



المدرسة الآسيوية الدولية الخاصة

ASIAN INTERNATIONAL (P) SCHOOL

STUDENT REGISTRATION FORM

School Transport

Academic Year: _____

OFFICE USE

eSIS No.: _____

Adm. No.: _____

Student Photo

SECTION 1: STUDENT INFORMATION

Name of the Child				Grade & Section	
Date of Birth			Blood Group		
Father's Name			Contact No.	Email Add:	
Mother's Name			Contact No.		
AREA (Please Tick)	<input type="checkbox"/> Ruwais	<input type="checkbox"/> Gayathi			
Address (In Details)					
Transportation Required	<input type="checkbox"/> Both Ways	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon		
Pick Up Location					
Drop Off Location					
Signature of Parent				Date:	

SECTION 2: Terms & Conditions for availing school bus facility

1. In accordance with **DOT/ITC regulations**, the school will assign bus routes and pickup points based on the designated **bus number and route plan**.
2. Any request to change the pickup or drop-off location must be submitted **in writing to the School Transportation Department and the Reception Desk at least 15 days in advance**.
3. Students must be present at their designated pickup point **at least 10 minutes before the scheduled bus arrival time**.
4. The **school bus fee must be paid in advance**, either on a **half-yearly or yearly basis**, prior to using the transportation facility. Fees are **non-refundable once the service has been utilized**, even if used for a single day.
5. If a student misses the bus, **parents are responsible for arranging transportation to bring the child to school**. The student may use the **school bus for the return trip, upon notifying the same to the reception desk by the parent**.
6. The school and transport staff **will not be responsible for the loss of students' valuables**. Students carry personal belongings **at their own risk**.
7. Students **must carry and use their RFID card** to access the school bus facility. Without the RFID card, students will **not be permitted to use the bus service**.
8. If parents authorize another person to pick up or drop off their child, an **Alternative Childcare Authorization Form**, along with a **copy of the authorized person's Emirates ID**, must be submitted **in advance to the School Transport Office**.
9. Requests for **changes to pick-up or drop-off locations** will be approved **only if seats are available on the relevant bus route or trip serving that area**.
10. Students will **not be permitted to use the transportation service if the bus fee is not paid according to the payment schedule**. The system may **automatically remove the student from the bus list**, and waitlisted students may be allocated the available seat.

SECTION 3: TRANSPORT CONSENT

I hereby give permission for my child to use the school transport service provided/arranged by the school for the above-mentioned academic year.

I understand and acknowledge that:

1. The school transport service operates in accordance with ADEK and Abu Dhabi transport authority regulations.
2. My child must comply with all School Bus Safety Rules at all times.
3. Failure to follow bus rules may result in disciplinary action, including temporary or permanent suspension from the bus service.
4. The school may use CCTV recordings (where installed) strictly for safety and investigation purposes.

5. The school will take all reasonable safety measures; however, parents remain responsible for ensuring students are ready at designated pickup and drop-off points.
6. Students up to Grade 5 (Age 11) must be accompanied / received by an authorized adult at the pick-up / drop-off point.

SECTION 4: AUTHORIZED PERSONS FOR STUDENT PICK-UP / DROP-OFF

(Required for KG to Grade 5)

Name	Relationship	Contact Number	Emirates ID (Optional)

I understand that the student will not be released to any person not listed above without prior written authorization.

SECTION 5: MEDICAL INFORMATION *(If Applicable)*

Does your child have any medical condition that the bus supervisor should be aware of?

No

Yes (please specify) : _____

Emergency instructions *(if any)* : _____

SECTION 6: EMERGENCY CONTACT *(If Parent Unreachable)*

Name : _____

Relationship : _____

Contact Number : _____

SECTION 7: PARENT UNDERTAKING

I confirm that:

- I have read and understood the School Transport Policy.
- I will ensure my child follows all bus safety rules.
- I will inform the school in writing of any changes to address, contact details, or authorized persons.
- I understand that repeated behavioral violations may result in withdrawal of transport privileges.
- I accept full responsibility for my child's conduct while using the school transport service.

PARENT/GUARDIAN DECLARATION

Parent/Guardian Name:	
Signature	
Date	

FOR TRANSPORTATION DEPARTMENT USE ONLY

Transportation Receipt No.	Amount Paid (AED):	Half Year	Yearly
Pick-up Location:	Drop-off Location:		
Transport Supervisor Name:			
Signature:			Date:
Bus No. / Route Assigned:	Trip No.	Signature of Transport in Charge:	

CONFIDENTIALITY NOTICE

This form contains confidential student information and shall be handled in accordance with UAE data protection regulations and ADEK.



المدرسة الآسيوية الدولية الخاصة ASIAN INTERNATIONAL (P) SCHOOL

Responsibilities of Parents – School Transport

Parents play a vital role in ensuring the safety and smooth operation of the school transport system. The following responsibilities must be observed at all times.

1. Awareness of Transport Rules

Parents must review the school transport rules and regulations with their children and ensure that they understand and comply with them.

2. Supervision at Bus Stops

Parents or designated guardians must supervise their children at the bus stop until the school bus arrives.

3. Road Safety Guidance

Parents must provide clear guidance to their children regarding safe road-crossing practices and general pedestrian safety.

4. Responsibility for Student Safety

Parents are responsible for the safety of their children:

In the morning, from the time they leave home until they board the school bus.

In the afternoon, from the time the bus departs the designated drop-off point.

5. Liability for Damage

Parents will be held responsible for any damage caused by their children to the school bus or to the property of others.

6. Punctuality at Bus Stops

Parents must ensure that their children reach the designated bus stop at least ten (10) minutes before the scheduled arrival time of the bus.

7. Communication with Bus Drivers

Parents should not call the bus driver while the bus is in operation, as this may distract the driver and compromise safety. Any concerns should be directed to the School Transport Department.

8. Approved Pick-Up and Drop-Off Points

The school bus will operate only at approved pick-up and drop-off points. Door-to-door service will not be provided.

9. Change of Residence

Parents relocating to a different area must contact the School Transport Department to obtain information regarding available bus routes and designated stops. Requests to divert existing routes or create additional stops may not be accommodated.

10. Escorting Younger Students

Parents are encouraged to accompany younger children to and from the bus stop and use this opportunity to teach and reinforce safe pedestrian practices.

11. Advance Notification of Address Change

Parents must inform the School Transport Department at least fifteen (15) days in advance before moving to a new residence using the prescribed format so that necessary adjustments may be considered, where feasible.

12. Weather-Related Changes

During adverse or inclement weather conditions, parents should check with the bus supervisor or the School Transport Department regarding any changes to pick-up or drop-off timings.

13. Compliance with School Bag Policy

Parents must ensure that their child's school bag complies with the school's School Bag Policy, particularly with regard to weight and size.

14. Bus Service Privilege

The use of the school bus is a privilege. This privilege may be temporarily suspended or permanently withdrawn if a student's behaviour jeopardizes the safe operation of the bus or the safety of other passengers.

I have read and understood the aforesaid responsibilities towards use of school bus facility by my child

(name) _____ seeking admission/admitted in Grade _____.

Name of parent _____ Signature _____ Date _____