

SCHOOL BUS REQUISITION FORM



Form No.

Kindly grant my son / daughter.....
a student of class.....Sec.....the bus service on
Route No.from stop..... w.e.f.

I have read all the rules and regulations mentioned overleaf and agree to abide by the same.

Yours faithfully.

Signature of Parents / Guardian

Name & Address of the Parent / Guardian :

Tel. (O)..... (R)..... Bus StopArea.....

For Office Use Only

Bus Service is granted from toand vise versa w.e.f.
on route no.....

Principal Transport Incharge

**To be retained by the parents for the whole year
Rules & Conditions for Availing School Bus Service**

NameClass..... Sec.....Form No.....

- 1. The bus will ply only as per approved routes. 2. The bus will halt only as per the stops allotted to a particular bus route. No other changes in stops will be considered once they have been fixed by the school. The minimum students for each stop will be five (5). 3. Students not in time for the bus, will have to make their own arrangements, on that day to come to school. The same holds good in case of breakdown of school bus. 4. Bus fees has to be paid in advance quarterly, failing which the students will not be allowed to use the bus. 5. Students who are not regular in paying bus fees and cause trouble will not be allowed to use the bus. 6. Bus fees once paid, will not be refunded under any circumstances. 7. The bus fees is subject to increase, only if there is a hike in taxes, prices of spare parts, petrol, diesel, contractor charges and staff salaries. 8. The bus service must be hired for the full academic year. Under special circumstances, bus services can be cancelled by giving one month's prior notice or by paying one month's notice fee before commencement of 2nd term. 9. No parents will be allowed to travel by the school Bus. It is strictly for School students in uniforms only. 10. Parents are requested not to handover Fee Cards to conductors or drivers. If they do so, authorities will not be responsible for it. 11. Parents are requested to ensure that they send only regular and approved representatives to pick up and drop their children at the designated stops.

The Bus Facilities to a student will be refused if

- v Parents behave rudely with the School Staff.
- v Parents are found paying bribes or gifts to the Drivers/Conductors.
- v Child misbehaves in the bus or any other such offence.
- v Child damages seats or any other parts of the bus.
- v Parents are found travelling in the bus alongwith the students.

Rules & Conditions for Availing School Bus Service

1. The bus will ply only as per approved routes.
2. The bus will halt only as per the stops allotted to a particular bus route. No other changes in stops will be considered once they have been fixed by the school. The minimum students for each stop will be five (5)
3. Students not in time for the bus, will have to make their own arrangements, on that day to come to school. The same holds good in case of breakdown of school bus
4. Bus fees has to be paid in advance quarterly falling which the students will not be allowed to use the bus.
5. Students who are not regular in paying bus fees and cause trouble will not be allowed to use the bus.
6. Bus fees once paid, will not be refunded under any circumstance.
7. The bus fees is subject to increase, only if there is a hike in taxes, prices of spare parts, petrol, diesel, contractor charges and staff salaries.
8. The bus service must be hired for the full academic year. Under special circumstances, bus services can be cancelled by giving one month's prior notice or by paying one month's notice fee before commencement of 2nd term.
9. No parents will be allowed to travel by the school Bus. It is strictly for School students in uniforms only.
10. Parents are requested not to handover Fee Cards to conductors or drivers. If they do so. authorities will not be responsible for it.
11. Parents are requested to ensure that they send only regular and approved representatives to pick up and drop their children at the designated stops.

The Bus Facilities to a student will be refused if

- v Parents behave rudely with the School Staff.
- v Parents are found paying bribes or gifts to the Drivers/Conductors.
- v Child misbehaves in the bus or any other such offence.
- v Child damages seats or any other parts of the bus.
- v Parents are found travelling in the bus alongwith the students.