



## مدرسة هابيتات الخاصة HABITAT SCHOOL

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### TRANSPORT POLICY

The school has its own transport fleet which plies across all important areas within the catchment area of the school and its extensions. Transport facilities will be available on routes chartered by the school at the beginning of each academic year. Though the school provides for general insurance and due precautions are always taken for smooth running of the school fleet, the school however will not take any responsibility for delays, accidents on route.

#### Guidelines for School

- The school has designated a **Transport Supervisor** for the transport department. This staff directly handles the concerns, complaints, and issues concerning bus transportation.
- The school management has the right to reconsider the transportation charges according to the location, services, and hike in fuel cost or as per the MOE approvals.
- The transportation will be available on the routes chartered by the school at the beginning of the year; however the routes may be changed for genuine reasons.
- Up to grade 4 if the parent/guardian is not available at the drop off point, the child will be brought back to the school, later parents will have to pick-up the child from the school.
- Transport will not be provided to a different drop off point other than the pickup point
- Students will be picked up and dropped off at a common bus stop, which will be designated by the school authority. The points are fixed on the basis of convenience, traffic rules and safety precautions.
- The bus conductors are responsible to maintain discipline in the buses & serious offenses will be reported to the Principal.
- Transportation will be canceled with immediate effect if a student's misbehavior/misconduct in the school bus is reported and established.
- The transport form is required to be signed by transport in charge to confirm the availability of transport.
- As a rule the bus drivers are not allowed to make any stops at a gas station with the students on board. However, this will be allowed in case of an emergency situation.
- The school will not be responsible for the loss of any items left on the bus.
- It is mandatory for conductors to monitor RFID punching systems to keep a track of students using the transport facility..

#### Guidelines for Parents and Students

##### **Bus Pick up and Drop**

- Under no circumstance will the conductor escort a student from the bus to the front door of the student's home. Parents should be readily available at the dropping point when the bus arrives. It is the responsibility of the parent to accompany the child to and from the bus stop.

Transport Policy/ 18.12.2017

Last reviewed-06.10.2022

- Students need to reach pick up point at least 5 minutes before the allotted time to avoid delays.
- The parents/guardians must wait at the pick-up and drop off points prior to the time agreed. The buses will not wait for the late comers.
- School is not responsible for the delay caused by Traffic or unavoidable reasons.

### **Change of Location**

- In case of a permanent change of residence the parent needs to meet the Transport Supervisor at least 1 week prior and fill in the required form. After confirmation by the supervisor then only the request will be accepted. Application for this change can be obtained from the Transport Counter.
- If the students have changed the location where the existing transport facility is not available or the area is not accessible, students will be dropped at the nearest landmark given by the concerned transport authority.
- Change of location request during a continuing month, will be subjected to the availability of the service & seats. In case of difference in transport fee, the fee on the higher side will be charged for that current month.
- Frequent location changes in the transport facility will not be entertained.

### **Leave, Discontinuation & Temporary changes**

- Students proceeding on leave will have to pay the transportation fee for the period of leave, however, if such a leave is taken for a full term, the transportation fee may be waived off.
- Once the name is enrolled with us for transport, request for discontinuation will be entertained only with application **one month** prior to the commencement of the next term.
- The student should possess a written request from the parent if he/she needs to get down at a different stop, which will be verified by the Class Teacher. A written request will be needed as well for those students who wish to wait in school to be picked up by their parents, the same has to be verified by the class teacher.

### **Fee Rules**

- If a parent wishes to discontinue the school transport, one months notice will be submitted to the school office and the fee for that term period has to be paid.
- If a student has used the facility for more than two days, a fee will be charged for the full month.

### **Conduct and Behaviour in the Bus**

- The students should stay away from the main road until the bus arrives.
- All students must occupy seats immediately after boarding their buses.
- The students will come to the entry/exit door only after the bus has made a complete stop.
- Students are not allowed to eat in the bus.
- Discarding trash or food either inside or outside buses is not permitted.
- Students will be held responsible for any damage to buses caused by the negligence or vandalism, and parents would bear the cost of the same.
- Courteous behavior is expected at all times from the students.

### **Students Security**

- The school also has Radio Frequency Identification (RFID) to record and monitor students. RFID will give a notification to the parents of pick up and drop of their child via Mobile App.
- Students without ID will not be picked up or dropped by the school transport.
- In case of re-admission, the previous ID card of the child needs to be submitted to the transport supervisor. Only then the new ID card will be issued.
- ID card fees will be applicable in case of lost/missing or damaged RFID cards.

### **OWN TRANSPORT**

#### **Arrival**

- The school gates will open at 07:00 am.
- Parents are expected to be with their children until the gates are opened at 07:00 am.
- Students using their own transport will arrive no later than 7:20 am.
- Parents are not permitted to escort their children to the classroom.

#### **Dispersal**

- Parents are expected to pick their children from respective OT rooms.
- Students must carry their 'Own Transport' ID cards daily with them.
- Students must be picked up before 03:00 p.m.