



HERITAGE PUBLIC SCHOOL

God is our unseen teacher

TRANSPORT REQUISITION FORM

OFFICE USE ONLY

Admission No. Bus NO Roll No.

Grade Section

Mobile no

**DO NOT
STAPLE**
Passport size
photograph
of the
student

Transport Incharge Vice Principal/ Principal President

We request that our Ward whose particulars are given below may be permitted to use the school bus for his/her journey betweenand Heritage Public School, Guwahati
w.e.f.....in the event of his/her admission to the school.

INFORMATION OF THE CHILD(Please fill the form in capital letters only)

Name of the Student

Grade Section Gender: Male Female

Date of Birth

Pick-up point

Drop point

Name of Father	<input type="text"/>	Name of Mother	<input type="text"/>
Mobile No.	<input type="text"/>	Mobile No.	<input type="text"/>
E-Mail	<input type="text"/>	E-Mail	<input type="text"/>
Residence	<input type="text"/>	Residence	<input type="text"/>
	<input type="text"/>		<input type="text"/>



RULES FOR SCHOOL TRANSPORT

1. Transport is available for those students who needed and decide in areas where the school buses ply.
The buses will ply only in those bylanes where they can turn and there are a minimum of ten students who are from that pick-up point. Parents can not bribe the drivers to detour from their usual routes.
2. Withdrawal from school Transport must be applied for in writing and on payment of charges for the entire academic year.
3. As a major of security of the children, Guardians / Parents have to drop their children at the pickup point escort them from the Drop point
4. The school shall not be held responsible, in case of delay in arrival of buses due to unforeseen situation like road blockade, Traffic jam, Festival etc. Please do not shout or use abusive with the staff. At Times, the smooth functioning of our buses may be affected due to instruction be the District Administration. The School is not to be blamed for this. Parents co-operation is required in such situations. Alternative arrangements will be made with your co-operation.
5. Parents are not allowed to use school buses and are also requested not to enter the school buses for dropping and picking their wards.
6. Changes in pick-up / Drop points if any must be informed in writing to the Transport In-charge. Extension of the facility on new road will depend upon the availability of seats/ bus.
7. In the case of change of permanent / residential address the same should be informed to the Transport In-charge in writing.
8. Due care should be taken not to damage the interiors of the Bus and to keep it clean and litter free. In case a student damages the bus by way of ripping / tearing the seat covers he will have to pay a fine to the extent of the damages incurred by him.
9. A student using the school bus is expected to be at the bus stop at least ten minutes before the schedule arrival of the bus.
10. Students can board only on their assigned buses. If a student misses his allotted bus, he can not board any other bus. It is the responsibility of the parents to drop their wards to the school. However the student can return by the allotted bus.
11. The buses will not wait for any latecomers.
12. There will be change of seats of the students in the buses by the bus contactors at regular intervals.
13. The students must make sure that the aisle of the bus is clean, school bags and other belongings are placed properly. They are not supposed to move out of their allotted places once the bus moves.
14. Students are not allowed to get down mid way to purchase things from a shop.
15. Parents are not allowed to send the tuition fees of their wards through the school bus drivers / handyman and for which the school shall not be held responsible. No money is to be sent through the bus drivers.
16. At the end of the school day students should board their respective buses immediately and do not move unnecessarily till the buses leave.
17. The students should abstain from misbehaving in the bus and maintain strict discipline. A student may be debarred from school transport in case she / he repeatedly breaks the bus rules and charges will be levied for the entire academic year.
18. Untoward incidents like fighting in the bus, use of abusive language and slang words will result in the students suspension of bus facility.
19. The school will not be held responsible for any lapses in the bus services. In case of any discrepancies, parents may meet the Transport In-charge. In case of any mechanical failure or technical snag, the school can not be held responsible.
20. The student is responsible for his / her own belongings in the bus.
21. Boarding and alighting from buses should be done in silence and in an orderly manner.
22. In case of any Emergency, parents can contact the concern school bus coordinator.
23. The drivers attention must not be distracted for any reason.
24. The Transport fees should be paid in a quarterly basis in accordance with the school rules enforced from time to time. It may increase due to rise in fuel charges, increases in the salary of Drivers, rise in the cost of maintenance of buses, etc.

DECLARATION/ UNDERTAKING

I the father/mother of studying in Grade have read the rules and regulations as mentioned in the form and will abide by the same accordingly. I do understand that the school transport facility being provided is for the comfortable commuting of my ward. However, in case of any unforeseen incident/ mishap, I understand that the school will not be held responsible.

Signature of Father.....

Signature of Mother

Date.....

Date.....

