



SADHBHAVANA
WORLD SCHOOL

Bringing the World to the Classroom

TRANSPORTATION REQUEST FORM

Name of Student : _____

Grade : _____

Full Address : _____

_____ Pin Code: _____

Nearest Landmark : _____

Nearest Junction : _____

Parents Contact Nos: Father _____ Mother _____

Alternate Contact Person: _____ Phone No: _____

Pick up & Drop off point : _____

Signature of Parent / Guardian



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SADHBHAVANA TRANSPORTATION UNDERTAKING

Sadhbhavana World School works on the belief that every child should be given an opportunity to use the school transportation. We strive to accommodate our students through a well structured routing mechanism such that they reach the school on time and reach their homes safely and comfortably.

In order to ensure smooth functioning of the school's transportation network and the safety of the child, we require the parents / guardians to cooperate with the school authorities in upholding its transportation policies.

You are kindly requested to read and sign this document as an understanding of the school's policies with regard to transportation of your ward.

Name of the Ward:

Grade:

School Transportation Policies:

1. The student needs to be at his/her assigned boarding points before the allotted time. If the student is not at the boarding point at allotted time, the vehicle will move to pick up the next child.
2. Pick up from residence is available only if the vehicle is already plying through that particular route and subject to the availability of seats in the said vehicle. Otherwise, student is to reach the nearest stop as allotted by the School.
3. Parents play the role of vigilant observers and are requested to inform the school authorities of any violation committed by the school vehicle.
4. Parents are not allowed under any circumstance to directly call or instruct the driver with regard to their ward's transport or other matters. The drivers are instructed from school not to take direct orders from parents and as such will not be held responsible under any such circumstances.
5. Changing of routes is discouraged by the school. In case of special circumstances, the parents need to inform the school authorities 24 hours in advance with a written request regarding the same. The school reserves the right to deny the change in case of non-availability of seat in the requested route.
6. In case of change of address, parents are requested to inform the school at least two weeks in advance so that necessary arrangements can be made from the side of the school to accommodate the child into the new route. The School reserves the right to deny the change in case of non-availability of seat in the requested route.
7. No parent would be allowed to pick up the child in between transportation from the school to the drop off point unless in case of an emergency, that too only with the prior approval from school authorities.

Signature of Parent / Guardian

8. In case of an emergency situation, where parents/guardian are not in a position to pick up the ward, the Administrative Officer is to be directly contacted and the identity of the person picking up the ward is to be provided. The Administrative Officer will verify the identity of the person before releasing the ward.
9. Parents would be issued the vehicle monitor's contact number. Parents may contact the vehicle monitor in case of any changes in usual routine or absence of their ward.
10. If a child is absent for two days in a row without proper information to the school, the school reserves the right to call the parent on the third consecutive day before sending the vehicle to the pickup point. In case the parent does not respond to the call, the driver would be instructed not to visit the point unless otherwise informed by the school.
11. After a prolonged absenteeism from school, parents are required to inform the school authorities at least a day before their ward wishes to rejoin classes so that proper instructions can be given to the driver.
12. The school vehicles have only limited seats and as such parents / guardians / housemaids / others, will not be permitted to board the vehicle with the child at any time.
13. Parents are required to maintain proper decorum while conversing with drivers / monitors / school authorities. In case of any misconduct, school reserves the right to deny transportation to their ward.
14. Parents should guide their wards regarding the basic rules on the road - crossing the road, how to alight and board the vehicle and behavior inside the vehicle.
15. Students who damage the inside / outside of school vehicle may be fined according to the extent of damage.
16. If a student constantly misbehaves or shows intolerable misconduct, the school reserves the right to deny transportation to the child, after due warning to him/her and parents.
17. In case of new admissions, the school reserves the right to realign the route (if required) in order to optimize it. Parents would be informed beforehand of any time change that may arise due to this in pick up and drop off. Parents are bound to cooperate with the school regarding the same.

Signature of Parent / Guardian

Thank you for your understanding and cooperation.

School Transportation Department