



SCHOOL TRANSPORT RULES

1. The school transport facility shall be provided on a first-come, first-served basis, subject to availability of seats. Once the seating capacity of a bus is reached, no further requests for transport on that route shall be entertained.
2. Once opted for, the school transport facility shall ordinarily remain applicable for the entire academic session. Requests for withdrawal or change shall be considered only in exceptional circumstances and at the sole discretion of the school.
3. All students availing the school bus facility must obtain two Bus Passes — one for the student and one for the authorised escort. It is mandatory for every student to carry the Bus Pass while travelling; in its absence, the student may not be permitted to board the bus.
4. At the time of drop-off, the student will be handed over only to the authorised escort carrying the designated Bus Pass. If no authorised person carrying the Escort Bus Pass is present at the drop-off point, the student will be brought back to school, and the parent/guardian will be required to collect the student from there. Any inconvenience arising from such circumstances shall be the sole responsibility of the parent/guardian.
5. Students must report to their designated pick-up point at least 5 minutes before the scheduled arrival time of the bus. Bus staff shall not call students or parents/guardians if a student is absent from the boarding point, and the school shall not be responsible if a student misses the bus due to late arrival. In such cases, parents shall make their own arrangements to drop their ward to school.
6. It shall be the responsibility of parents/authorised guardians to accompany their ward to the designated boarding point and to receive the child at the designated drop-off point.
7. Parents, guardians, escorts, or any other person accompanying the student shall not, under any circumstances, be permitted to enter or board the school bus.
8. Parents are advised to instruct their ward to remain seated throughout the journey and never put their head, hands, arms, or any part of their body outside the bus windows.
9. Shouting, running, pushing, fighting, using abusive language, or any other unruly behaviour inside the school bus is strictly prohibited, as it may distract the driver and compromise the safety of all passengers.
10. Students are expected to maintain the highest standards of discipline while travelling by the school bus. Any act of indiscipline, misconduct, or disobedience may result in disciplinary action, including withdrawal of the transport facility without any refund of the transport fee.
11. Students shall not tamper with or handle any part of the bus, including the engine compartment, instrument panel, CCTV cameras, fire extinguisher, emergency exits, or other safety equipment.
12. Students shall not engage the driver in conversation or otherwise distract the driver while the bus is in motion.
13. Any damage caused to the school bus or its equipment by a student shall be recovered from the parent(s)/guardian(s) of the student concerned.
14. Any change in a student's residential address or pick-up/drop-off point must be communicated to the school in writing well in advance. The school reserves the right to approve or decline such requests based on route feasibility and operational requirements.
15. While the school takes every reasonable precaution to ensure safety and timely operation of its transport services, it shall not be held responsible for delays caused by traffic congestion, road closures, mechanical breakdowns, adverse weather conditions, or other circumstances beyond its reasonable control.
16. The school reserves the sole right to determine, modify, or discontinue transport routes, bus stops, or pick-up/drop-off points in the interest of safety, operational efficiency, or administrative requirements. The decision of the school in all transport-related matters shall be final and binding.
17. The school shall not undertake any responsibility or liability, in any manner whatsoever, in case of delay, breakdown, mechanical disorder, or accident/mishap involving the school bus.