



Transportation Registration Form

Date: _____

Academic year: _____

For Parent

Sr. No.	Students ID/EN	Student Name	Gender / Year	Grade	Section	Start Service Date
1						
2						
3						
4						
5						
6						

Student
Passport
Size
Photo

1st Child

Student
Passport
Size
Photo

2nd Child

Student
Passport
Size
Photo

3rd Child

Student
Passport
Size
Photo

4th Child

Student
Passport
Size
Photo

5th Child

Student
Passport
Size
Photo

6th Child

Emirates: - ☐ Dubai ☐ Sharjah ☐ Ajman ☐ UAQ

*Address: _____

Area _____ Street _____

Building _____ Flat _____

*Landmark [Nearby Location] _____

*Mobile No. for SMS & Notification: _____ *Emergency Mobile No: _____

Parent's Name _____

Signature _____

Mobile No _____

For Account Department

Mode of Payment: ☐ Cash ☐ Cheque ☐ Debit Card ☐ Credit Card Amount _____

Cashier Name & Signature _____

TERMS AND CONDITIONS

1. The school operates the buses in compliance with the guidelines advised by the regulatory authorities.
2. There is a Transport in charge at the school to always attend to your queries/concerns.
3. All buses have designated pick up and drop off locations.
4. The travel time may vary depending on the number of students/changes in route.
5. It is the responsibility of the parent(s) to ensure that their child/children is/are at the pick-up point at the assigned time. Buses will not leave from collection points ahead of schedule. However, buses will not be able to wait at pick-up points after the allotted time. Due to traffic delays buses may arrive at pick-up and drop-off points behind assigned time.
6. In certain cases, parents advise the bus staff from their balconies / residence to drop the students; in such cases the parent must give a letter undertaking that it is acceptable to them to drop off the students if they are visible to the bus staff. If such an undertaking is not given and an adult is not available to receive the child/children, they will be brought back to the school. If the younger students have older siblings (Year 5 and above) travelling with them, and an undertaking has been given that they can be dropped in the care of their older sibling, this will be done.
7. If the students are to be dropped without the presence of an adult, parent should sign a consent form accordingly. This is applicable only for children from Grade 4 to Grade 7.
8. If the above is not strictly followed by any parent, the students will be brought back to school, and it would be the responsibility of the parents to collect the students from the school.
9. For safety and security reasons, if the required drop off is requested for an unusual location, a written request, signed by the parent/guardian is needed.
10. Parents are required to inform the Transport in charge / School Administration if a student is absent on any day. If a student does not want to use the return trip for any day, the parent should provide a written communication or send an e-mail to the Transport in charge / School Administration.
11. In case of change of residence, provision of transport service will be subject to the availability of seats on established routes. Fees will apply as applicable to the new pick-up area as per the fee structure.
12. Children with contagious diseases will not be permitted to travel in the bus for Health & Safety reasons. The school may require a clearance certificate to be handed to the school nurse before the child boards the bus.
13. For safety reasons, eating and drinking on the bus, other than water, will not be permitted.
14. The school reserves the right to decline the provision of service. Allocation of bus facility will be based on the availability of a seat in the bus assigned for that area.
15. Parents or guardians shall compensate the school for any damages caused / sustained on the bus or to other travelers due to inappropriate behavior/actions of their child/children. The school shall not be liable for any consequences or damages caused due to the child/children due to their own inappropriate behavior /actions.
16. All students will be provided with RFID cards for attendance purposes. In the event of loss, a replacement fee of 25 AED will be applicable.

PAYMENT OF FEES

1. Once the application form is accepted, the parent will make payment of fees based on the fee structure applicable in the school.
2. Transport fee is applicable and charged for ten months in an academic year, divided in three terms. Full payment for each term should be done irrespective of the number of working days.
3. Following options are given to parents for payment of fees –
 - (i) Cash / Credit Cards at the Accounts counter in the school
 - (ii) Cheque in favor of 'School Name' at the Accounts counter in the school

DECLARATION

1. I understand & adhere to the above mentioned & Transport withdraw / location change / discontinue request will be submitted at least 30 days in advance.
2. In case of student's withdrawal during the term from the school bus, The transportation refund fees will be calculated as per the MOE By law.
3. The student will stick to the time notified by the transportation department at the pickup point and will inform if don't intent to use the bus for a day/specific period.

4. I/We understand the instructions for using the bus , bus timing & agree with it and will stick to it in accordance with the terms and conditions of school transport department.
5. Failure to adhere to these instructions will result in issuing a warning letter and service will be stopped (if required) after evaluation.
6. If student opt Two Way transport service from beginning , they can not change it to one way until start of January.
7. Transportation services will be provided only in the afternoon (drop-off) on the first day of school or the first day of service. In the morning, it will be the responsibility of the parents to drop off their child at the school.

Date: _____

Parent's/Guardian's Signature: _____

For Transport

Type of Student: - ☐ New Student ☐ Old Student Aprox Pick-up time _____

Type of Service: - ☐ Two Way ☐ One Way Aprox Drop-off time _____

Bus No _____ Route Name _____ Stop Name _____

Driver Name _____ Assistants Name _____

Start Date of Transportation _____ Transport Charge/Fees: _____

Staff Child: ☐ Yes ☐ No

Staff Name _____ Employee _____

Authorized Name _____

Signature _____

Date _____