conditioning of the bus may suffer on certain days.
- Students living off a main route are expected to get, or be brought, to a convenient pickup point on the main route.
- As a rule, the routes will be planned in order to provide maximum convenience, however routes cannot be always customized as per requirement.
- A refundable security deposit has to be paid per child for availing the school transport facility. The transport security deposit shall be refunded within 60 days of withdrawal from the school or on discontinuation of transportation, after adjusting unpaid dues if any.
- Transport fee depends on the distance and fee slabs have been accordingly worked out.
- Transport fee will be charged on a quarterly basis and the first quarter begins with effect from April.
- Transport fee is subject to an annual hike of about 10-15% every year in order to meet the expenses on account of fuel price hike, increased costs of contract, maintenance and market trends etc.
- Withdrawal of transport does not guarantee automatic resumption after a break as the name is pushed down to the bottom of the waiting list.**
- In case of withdrawal from transport, the school office should be notified in writing, one month in advance before the beginning of a new quarter and prior to the discontinuation of bus service, failing which transport charges of that month will be billed and the amount will be payable by the parent/ deducted from the security deposit.**

I have read and understood the terms and conditions mentioned above and agree to abide by them.

Signature of the parent _____

FOR OFFICE USE

PICK UP ROUTE NO. _____ DROP ROUTE NO. _____ SLAB _____

P/u Time _____ Drop Time _____ Admission Dept. _____

GM(Estate) _____ Date: _____ Accounts: - _____