



(Under the aegis of ABESIT)

19th Km. Stone, NH-09, Near Crossing Republik, Ghaziabad 201009
 Phone: 8448583380/81, 9711060916/17; Website: www.stepupschool.in

SCHOOL TRANSPORT REQUEST FORM

Name of the student _____ Admission No. _____

Class & Section _____

We request that our child be permitted to use and avail the transport facility provided by the school with effect from _____



Correspondence Address:

H O U S E N O _____ S T R E E T _____

_____ C I T Y _____

S T A T E _____ C O U N T R Y _____ Z I P C O D E _____

Father's Mobile No. _____

Mother's Mobile No. _____

DECLARATION:

- a) I/We have read the entire transport policy attached here with and give consent to all terms and conditions regarding school transportation.
- b) I/We expect the school authorities to exercise reason able precautions to avoid any injury/accidents. I/We do understand that the school has no financial obligations towards the injury/accident that may occur while the child is traveling through school transport.
- c) I/We understand that in the case of a medical emergency, every effort will be made to notify parent/guardian as soon as possible.
- d) I/We understand that the person authorized to pick up my/our child must be 18 years and above and have the security card with them.

Mother's Name _____ Signature _____ Date _____
 _____ Father's Name _____
 _____ Signature _____ Date _____

FOR OFFICE USE ONLY: Stop Name _____ Bus Route no. _____

Pick-Up Time _____ Drop-Off Time _____ Sign & Date _____

*This form should be handed in person at the office from 8:00am to 2:00pm on all working days.

SCHOOL TRANSPORT POLICY

The school provides safe and comfortable transport facility.

1. The school has a fleet of non-AC Buses to cater the transport needs.
2. Parents are advised to check the pick-up and drop-off points and appropriate time with the Transport Authority before availing the transport facility.
3. The buses will not go in by lanes for whatsoever the reason be.
4. Students are not allowed to provide different pick-up and drop-off points and to change them temporarily for any reason.
5. No fees will be waived off for any quarter for reason whatsoever. If transport facility is opted by the parent, they are liable to pay fees for the complete quarter.
6. During the entire academic session, no new points/ routes will be created. If the residence address changes at any point of time, please note that the transport facility can continue only for the existing points.

If somebody shifts to new location in mid quarter:

- Route which is having higher charges will be charged for entire quarter.
- Transport facility will be provided only if seat is available in new route. If address does not fall under existing bus route then it will be solely depend on the school admin decision.
- Information should be given to school 15 days before starting of quarter.

7. There is no surety of providing transport at the changed address; it will completely depend upon the availability of seats in the bus or route.

If somebody wants different pick-up/ drop-off location for entire session:

- It will solely depend on the school's decision.
- Route which is having higher charges will be charged.
- It will depend upon seat availability in both routes.

8. No transport fee is charged for the month of June (Since school remains closed for summer vacation).The transport fee has to be paid in four instalments along with the tuition fee. Monthly fee-paying option is not available. (Refer to the fee structure for further details.)

9. The deposited transport fee of the quarter will not be refunded if the transport facility is withdrawn during any part of the quarter.

10. Parents are not required to pay the transport fee of First Quarter if the admission is taken in the month of July of any session.

11. Parents are requested to be available 10 minutes before the scheduled time at the pickup/drop off point to supervise the child. The bus will honk 3 times and will not wait any longer at the stop. 'First In First Out' rule will be followed.

12. Parents/Guardians are responsible for supervising their children. This may involve crossing roads. School personnel will not assist children to cross roads. The Assisting Staff will take all the possible efforts to see that the child is handed over to the parent/guardian while dropping back from school. In case the guardians are not available to escort the child back home during drop off time, the child will be brought back to school and it will be the responsibility of the parents to pick up the child on their own from the school.

13. Although, the running time is calculated to keep it to the minimum and it will be our endeavour to stick to the schedule, delays or diversions caused due to traffic congestions/road repairs will be inevitable.

Note: It should be noted that in case of extreme or persistent misbehaviour, the School Authorities reserve the right to suspend transport facilities. In that case, the deposited transport fee after the date of suspension of facility will be refunded by the school. Parents/Guardians will be then solely responsible for the transport arrangements of their ward/wards.

Name_____Date_____

Signature_____