



# MRG SCHOOL – TRANSPORT ENROLLMENT FORM

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Student Name  
Class & Section

Father's Name  
Father's Mobile

Mother's Name  
Mother's Mobile

Guardian/Caretaker's Name  
Guardian/Caretaker's Mobile

I request you to enroll my ward \_\_\_\_\_ of Class & Section \_\_\_\_\_ for the school transport facility for the session 2024-25.  
Residence Address: \_\_\_\_\_

Pick-up & Drop Point: \_\_\_\_\_

(Kindly select the point from the list attached)

I have read and fully abide by the school rules and terms and conditions related to school transport facility.

Father's Name  
Father's Signature

Mother's Name  
Mother's Signature

### For Office Use Only

Pick & Drop Point: \_\_\_\_\_

Bus Route No.: \_\_\_\_\_

Transport Fee: \_\_\_\_\_

W.e.f.: \_\_\_\_\_

Transport In-charge

For information:

Administrator

Accountant

Class Teacher

## **School Transportation Guidelines**

### **General Rules**

- School Transportation is provided on specific routes and pick-up and drop points determined by the School.
- The selection of pickup and drop points for school transport is finalized based on the locations where the majority of students reside.
- The school transportation facility is provided solely for convenience to students, and it is not liable or responsible for offering door-to-door or personalized services. Just like any other vehicle on the road, school transport might experience delays. Delays may happen due to traffic, road conditions, or technical issues. We expect full cooperation of parents/guardians during delays.
- The School may, at its sole discretion, change the transport routes based on the needs of the students
- Parents/Guardians interested in altering a route may reach out to the School Administration with a written request. Approval for the change will be considered based on feasibility and availability.
- Prior to completing the transportation form, parents/guardians are required to go through all guidelines carefully and ensure their satisfaction with the vehicle route, pick-up and drop-off points, timings, and services etc.
- The parents/guardians and students undertake and agree not to initiate or maintain any action against the School for matters the School is not liable for as outlined in the rules mentioned in School Transport Guidelines, and hereby waive all rights and remedies on this behalf, against the School.
- School will make best efforts to ensure high standards of safety and security.
- School transport facility is being provided as an optional facility, and the school reserves to revoke such facility from any student.
- School transport withdrawal intimation shall be done three months prior along with duly filled withdrawal form. Once a withdrawal from the transportation service is initiated, reinstatement during the current academic session will not be possible.
- School shall not entertain verbal communication of availing & withdrawal of transport facility.

### **Fee Rules**

- Parents/Guardian are required to make complete payment for the transportation fee as determined by the School.
- The transport fee is billed quarterly and parents/guardian are expected to make timely payments.
- The school transportation fee is non-refundable under all circumstances including parents/guardians opting out of the transportation facility.
- The fee amount may vary without prior notice due to reasons, such as increases in fuel prices, taxes, insurance rates, etc.

### **Code of Conduct**

- Students using the school transportation vehicle are expected to reach the designated pick-up point at least five minutes before the scheduled arrival time of the bus. School transportation vehicles will not wait for students who arrive late.
- Upon boarding the transportation vehicle, all students are expected to take available seats promptly and keep the passageway fully clear for other students.
- Standing or running inside the school transportation vehicle is strictly prohibited.
- The front door of the school transportation vehicle is the only authorized entrance and exit. Student are expected to use only the front door unless instructed otherwise, and must board and exit in an orderly and safe manner.
- Students are requested to not litter, damage or destroy any property while on the school transportation vehicle. Objects or eatables of any kind must not be discarded inside or thrown out of the school transportation vehicle. For any damaged caused to the school transportation vehicle, responsible individuals may be liable to incur costs related to the damage.
- The drivers are authorized to stop school transportation vehicle at the designated pick-up and drop points only, unless otherwise directed by the teacher in-charge in the school transportation vehicle.
- Students are expected to be courteous to the school transportation staff and follow their instructions. They must comply with and respect the school transportation monitor, conductor, and driver.

### **Safety Measures**

- Students are advised to keep a safe distance from the main road until the school transportation vehicle arrives.
- Students should refrain from approaching the entry door of the school transportation vehicle until it comes to a complete halt.
- For everyone's safety, students are required to not hop-on or hop-off the school transportation vehicle while it is in motion.
- Students should not distract or interfere with the driver. Inappropriate distractions can cause accidents.

### **Emergency Measures**

- Parents/Guardians are requested to save school transportation staff members' contacts in their phones and ensure it always up-to-date.
- All students are required to familiarize themselves with emergency exits of the school transportation vehicle as well as evacuation procedures.
- During an event of emergency all students are expected to follow instructions of the teacher in-charge/school transportation staff.

**For Parents/Guardians**

- Parents/guardians are required not to complain to the school transportation vehicle driver/guard in case of any problem but report the problem to the Transport In-Charge in written.
- Parents/Guardians are not allowed to get on the school transportation vehicle for seating their wards.
- Parents/Guardians/Caretakers must present their official ID to the school transportation vehicle guard when collecting their child from the authorized drop point.
- Parents/Guardians must ensure that their wards reach the pick-up point 5minutes prior to the arrival of the school transportation vehicle.
- Parents/Guardians are required to inform the school promptly in case they do not want to use the facility for any specific day so that the school transportation vehicle does not wait for the corresponding student.
- Parents/Guardian are required to not indulge in any ill treatment towards the transportation staff.
- Any request by the parent/guardian to the school school transportation staff for delayed boarding is strictly prohibited.
- Parents/Guardian must ensure complete school transportation fee is paid on time as per Fee Rules.

**Declaration:**

I hereby acknowledge and agree to comply with the rules and regulations established by the School for the transport facility. I agree to pay complete transport facility fee quarterly and without any delay. I acknowledge that the school is committed to ensuring the highest standards of safety and security in providing the transport facility. I trust and agree that the school will implement all necessary measures to prevent any unforeseen incidents related to the transport facility and to hold the school harmless from any case arising out of or in connection with the transport facility. I agree to adhere to the stated terms and conditions in enrolling my child for school transport and request you to kindly accept my requisition form.

Parents/Guardian Name

Signature & Date

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