

CIR/64/2019-2020

Date: 29th February, 2020

Dear Parents

We all are aware that students spend a considerable amount of time travelling to and fro to school and their safety during this time is of paramount importance. In the interest of the children and in keeping with the CBSE advisory, we urge upon parents to make use of the school transport as far as possible. Let us apprise you that all the school buses have a dedicated Lady Attendant and are equipped with safety measures like CCTV Cameras, GPS, Speed Governors, First Aid Box, Fire Extinguisher, etc.

A **Transport Request Form (TRF)** for availing transport facility for the Academic Session 2020-21 is attached herewith. Parents are requested to duly fill out the TRF and submit the same to the class teacher or send soft copy of the filled form to transport@amanoraschool.edu.in **on or before Friday, 6th March, 2020** to facilitate the process of route mapping and transport allocation well ahead of the new academic session.

Please note that transport request will be accommodated on first cum first serve basis. **In the absence of duly filled transport form, the school will assume that alternate transport arrangements are being made by the parents.** Kindly note the following Transport Fee structure for Academic year 2020-2021.

Transport fee for Session 2020-2021			
Distance	I Term (April to September)	II Term (October to March)	Total
0 to 2 Km	9,900	6,600	16,500
2to 5 km	15,060	10,040	25,100
5 to 7 km	16,620	11,080	27,700
7 to 10 km	20,220	13,480	33,700
10 to 15 km	24,960	16,640	41,600
15 to 20 km	27,510	18,340	45,850
20 to 25 km	Not providing transport facility		

In case your ward is not availing school transport, please send us the appended **Declaration Form** duly filled and acknowledged for records, latest by **6th March, 2020**. We look forward to your support and cooperation in the years to come.

V. Koparde

Vinayak Koparde (Admin Head)

DECLARATION FORM

(To be filled by the Parent whose ward does not avail School Transport)

I, _____ parent of _____ of Grade _____ wish to place on records that I shall not be using the school transport and shall be making alternate arrangements for transportation of my ward to and from the school at my own risk and responsibility. I shall take all necessary precautions for the safe commuting of my ward and shall not hold the school management and staff responsible for any risk or consequences arising out of this arrangement, made at my own will.

Signature of the Parent:

Date:

Contact Number:



TRANSPORT REQUEST FORM

Year: _____

Date: _____

I would like to avail the school transport facility for my child.

Name of the Student : _____

Admission no : _____ Class / Sec: _____

Blood Group : _____ Roll no: _____

Address : _____

Residence Phone no : _____

Mobile no : _____ Alternate no : _____

Pick up point : _____

Drop point : _____

Route Name : _____ Zone : _____ Slab : _____ Yearly Fee: _____

Route No: AM: _____ PM1: _____ PM2: _____

(Morning pick up) (Afternoon drop) (Evening drop)

I shall be responsible for the conduct of my child in accordance with the rules and regulations of the institution. I have read and agreed all the terms and conditions mentioned overleaf of this form.

*Parent/Guardian's Signature

Signature: Transport incharge

Term	Term 1	Term 2
Amount		
Date		
Receipt no.		

Administrator's Signature

Principal's Signature

Year: _____

Date: _____

FOR TRANSPORT INCHARGE

Name of the Student:	Grade:
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Route Name : _____ Zone : _____ Slab : _____ Yearly Fee: _____

Route No: AM: _____ PM1: _____ PM2: _____

(Morning pick up) (Afternoon drop) (Evening drop)

TERMS AND CONDITIONS

1. School transport is optional and it's not compulsory, based on the availability of buses and routes this will be offered on first come first serve basis. School management reserves the right to deny transport to any of the student if there are no buses plying to those residential areas or if there is no additional capacity in the buses or for any other reasons.
2. School management reserves the right to terminate the service for children of those parents who haven't paid fees in advance within the prescribed dates and can offer the same to others who are in the waiting list.
3. School provides only a point to point pick up/drop service and not a door to door service; hence parents need to accompany their children to designated pick up / drop points and take responsibility of their children from home to these points. School will not have any responsibility beyond the designated pick up / drop points.
4. Any change of address, pick up/drop points, contact details and request for termination of the transportation service should be notified to school fifteen days in advance.
5. Transport fee once paid will be not refunded in any circumstances after the child starts availing the service. If a child avails school transport even for a single day, for a particular term, he/she is liable to pay the entire term fee. Single pick/drop facility is not available. In case of a request for single pick/drop, parent is requested to make the entire payment.
6. Any undue increase in input costs with reference to transportation, like fuel, manpower, maintenance, mandatory security inclusions, statutory government levies etc, would result in increase of transport fees.
7. School transport department is responsible to draw the route plans for the buses, any change in these routes will be notified to parents in advance.
8. Management reserves the right on route planning and parents are requested to co-operate for ensuring smooth operations.
9. Routes during mid afternoon drop and evening drop may be combined to ensure efficient utilization of the buses and manpower, however this information will be provided to parents well in advance.
10. The school will appoint a lady attendant/teacher to accompany and supervise the children in the school bus at all times.
11. To ensure on-time arrival at school, buses will wait for TWO minutes after the assigned pick-up time before moving to the next pick-up point.
12. Parents are responsible for daily supervision arrangements when a child arrives at the designated drop-off point.
13. The child will be handed over only to the designated person against producing Parent ID card upto class V.
14. In the event of unavailability of designated person at the drop-point on the designated time, the bus will wait for two minutes, post which the bus will bring the kid back to school. Parents are then required to pick their child from the school by producing Parent ID card.
15. Traffic, city events and accidents may disrupt the transportation. In such cases the school will keep the parent informed and may request parents to make alternate arrangements, if required.
16. If the parent wishes to change the pickup or drop points then such a request should be sent to school office in writing 15 days in advance. Post which, a written permission from the Principal should be handed over to Transport in-charge.
17. If the Parent wishes to pick up the child on a particular day then the Parent has to obtain written permission from administrative in-charge / Principal in advance.
18. All issues and questions related to the school's transportation service should be directed to the school's transport in-charge / administrative in-charge.

*Parent/Guardian's Signature

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Term	Term 1	Term 2
Amount		
Date		
Receipt no.		

Accountant
(Signature with seal) _____