



Circular No. 11/2025-26

Date: 31/07/2025

BUS TRANSPORT GUIDELINES

Dear Parents,

To ensure the safety, punctuality, and smooth functioning of our school transport system, we request your cooperation in following the bus transport guidelines listed below. Your support is essential in maintaining a safe and efficient travel experience for all students.

Transport Guidelines to be Followed:

1. Parents must ensure that their ward reaches the designated bus stop at least 5 minutes before the scheduled time.
2. Transport fee should be paid by the 15th of every month without fail.
3. In case your ward is on leave, please inform the concerned route incharge through the official bus group.
4. If you intend to pick up your ward directly from school in the afternoon, kindly inform the route incharge in advance to avoid delay in bus departure.
5. Bus stop change requests will not be entertained during the current academic session.
6. Children will only be handed over to authorized persons. In case of an emergency where someone else will receive the child at the stop, prior intimation to the route incharge is mandatory.
7. Live location of the bus will be shared only if the GPS is temporarily not functional.
8. Please refrain from making unnecessary calls to the driver or route incharges.
9. Kindly be punctual at the drop-off points. If no one is present to receive the child, the student will be brought back to school. Parents will then have to collect their ward from school.
10. All communication with the route teachers must be respectful and polite.
11. Students must maintain discipline in the bus and refrain from damaging any bus property.
12. Any incident of bullying reported in the bus will result in a warning. Repeated offense may lead to withdrawal of transport facility.
13. For admissions or withdrawals related to transport, a written application must be submitted to the Principal.
14. A one-month prior notice is required in case of withdrawal from the transport facility.
15. Parents are requested to contact the Transport Incharge only during school hours up to 2:00 p.m. In case of emergency, contact can be made between 2:00 p.m. and 4:00 p.m.

We seek your cooperation in following the above instructions in the interest of all students' safety and wellbeing.

Amita Ganjoo
Principal

