

**TRANSPORT/ SELF DROP  
AND PICK-UP FORM**

COLOUR  
PHOTOGRAPH  
OF STUDENT  
(white background)  
1.5" x 1.5"

**Student Information**

Name \_\_\_\_\_  
FIRST NAME MIDDLE NAME SURNAME

Class \_\_\_\_\_ Division \_\_\_\_\_ Blood Group \_\_\_\_\_

Address \_\_\_\_\_  
BUILDING AREA CITY

Tel. \_\_\_\_\_ E-mail of Parent \_\_\_\_\_  
(COUNTRY, CITY CODE)

**Transport/ Self Drop and Pick-Up Information**

The following person has the permission to drop and pick-up the child from/ to the bus stop/ school.

Father  Mother  Guardian  Designated Person

**Designated Person** (A person can be designated for drop and pick-up of students of the same family only)

1) Name \_\_\_\_\_  M  F  
FIRST NAME MIDDLE NAME SURNAME

Relationship with child \_\_\_\_\_ Cell No. \_\_\_\_\_  
(COUNTRY CODE)

COLOUR  
PHOTOGRAPH  
DESIGNATED PERSON  
(white background)  
1.5" x 1.5"

**Emergency Contact Person**

Person who may be contacted in an emergency, if the parent(s) or guardian cannot be reached, and who is authorised to make medical decisions.  
(Please note, this person must be residing locally)

Name \_\_\_\_\_  M  F  
FIRST NAME MIDDLE NAME SURNAME

Tel. \_\_\_\_\_ E-mail \_\_\_\_\_ Cell No. \_\_\_\_\_  
(COUNTRY, CITY CODE) (COUNTRY CODE)

**Siblings using the school's transport** (Use separate forms for each child)

NAME	AGE	STUDENT ID
NAME	AGE	STUDENT ID

**Self Drop and Pick Up Undertaking:**

I/ We, parents/ guardian of the above-mentioned student, having our registered address 500 meters of road distance from the school main gate, allow him/ her to walk to and from school accompanied by a parent/ guardian/ authorised person ONLY.

I take full responsibility for my ward and indemnify the school of any untoward incident.

Signature of  Father  Mother  Guardian

DD / MM / YYYY

Ver.4. dt. 22/10/2024

## School Transportation Rules:

### 1. Boarding/ Alighting the Vehicle:

- The pick-up and drop-off spots are fixed.
- The furthest stop shall be picked up first and dropped last.
- The student should use only his/ her allotted bus and stop. Any change will need prior written permission from the school.
- While waiting for a bus, students in the interest of safety must stay away from the edge of the road and not indulge in unsafe or unruly behaviour.
- Students/ receivers should be at the stop at least 5(five) minutes before the scheduled arrival. The bus shall not wait in case the student/ receiver is late.
- In the interest of safety no student should approach the entry/ exit door of the bus until it comes to a complete halt.
- Students in the interest of safety, should immediately on boarding sit down at his/her assigned seat and avoid standing or moving around while the vehicle is in motion.
- In consonance with the RTA rule, children of classes below 8, shall share seats in the ratio of 3 students to 2 seats.
- Every child shall be provided a seat, subject to the clause above.
- Only the designated door must be used to enter/ exit, except in emergencies.

### 2. Decorum in the School Vehicle:

- Students must maintain acceptable behaviour and noise level in the vehicle. The driver/ attendant are in charge and the attendant is authorised to assign seats. They must be treated with all respect.
- Students shall be liable to pay for any damage that they may cause.
- Standing on the footboard while the vehicle is in motion is not permitted under any circumstance. All students are advised to keep all parts of their body inside the vehicle at all times. Students' hands must be within the vehicle, even while waving out.
- In the interest of safety, students are not permitted near the driver's area and should not touch any controls, switches, levers, instrument panels, etc.
- For safety, health and hygiene reasons, consumption of edibles is not permitted in the vehicle as it may cause choking and any spillage may result in the floor becoming slippery.
- Do not throw things out of the window. Carry your trash with you and dispose of at the next available dustbin.
- Use of flame or spark producing devices like matches, lighters, etc., or carrying of inflammable products is strictly prohibited.
- Aisles and doorways must be kept clear.
- Indiscipline may lead to withdrawal of the facility/ admission.

### 3. Parents/ Guardians Guidelines and Undertaking:

- Only parents who have been authorised in writing are allowed to board the vehicle. Other parents are not allowed to board the bus.
- Parents/ guardians should not compel the bus driver/ attendant to divert any route or change any pick-up or drop-off spots.
- In the event of a change in residential address or telephone/ mobile nos., please intimate the school in writing as early as possible. In case of change in the pick-up or drop point an application should be made to the transport department. On receipt of written confirmation and after 7 operational days the changes will come into effect and shall be subject to availability/ feasibility. In the meanwhile parents are requested to make arrangements for self drop and pick-up.
- Parents having any complaints or suggestions should contact the school, and never call the vehicle driver/ attendant over their cell phones.
- While the school shall endeavour to provide this facility to most students, it is subject to feasibility.
- In case of a breakdown/ non-availability of resource, all efforts shall be made for an alternate arrangement subject to availability/ feasibility. In the unlikely scenario of the transport service not being available, parents shall be requested to cooperate and help out by dropping/ picking up the students.
- Parents availing of the service must download the transport app to determine the correct time of the arrival of the bus. This will eliminate the need for SMSes/ notifications.
- In case of extreme emergency, a child who usually avails the school bus facility is to avail "Self Pick-Up", the Self Pick-Up Form is to be filled up and submitted to the school at least an hour before the scheduled bus departure.
- In case a student misses his/ her bus, it shall be the responsibility of the parent/ guardian to ensure that the student reaches the school on time. In such a situation, the student may use his/ her allotted bus to return from school.
- Students will not be dropped at their designated drop point if the person authorised to pick them up is not there, they will be brought back to school from where they will have to be picked up by the parent/ guardian within a reasonable time.
- If a child has not been picked up by 5 p.m. the parent, guardian, designated person, emergency contact phone's are all unanswered OR the parent, guardian, designated person, emergency contact have been contacted but fails to pick up the child then the matter to be reported to the HoS who shall determine if the process has been complied with and at her discretion either extend the 'wait time' OR immediately or after the lapse of further wait time instruct the General Admin to report to the local police chowky/ station or emergency police no. 100.
- In the very unlikely situation that the police too are unable to contact the parent/ guardian/ designated person, then the HoS after having studied the suitability of conditions at home and consulted the Director shall suggest to the police that the child could stay with a staff member or the HoS at their residence.
- Parent's shall respond to school's phone calls, emails, notices and attend scheduled meetings, failing to do so may attract disciplinary action.
- I hereby give my consent to the school administration/ employee/s to allow my child to travel via transport arranged by the school for competitions, field trips, excursions, picnics etc. from time to time.

### 4. Transportation Fees/ Charges:

- Fees are to be paid on or before the due date via eNACH only or as per authorised payment mode for the full year or in half yearly instalments for the entire instalment period, even if the facility is used for a single day or not at all. Fees shall be payable for zones.
- In consonance with Government guidelines fees have factored the vacation/ breaks and hence to further break up on prorata basis is not possible.
- For children being picked from and dropped at different stops, the charges would be 100% + 50%, i.e. picked from Stop A and dropped at Stop B the charges will be 100% of Stop A and 50% of Stop B.
- Transportation and registration fee is non-refundable and payable to the school/ service provider.
- If due to admission withdrawal or if the registered address is changed to within 500 meters of road distance from the school, the facility is to be withdrawn during the academic year or the next, a written application is to be submitted at least one month prior to the commencement of the next notified instalment failing which the next instalment will become due and payable.
- Late payment of fees shall attract a late fee.
- Late fee and bounced charges, if any, will be first adjusted from the paid amounts, and the outstanding amount will be considered as pending fee (to be paid).
- In case the residential address is not decided at the time of admission, an amount equal to the shortest distance i.e. the lowest charge shall be payable and the same shall be topped up, if need be, according to the stop, once the residential address is decided. In case the decided residential address is within 500 meters, then the "lowest charge" and registration fee shall be refundable.
- In case your child attends extra classes and further transport is used, then additional charges will be applicable.
- Non payment of fees may lead to withdrawal of bus facility/ admission.

#### I understand that

- GR no. MVR-0808/CR-153/PARI-2 dated 23.7.2008 says that as it is not possible for parents of every student to make an agreement with the bus contractor, I authorise the school to sign Common Certified Agreements and its Appendices for the year/s that my child avails the transport facility which shall be binding on me and that the school is only a service provider/facilitator.
- The school transport committee has a parent representative.
- I may be asked to volunteer on route monitoring monthly/ quarterly.
- The school website provides information of all routes, timings, fees, rules and procedures and I agree to keep myself abreast of the updates/ changes eliminating the need to sign afresh this form.

### Self Drop and Pick-Up Rules:

- Only those students residing (registered address) within a distance of 500 meters (road distance) from the school gate may prefer to opt for self drop and pick-up. In order to reduce the problems of traffic and parking at the school gate, they shall WALK to the school and no other mode of commuting (including 2 wheelers/ cycles) is permitted and shall be accompanied by a parent/ guardian/ designated person. No other person shall be permitted to drop or pick up the student.
- Pick up and drop by private unauthorised commercial vehicles is not permitted as per Bombay HC /Govt. of Maharashtra Bus Guidelines.
  - Students found to be in contravention of the above two rules shall be liable to strict action including cancellation of admission.
- The Self Drop and Pick-Up arrangement shall be at a prescribed point and time (normally after the school buses have left) and it is imperative to adhere to these.
- In case a parent wishes to opt for the transport facility at a later date, the same shall be subject to feasibility/ availability and payment of the entire instalment. If the address falls outside the transport range of the school then the child shall board the school bus from the nearest designated bus stop.

#### I have read the above rules for both the School Transportation and Self Drop and Pick-Up and agree to abide by them and further agree not to act or participate in any activity against the school or the school's transport department.

I have read, understood and agree to abide by all the points.

Signature of  Father  Mother  Guardian

           /            /           

Ver.4. dt. 22/10/2024