

School Transport Terms & Conditions 2022-2023

The King's School is responsible for ensuring the safety of every student travelling on its School bus, either managed by the School or an outsourced third party. In addition to implementing safety procedures, the School ensures complete adherence to the guidelines outlined by the RTO.

Please read the following terms and conditions carefully. If you wish to request the service, please specify the name below and indicate for which of your children you wish to use the service.

Please read this information in relation to the school bus prior to submitting your request:

Terms and conditions of the school bus transportation service:

- 1. Admission into school does not guarantee school bus facility.**
- 2. All bus routes are fixed at the start of the academic year. Changes are not permitted.**
3. A new Bus Registration form must be completed every year.
4. Please be aware that we may not be able to provide bus route at your requested point.
5. Bus services cannot be provided on a route where there are less than 5 students requesting the service. The school reserves the right to cancel any bus route service with 4 students or less.
6. The bus service is between predetermined collection points and as such may require children to walk some distance to a collection point to be picked up and / or dropped off.
7. Buses will arrive and depart from pick-up / drop-off points at the scheduled times and cannot wait for late students. We recommend student's arrive at least 10 minutes before the scheduled times.
8. At the drop-off point, students will not be permitted to exit the school bus in the absence of their parents or guardians unless the school is informed in advance in writing and in such cases, the child will be dropped back to school with the request for parents to collect.
9. The bus service is for King's School students and is not intended to provide transportation to parents or friends.
10. Bus fee represents usage of school bus for the entire school year.
11. The School must be informed in writing or through email ("getinfo@thekingsschool.in") of any changes to the daily routines/changes of bus users, **two days in advance**. If urgent, please contact office – 0474 2532888/2534777

School Bus Expectations have been created keeping the safety of students in mind. Parents should please go over the bus rules with their children. Failure to comply with the following rules may result in the cancellation of bus service:

1. Each bus will have a teacher and a helper to monitor the conduct of the student. Both parents and students are required to honor and respect the teachers and the helper's.
2. An attendance and discipline register will be maintained in the bus.
3. Please ensure to keep the bus clean and do not litter.
4. Students must be courteous to fellow passengers, should not be loud and keep the communication in English.
5. Bus fee will be charged for **ten months** during an academic session and is non-refundable.
6. Sticking of posters, stickers or scribbling is prohibited.

7. If a student is delayed in reaching their respective bus stop, it would be helpful if parents inform the helper's. The helper's contact number will be made available during the start of the academic year.
8. Hands and legs must be in the bus at all times especially during the journey.
9. If a student is found indulging in scuffles/misbehavior/misconduct or breach of any rule or part thereof, bus facility will be immediately withdrawn without any notice and with no refund.

Rule Violation Procedure

The King's School expects all students to display appropriate behavior in the school bus. School Bus Appropriate consequences will be applied by the school for rule violations.

School Bus Rules & Regulations

School Bus Expectations have been created keeping the safety of students in mind. Parents should please go over the bus rules with their children. Failure to comply with the following rules may result in the cancellation of bus service.

There are certain expectations from parents and it is important for parents to review the below. Safety awareness must begin and be consistently reinforced at home. The following points are suggested for parents:

1. Parents are to familiarize themselves with School and transport provider policies and procedures pertaining to riding a bus. Know your child's bus number, telephone numbers of the Bus helper / Bus Monitor and the School.
2. Parents should try to establish the exact time their child should be at the bus stop in the morning / evening. You should also recognize the dangers of students playing at the edge of a busy roadway.
3. Parents are to warn their children of the dangers of strangers who appear friendly and hang around bus stops. Provide your 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. Familiarize them with emergency procedures and danger zones around the bus and discuss these zones with children.
6. Make sure children have their School ID cards at all times
7. 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 helper/ Bus Monitor with relevant questions.
8. Parents should support Transport policies of the School that have kept safety of their children as top priority.

Instructions when travelling by own Private Vehicles:

Parents who assign drivers to pick their child, may be permitted to do so with prior notification via email (getinfo@thekingsschool.in), and must attach the picture of the driver along with his details.

School personnel helping the students' board or disperse the vehicle represent the School and their instructions must be obeyed.

Instructions when travelling by the School Bus:

For all intents and purposes, School buses, whether managed by the School or outsourced to a third party are considered part of the School premises when being used by students.

All safety rules and behavior expectations set by the School and enforced by personnel must be adhered to by students and parents.

Pre-determined bus routes are set at the start of every academic year. Request for changes will not be permitted during the ongoing academic year.

Requests for new bus routes will be reviewed by the month of March and based on the number of demands; the new bus route will be sanctioned.

The following are detailed rules and regulations for those availing of the School Transportation Service:

1. All bus routes are fixed at the start of the academic year. Changes are not permitted during the running academic year.
2. The School bus re-admission form must be renewed every academic year.
3. Note that we may not be able to provide bus routes at every requested point as there are various factors to consider, however we will notify you on the outcome of your request.
4. Bus services cannot be provided on a route where there are less than 5 students. The School reserves the right to cancel any bus route service that has 4 students or less.
5. The bus service visits only predetermined collection points and as such may require children to walk some distance to the predetermined collection point to be picked up and / or dropped off.
6. Buses will arrive and depart from pick-up / drop-off points at the scheduled times and will not wait for late students as it affects every student on board. We recommend students arrive at least 5 minutes before the scheduled times.
7. At the drop-off point, students will not be permitted to exit the School bus in the absence of their parents or guardians unless the School is informed in advance in writing and in such cases, the child will be dropped back to School and will require parents to collect the child from School.
8. The bus service is for King's School students and is not intended for parents or friends.
9. Bus fee represents usage of School bus for the entire School year.
10. In view of any discrepancies / complaints in the bus, the parent is requested to contact the Bus Monitor / Transport Dept. directly and not the bus driver or helper. (0474-2532888, 2534777)

WHILE WAITING TO BOARD THE BUS

1. Arrive at your assigned bus stop five (5) minutes before the School bus arrival time.
2. Do not play in the path of traffic and stand well away from the road when the bus approaches.
3. Remember the danger zone around the bus. The danger zone is anywhere close to the bus and a driver's blind spot. The bus driver cannot see you when you are in the danger zone.
4. Fighting and playing at bus stops and on the way to and from School must be avoided.
5. Never run alongside the bus when the bus is moving. Wait until the bus stops and the driver/helper signals and only then walk to the door and board the bus in an orderly manner.
6. DO NOT PUSH OR SHOVE others and always be courteous and allow others first.

WHILE RIDING ON THE BUS

7. Each bus will have a Bus monitor and a helper to monitor the conduct of the student. Both parents and students are required to honor and respect the teachers and the helpers.
8. Obey the bus monitor / helper's instructions. The Bus monitor of a School bus is in complete charge of students while they are on the bus. Complaints regarding discipline on the bus should be taken to the Principal / Transport Department.
9. The Bus Monitor has the authority to assign seats. Students shall remain properly seated while the bus is in motion.
10. Take your seat promptly and sit properly, facing forward at all times.
11. Place bags and parcels under your seat or on your lap.
12. Keep the aisle of the bus clear at all times.
13. Always keep your head, hands and arms inside the bus at all times especially during the journey.
14. Throwing objects inside or outside of the bus is not permitted.
15. The windows of the School bus must be closed at all times. On no account does any student have the right to open window of a bus. This is in keeping with the preventive measures against any injury to the student.
16. Talk quietly; the driver needs to concentrate to safely drive the bus. Fighting, shouting, or use of obscene language is not permitted.
17. Be absolutely quiet when approaching a railroad crossing.
18. Refrain from talking to the driver except in an emergency.
19. Students are absolutely forbidden to tamper with any parts of the school buses. In such event cost of the damage should be borne by the student / parent.
20. Eating inside the bus is not permitted. Save snacks for snack time at School or till you get home. They may spill or you may choke if the bus goes over a bump.
21. An attendance and discipline register will be maintained in the bus.
22. Please ensure to keep the bus clean and do not litter.
23. Students must be courteous to fellow passengers, should not be loud and keep the communication in English.

GENERAL RULES

1. Bus fee will be charged for ten months during an academic session and is non-refundable in any case.
2. Sticking of posters, stickers or scribbling is prohibited.
3. If a student is delayed in reaching their respective bus stop, it would be helpful if parents inform the helpers. The helper's contact number will be made available during the start of the academic year.

4. Dangerous, disturbing, or annoying objects are not permitted on the bus.
5. If a student is found indulging in scuffles/misbehavior/misconduct or breach of any rule or part thereof, bus facility will be immediately withdrawn without any notice and with no refund.
6. Parents (including sponsors or guardians) are responsible for their children's behavior on the bus. Parents must teach their children proper behavior and ensure they follow the rules.
7. Children should never play around or near School bus vehicles.
8. Be responsible, be safe.

WHILE LEAVING THE BUS

1. When you leave the bus, hold the handrail.
2. In case you need to cross a street, ensure that you cross it in front of the bus. Cross only when the driver/helper gives a signal. Cross the street in single file.
3. If you drop something near the bus, don't pick it up. Tell the driver or bus helper.
4. If everyone is getting off the bus, let the students in the front leave first. Do not push.
5. Allow small children and/or disabled children to board/alight first.
6. Be familiar with the rules of emergencies

RESPONSIBILITIES OF GUARDIANS

Guardians must bring their ward to the School bus pick-up point well before time (5 minutes before). In the event of any delay from their part, they bear the responsibility of bringing their children to the School without fixing any responsibility on the Schools Transport Department.

1. Assist in training and educating their children on the importance of safety and how to wait for the School bus and board it.
2. If any discrepancy is found on Bus helpers / Bus Drivers side the guardian should not directly speak with them and it should be reported to the Management of the School / transport department through parents only and not through the Guardian. (Unless authorized to by the parent in writing)
3. The driver is responsible to bring back the student to School if there is no guardian present to collect the child at the time of return and guardians are responsible for any associated outcome.
4. The guardians are not authorized person of the child to give an application of any changes to the daily bus routines/changes of bus users. (Unless authorized to by the parent in writing)

Formats to be followed by Parents for transport related queries:

New Bus Request:

To avail a School Bus facility a fresh Bus request form is to be submitted to the Office with required details latest before March 15th.

Change of BUS / BUS POINT during an academic year

The School must be informed in writing or through email (getinfo@thekingsschool.in) of any changes needed to daily routines/changes of bus users at least two days in advance. Please mention the Existing Bus No. / Parent's Name and contact No. / Date of changing facility and applicable from date & to date.

Change of BUS during an academic year

After receiving the request, the Transport department will check availability of seats in the bus. Further to the availability of seats, changes can be made to the daily routes.

If, there are no seats available in the required bus we will inform the parents. The parents should make an alternate arrangement for the same.

For Extra class:

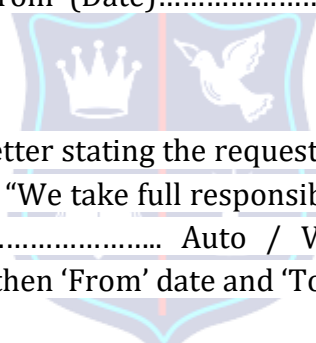
The parent has to take responsibility for picking and dropping their ward when an extra class / club activities are conducted as bus will be dropping nearby existing designated point. (subject to separate information)

Details about Guardians:

Parents should inform the details of Guardian (Name of the guardian / Contact No. / Address / Relationship. This info should be mentioned at the time of admission.

Handing over a Child to the Guardian:

The parents should provide an authorization letter stating the following: “We take full responsibility for handing over my child to Mr. / Mrs....., Guardian of my Child..... from (Date)..... to (Date) at the time of admission.



Details about authorized Vehicles:

Parents should give an authorization letter stating the request to hand over the child to an Authorized Auto / Vehicle in the following format: “We take full responsibility for handing over my child to Mr. / Mrs....., Contact No..... Auto / Vehicle No..... on..... (Date) Else if it is for a longer period then ‘From’ date and ‘To’ date will need to be mentioned.

In the case of Parents not being present at the Bus Point:

If a parent is not available to pick up the child and with no other alternative in sight, then the parent must give an authorized letter in the following format: “We take full responsibility for my child / children: (.....) dropped atjunction or in front of) as my child will not be accompanied by anyone due to unforeseen circumstances

Dropping of Child at an irregular Bus Point due to an emergency situation:

If any emergency situation arises and parents wish to drop the child at another bus point (Not the regular bus point), then it should be informed before 12.00 Noon through e-mail (getinfo@thekingsschool.in) or contact office – 0474 2532888 /2534777.

In the case of a Road block or Road Maintenance:

Parents should co-ordinate with School authorities at the time of Road or Highway Maintenance. In such situations the School authorities will assign a new pick up / drop off point.

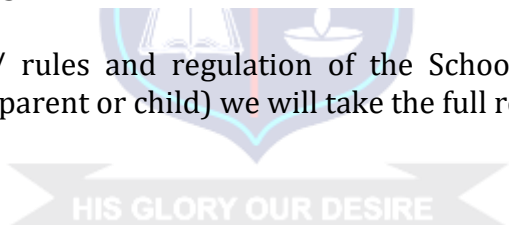
Children may be asked to walk some distance to reach a bus point and we request parents not to compel the bus driver to come at their desired bus point.

IMPORTANT POINTS TO NOTE FROM THE SCHOOL TRANSPORT DEPARTMENT

1. We believe that a School bus is an extension of a classroom and it is important that the School authorities give adequate attention to the discipline and well-being of the children in buses.
2. We endeavor to provide the best possible service for both parents and students. We place the safety and responsibility of the children as our highest priority.
3. We value the parents' trust in our service and endeavor to provide the highest standards of care.
4. We listen to the parents according to the rules and regulations of the School transport department.
5. We speak always positively to students about transportation safety.
6. The parents may contact our department over telephone No. 0474-2532888 / 2534777 and ask for extension 207
7. Admission into School does not guarantee School bus facility. It is the discretion of the School Management.
8. All assigned bus points are permanently fixed at the start of the academic year. Changes will not be permitted during the academic year.
9. Parents and Guardians must refrain from making arrangements with the Bus helpers / Drivers. School will not bear any responsibilities for risk arising thereof. Communication must be written via email to getinfo@thekingsschool.in at all times.
10. School Management will not honor any request of having a child dropped off at a Shop, Mall or any outlet unsupervised. An authorized Guardian must be present at the special drop point well before time (5 minutes before).

PARENT ACKNOWLEDGEMENT SLIP

We have accepted the terms / rules and regulation of the School Transport department. If any violation is done from our part (parent or child) we will take the full responsibility of the same.



Parent / Guardian Name _____ Signature _____ Date _____

Contact Address _____ Contact No. _____

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Signature of In- charge of Transport Department.

Signature of HRM