



Transport Rules

1. An optional transport facility is made available to the students. Students can avail the school transport, subject to the availability of seats, for any particular area. In case the school transport is not available, the parents will have to make their own arrangements.
2.
 - **During the mid-session withdrawal from the use of transport facility will not be accepted under any circumstances.**
 - During mid-session, if there is any change in the address, bus route will be allotted on the availability of seats and also, only if buses are plying on the route.
 - Parents should use GPS facility to track the bus' location. It would not be the school's responsibility to update its location.
 - **The functioning of GPS and CCTV in the buses is subject to network connectivity.**
3. Bus Routes charted by the school will not be changed. **Change in the route is allowed by the transport incharge, only on a written request submitted by the parents at least 15 days in advance** (Subject to the availability of seats in that particular route).
4. Transport fee is levied keeping the budget and all the overhead expenses in view. **Revision of transport charges is at the sole discretion of the school management.**
5. **11 months** transport fee shall be charged.
6. List of students and stops will be available in the respective buses.
7. School Bus is a facility and does not entail any right to students and parents and any liability to school if the bus is late, does not reach, breaks down, has been sent on government duty or any other interruption like: social riots, road construction, etc. In such cases, parents will have to make their own arrangements.
8. Bus facility will **not be provided** during 'Extra Classes'.
9. If a school bus user student leaves the school premises any day without informing the transport incharge in writing through his/her own arrangement, the bus facility may be discontinued.
10. **No request of withdrawal for students studying in Board classes will be accepted from December.**
11. The bus drivers are authorized to stop the bus only at the designated stops. Students using the school bus are expected to be at the bus stop at least 5 minutes before the arrival of the bus. **The bus will not wait for late comers.**
12. Parents are required to pick up the ward from the designated stop. In case the parent/guardian is not there to receive the ward, the driver is instructed to bring back the child to the school and parents will have to pick-up the ward from the school.
13. **Students are expected to:**
 - a) behave in a courteous manner. They will be penalized for bullying, shouting, unruly behaviour, or damages caused due to negligence and vandalism.
 - b) not throw any trash/food inside or outside the bus.
 - c) not distract the driver's attention.
 - d) be seated when the bus is in motion. Students are not allowed to stand on the footboard and they should not project any part of their body outside the window.
 - e) follow the instructions of the teacher incharge. He/She has the authority to report any offence to the Principal immediately.
 - f) keep all the belongings with them. School management is not responsible for any article lost in the bus.
14. Students using school bus are **not permitted to travel by any other route**, except the bus route that has been allotted to them.



Transport Rules

15. Bikes and Cars are strictly prohibited in the school.
16. Students below class IX will not be allowed to use bicycle as a mode of transport to school.
17. Parents who are **not using the school transport will be solely responsible for the safety and security of their ward**. School Management will not be responsible for any untoward incident in any manner whatsoever. They are expected to follow below mentioned guidelines:
 - a) It is mandatory for the parents to pick up and drop the child to the school on time.
 - b) The students are not permitted to enter the school premises before 7:30 am.
 - c) Parents who make independent transport arrangements for their ward by hiring vans/rickshaws etc. must ensure that:
 - (i) **Police verification of drivers, rickshaw pullers is done** and all the safety measures have been taken to avoid any untoward incident and submit the same in the school.
 - (ii) The vehicle is not LPG operated.
 - (iii) The authorized driver has at least 5 years of driving experience.
 - (iv) The telephone numbers of other parents are kept by each parent of students using that vehicle.
4. Frequent absence without informing the school.
5. Use of violence in any form.
6. Using abusive language with peers or teachers.
7. Bringing sharp and injury causing articles such as knives, scissors, cutters, etc.
8. Using Holi colours/bursting crackers will lead to severe penalty in the form of marks deduction and suspension from the school.
9. Bringing civil clothes to school at any point of time unless prior permission has been granted by a teacher.
10. Failing to comply with the rules and regulations issued by the school from time to time.
11. Harming/Hurting person, property, self.
12. Carrying costly articles (like watches, fountain pens, cameras, jewellery, etc).
13. Smoking, gambling, drinking or using drugs. Misconduct, indiscipline and misbehaviour in the school transport.
14. If students are carrying excess money for purchasing something from the uniform shop or book shop, it should be intimated to the class teacher otherwise disciplinary action will be taken against them.

The following disciplinary measures will be adopted to maintain discipline.

Code of Conduct

The following practices will lead to strict disciplinary action:

1. Disfiguring or damaging the school property or scribbling on school walls.
2. Damaging, scrubbing or tearing pages from books or note books.
3. Bunking school, classes or Assessment Tests.
1. Any student found disobeying school rules would be given two verbal warnings.
2. A written warning letter will be issued to the defaulter if discipline is not maintained after verbal warnings.
3. If the student does not show any improvement, he/she will be **suspended from the school for a week**.