

THE DUNCAN ACADEMY, RAXAUL

APPLICATION FORM FOR TRANSPORT

20 ____ 20 ____.

PART A

Name of the Candidate: _____

Date of Birth: _____

Gender: _____

Class Applying for: _____

Any other Candidate availing the Transport: Yes/ No

If Yes Give Details _____

Name of the Parent or Guardian: _____

Name of the Village: _____

Name of the Bus stop: _____

Details of the Service

Name of the Driver: _____

Bus No : _____ Bus Route _____

Pick up timing: _____

Dropping Timing: _____

Waiting Time: _____

Driver's Signature

Transport In Charge's Signature

Principal

PART B (Rules and Regulation)

SCHOOL BUS SERVICE GUIDELINES

Once established, stops will not change for the duration of the school year.

Bus Stop: Students may board and leave only on the specified route and at the stop to which they are assigned. The bus will not depart from the stop before the designated pick-up time.

A student:

- is expected to arrive at the bus stop 10 minutes prior to his/her pick-up time.
- should wait 10 minutes past the pick-up time before returning home to inquire about a late bus.
- will not be dropped more than 10 minutes prior to the scheduled drop-off time.

The bus may not wait past the stop time for tardy students.

Seating: Students may be assigned specific seats on the bus.

Route Identification: Routes are identified by school name and the letters 1,2,3.. or numbers. Each bus displays the assigned route number.

Bus Passes: A student may be instructed to obtain a bus pass from his/her school of attendance. A pass must be shown to the bus driver upon request. Lost passes will be replaced by the school for a Rs. 50 fee; additional replacements cost Rs100 each. Damaged passes are replaced at no cost.

Delayed Buses: Traffic or inclement weather can delay buses.

Parents picking up and/or dropping off students at the bus stop should park safely away from the stop, but on the same side of the street as the bus stop to avoid the possibility of a student being hit by traffic while crossing the street.

Travel Time: Travel time may change when modifications are made to a route.

Tardy Students: Students tardy to school will be excused if the delay is a result of transportation service. Students will not be excused, however, if they have caused discipline problems or were late in arriving at the bus stop. The school determines whether or not a student's tardiness is excused.

Lost Items: Parents or guardians may telephone the School regarding lost items. The School, however, is not responsible for personal belongings left on a bus.

SCHOOL BUS SAFETY

The School bus drivers are specially trained to give students the best service available.

School Bus Equipment: School buses are inspected regularly by the bus driver and mechanics periodically, to ensure each bus meets all safety standards.

Accidents: Any student injured in an accident will be treated at the Duncan Hospital expense after consent has been given by the parents. (For First Aid)

STUDENT RESPONSIBILITIES

Rules: Each student riding a bus is expected to:

- Follow any directions given by the school bus driver or monitor.
- Enter/exit the bus in an orderly manner in single Line.
- Avoid physical playing or rough conduct.
- Show the bus driver a bus pass when boarding, if the student's school uses passes.
- Remain seated at all times.
- Keep head and extremities inside the bus.
- Avoid loud conversation.
- Ask the driver's permission or the Monitor before opening windows.
- Refrain from eating, drinking and gum chewing, while on the bus.
- Respect the rights of others inside and outside the bus.

Students should respect other's property. Students who disobey bus rules will be subject to disciplinary action based on rules of the School misconduct on campus. Malicious damage to a bus, private property at a bus stop, or persistent infraction of rules will result in denial of transportation service.

Unacceptable Behaviour: If a student's behaviour is unacceptable, the driver will file a written report with the school principal. The Principal will investigate the incident and take appropriate action. Suspension is considered when the unacceptable behaviour risks to other passengers or the safe operation of the bus.

PARENT RESPONSIBILITIES

Illness: Students who are ill should not be sent to school. A parent or guardian is responsible for taking the student home if the student becomes ill at school. A student who has a communicable disease will not be eligible for transportation until the medical doctor certifies in writing that the disease is no longer contagious.

Absences: If a student will not be riding the bus for an extended period of time, a parent or guardian must notify the school or the Transportation Services Department.

Change of Address/Telephone: In the event a family moves or has any other change of address or telephone number, parents or guardians must give the school of attendance at least 1 month school days advance notice of the change to ensure uninterrupted transportation service.

Temporary Change of Bus Stop/Address: Drivers may not change established bus stops or routes without authorization from the Principal. Bus stops or routes are not changed to meet temporary needs.

Liability: Parents or guardians are liable for damages committed by their child (ren) to the bus and to private property at the bus stop.

I/We hereby declare that I/We have known the regulations of the transport. We certify that the statement in the application are correct, and, if any of them is found to be false and incorrect by the authority whose decision will be final and binding on me/us.

Date:

Signature of the Student

Signature Parents