



School Transport Terms & Conditions / Rules & Regulations

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.

Bus facility is provided to the students who apply for it, subject to the availability of seats on first-come-first-serve basis. The students will be picked up and dropped at the approved bus stoppages only. The school reserves the right to re-schedule the bus routes as and when needed and will be promptly intimated.

I. TERMS & CONDITIONS

Please read this information in relation to the school bus prior to submitting your request. The following are the detailed terms & conditions for those availing of the School Transportation Service. 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. **Admission into school does not guarantee school bus facility.**
2. A new Bus Registration form must be completed every year.
3. All bus routes are fixed at the start of the academic year. Changes are not permitted.
4. The allotted buses in the said route may vary every academic year based on various reasons.
5. Please be aware that we may not be able to provide bus route at your requested point as there are various factors to consider, however we will notify you on the outcome of your request.
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 5 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 The King's School students and is not intended to provide transportation to parents or friends.
10. The School must be informed in writing or through email ("mybus@thekingsschool.in") of any changes to the daily routines/changes of bus users, **two days in advance**. If urgent, please contact - **0474 2532888/2534777, 9400182888**.
11. Each bus will have a teacher (Route officer) 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.
12. An attendance and discipline register will be maintained in the bus.
13. If a student is found indulging in scuffles, misbehavior, misconduct, or breaching any school rule, disciplinary steps will be taken, which may include temporary suspension or restriction from using the bus facility. We aim to foster a safe and respectful environment for all students and will address such incidents with care and appropriate measures.

14. In view of any discrepancies / complaints in the bus, the parent is requested to contact the Route officer / Transport Dept. directly and not the bus driver or helper. **(0474-2532888, 2534777, 9400182888)**
15. 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).
16. School buses, whether managed by the school or outsourced to a third party, are considered an extension of the school when used by students for transportation purposes
17. All safety rules and behavior expectations set by the School and enforced by personnel must be adhered to by students and parents.
18. Requests for new bus routes will be reviewed by the month of April/May and based on the number of demands; the new bus route will be sanctioned.
19. The bus fee will be charged for **ten months** during an academic session and is non-refundable.
20. If the Fee is not paid for **TWO MONTHS**, the bus facility will be cancelled.
21. If the school bus is not required, the application must be submitted by the first day of the month, or else parents are obliged to pay the fee for that month.
22. **The bus fee will be increased annually based on changes in fuel prices/maintenance costs, etc.**
23. We are operating only Non A/c Buses.

II. 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 are the detailed rules and regulations for those availing of the School Transportation Service:

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 / Route officer and the School.
2. Parents could monitor GPS system from their mobile app, but we recommend not to entirely depending on the technology as there are chances of encountering technical issues.
3. Please ensure to keep the bus clean and do not litter. Sticking of posters, stickers or scribbling is prohibited.
4. Students must be courteous to fellow passengers, should not be loud and keep the communication in English.
5. Head and Hands should be kept inside the bus at all times.
6. Students are strictly not allowed to throw anything outside the Bus.
7. All students are to be seated and are not permitted to stand during the journey.
8. Stress the importance of remaining properly seated and reasonably quiet and disciplined while aboard the bus.
9. Familiarize them with emergency procedures and danger zones around the bus and discuss these zones with children.

10. Make sure children have their School ID cards at all times.
11. 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/ Route officer with relevant questions.
12. Parents should support Transport Terms & Conditions/Bus Rules & Regulations of the School that have kept safety of their children as top priority.
13. 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.
14. Dangerous, disturbing, or annoying objects are not permitted on the bus.
15. 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.
16. Students should not put their hands or head through the window while travelling.

While Waiting To Board The Bus

- Arrive at your assigned bus stop five (5) minutes before the School bus arrival time.
- Do not play in the path of traffic and stand well away from the road when the bus approaches.
- 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.
- Fighting and playing at bus stops and on the way to and from School must be avoided.
- 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.
- Do not push or shove others and always be courteous and allow others first.

While Riding On The Bus

- Obey the Route Officer's / helper's instructions. The Route Officer of a School bus is in complete charge of students while they are in the bus. Complaints regarding discipline on the bus should be taken to the Principal / Transport Department.
- The Route officer has the authority to assign seats. Students shall remain properly seated while the bus is in motion.
- Take your seat promptly and sit properly, facing forward at all times.
- Place bags and parcels under your seat or on your lap.
- Keep the aisle of the bus clear at all times.
- Throwing objects inside or outside of the bus is not permitted.
- Talk quietly; the driver needs to concentrate to safely drive the bus. Fighting, shouting, or use of obscene language is not permitted.
- Be absolutely quiet when approaching a railroad crossing.
- Refrain from talking to the driver except in an emergency.
- 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.
- 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.
- An attendance and discipline register will be maintained in the bus.

While Leaving The Bus

- When you leave the bus, hold the handrail.
- 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.

- If you drop something near the bus, don't pick it up. Tell the driver or bus helper.
- If everyone is getting off the bus, let the students in the front leave first. Do not push.
- Allow small children and/or disabled children to board/alight first.
- Be familiar with the rules of emergencies

III. RESPONSIBILITIES OF GUARDIAN

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)
5. 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.
6. Children should never play around or near School bus vehicles.

IV. FORMATS TO BE FOLLOWED BY PARENTS FOR TRANSPORT RELATED QUERIES:

Change of Bus / Bus point during an academic year

The School must be informed in writing or through email (mybus@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.

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)

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)

Details about authorized Vehicles:

Parents should give an authorization letter stating the request to hand over the child to an Authorized Vehicle in the following format: “We take full responsibility for handing over my child to Mr./Mrs.....,Contact No..... 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:

If any 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 **(mybus@thekingsschool.in)** In case of emergency situations contact: **0474 2532888 / 9400182888**

In the case of a Road block/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.