

22nd February 2019

Dear Parents,

You are requested to kindly make note of the Transport Policy for the coming year.

1. Any request to avail the transport facility provided by the school will be accepted based on seats being vacant on the desired route.
2. Confirmation of seat/s on the requested route will be subject to availability, and on a first come first served basis.
3. Changes in residential address will be honoured only at the beginning of each semester. Parents are requested to submit their address change requests well before the start of the semester.
4. Students are expected to be present at their pick up point at the scheduled time. Buses will not wait at the location longer than two minutes after arrival.
5. If parents would like to make a temporary change (for a maximum of 3 working days) in the drop off point on the same route, they are requested to submit a letter with the new location to the respective Principal, well in advance of the desired change.
6. Changes will be effected only after this request is approved by the respective Principal, and after communication to the Transport Dept.
7. For students of Kindergarten to Grade III, designated persons are required to be present at the drop-off location at the stipulated time to collect their wards. The bus will not wait at the location longer than two minutes.
8. Failure to show the conductor the designated person I.D card may result in the child being taken back to the school, to await the arrival of the designated person, along with their I.D.
9. Any problems/complaints are to be addressed to the Transport Desk at the campus and not discussed with the Driver / Conductors on board the bus.
10. The school or the support staff are not responsible for loss of any personal belongings in the school bus.

Parents are requested to print out this Policy and submit a duly signed copy at the Transport Desk. This action indicates that you are in consonance with the policy and have taken note of the contents.

For any clarifications or assistance, please do not hesitate to reach us on 044-66241109.

We request your cooperation to ensure the safe transit of our children.