

SCHOOL BUS RULES & REGULATIONS

1. Students are requested to travel in the School bus with their Bus Pass & I Card. Bus Pass & I Card should be produced whenever asked for, so as to know if he/she is a bus student, if he/she is not a bus student & if found travelling in the bus, we will collect full year Bus Fees from the parent concerned.
2. Bus Fees will be collected on Quarterly basis. Dates for payment will be 5th to 20th of **June / September / December & February** in the School (Except on Thursday, Sunday & School Holidays) between 9.30 AM to 11.30 AM & 12.30 PM to 2.00 PM & thereafter in our Mulund office (Except on Sunday & holidays) between 04.00 PM to 06.00 PM. Bus fees will also be accepted on Half / Full yearly basis also.
3. Bus fees can be paid by cash / cheque / online / QR Code, in case if the cheque is bounced appropriate charges will be collected. Late fees of Rs.50/- per month will be charged. If the fee is received after 20th of respective quarters (like June/September/December & February).
4. Students of std. 10th should pay Bus Fees till February only.
5. Those parents, who wish to send their children by school bus, have to fill up the admission form that is available at Rs.10/- & pay the bus fees before the School starts in June.
6. Cancellation of School Bus facility is allowed during any particular academic year only. If the student wishes to do so, he/she should give us the same in writing before the School Starts in June, otherwise they will have to pay for the full year whether they use the bus or not.
7. If the school bus is found damaged by any student, appropriate charges will be collected from the Parents / Guardian concerned.
8. Parents are requested to collect their children from the respective/scheduled bus stop, road crossing will not be our responsibility.
9. Parents of Pri-Primary are requested to collect their children from the scheduled bus stops, An identity badge will be provided, which should be stitched on the right side of the uniform at pocket level, which will cost Rs.40/-.
10. Student of Pre-Primary section & 1st Standard are requested to wear I Card with residential address, phone number & the name of their Bus Stop.
11. Parents/guardians/domestics of children of Junior KG, Senior KG & 1st are required to show the Bus I Card to the bus attendant at the time of collecting their child from the bus stop. Failing this the child will be brought back to the School. Parents are requested to note that this is for the safety of their children.
12. It has been understood between the School & us that the school is making these arrangements for the purpose of convenience & benefit of the school children. The school shall not be liable or responsible in any way either for the safety of person or property of the children & the entire liability shall be of the insurance company with whom the buses are insured, & the parents have at their own responsibility opted to avail of this transport facility being arranged by the School management for the convenience of the School children.
13. Bus Pass & I Card should be preserved till the end of the academic year. In genuine cases, duplicate Bus Pass & I Card can be obtained on payment of Rs.10/- only.
14. Whenever there is any increase in the operational costs, when inputs such as diesel, oil, tyre, insurance, tax, accessories etc. & any other additional factors increases, there may be pro rata increase in bus fees, with the consent of the School Authority / PTA.
15. Students are requested to take care of their belongings in the School Bus, we try our best to return back things, that is left by them, but we should not be held responsible, in case if that thing is not found due to any reason.
16. Parents (other than those authorized by the School Principal) shall not be entitled & shall not be permitted to travel with their children in the school bus.
17. If any Parent or authorized person wants to collect the child directly from the School, they should inform the School Authority & us in writing accordingly in advance.
18. School Bus Service is in Bhandup West, Kanjur West, IIT Market & Main Gate, Powai, & Hiranandani to School & back. In case of any complaint, parents are requested to put the same in writing to us with a copy to the School Authority, so that we can take proper and needful action towards the same.
19. Request for change in bus stops, timings etc. will be brought to the attention of the School Authority for consideration by us. Bus service to any stop can be discontinued if deemed necessary with prior intimation and with the approval of the School.
20. The students are requested to know the right bus, which they have to board. Please make the students understand that if in case they are confused, ask for guidance from our staff or school security & in no condition go home on their own without informing your parents & in case if they do so, they will be responsible for the same, So please wear Proper I Card as given by us, which mentions the School Bus Number, which the students are supposed to board.
21. Bus Fees is calculated according to the working days in School & divided into 12 Months. Due to any reasons if there is again any kind of lockdown or similar & school is asked to work online, please understand & note that there will be **NO REFUNDS** as we will be saving in only diesel expenses.
22. In case of any delay in a child reaching home, parents are requested to contact us at 25613421 / 25672870 / 35050348.

I have read & understood the above rules & regulations & I agree to abide by the above rules & regulations.

Date. : -

Signature of Parent / Guardian.....