

STEP UP SCHOOL



(Under the aegis of ABESIT)

Campus 4, 19th Km. Stone, NH-09 Ghaziabad 201009
Phone: 8448583380/81, 9711060916/17; Website: www.stepupschool.in

APPLICATION FOR CHANGE OF BUS STOP

I _____ hereby certify that I am the father/mother of _____ presently enrolled in ___ class.

I further certify that my residence address as per school record is _____
_____ And my child's assigned bus stop is _____

I hereby request that my child be permitted to use an existing bus stop at _____
of Bus Route No. _____ with effect from date _____. For the reasons stated below: _____

I HEREBY AGREE THAT I HAVE READ THE TRANSPORTATION POLICY ATTACHED AND HOLD STEP UP SCHOOL HARMLESS FROM ANY CONSEQUENCES RESULTING FROM GRANTING THIS REQUEST AND UNDERSTAND THAT THE PERSON AUTHORIZED TO PICK UP MY CHILD MUST BE 18 YEARS AND ABOVE AND HAS THE SECURITY CARD.

_____ Date

_____ Signature of Father

_____ Signature of Mother

Mobile No _____

Landline _____

FOR OFFICE USE ONLY:

Admission No: _____

Effective Date: _____

New Stop: _____

Bus Route No: _____

Pick Up Time: _____

Drop-Off Time: _____

Sign & Date: _____

Notes: _____

*The form should be handed in person at the office from 8:00 am to 2:00 pm on all working days.

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TRANSPORT POLICY

The school provides safe and comfortable transport facility.

1. Kindly check the pick-up and drop-off points displayed in the office, before availing the transport facility.
2. The buses will not be going in by lanes.
3. Students are not allowed to provide different pick-up and drop-off points. They are also not allowed to change their pickup/drop points temporarily for any reason.
4. Should the residence address change mid-year, please note that the transport facility can continue only for the existing points. No new points/ routes will be created.
5. The transport fee has to be paid in four installments. Kindly refer to the fees structure for further details. No transport fee is charged in the month of June (Since school remains closed for summer vacation).
6. Parents need to follow the time table given by the transport authority and be available 5 minutes before the scheduled time at the pickup/drop point to supervise the child. The bus will honk 3 times and will not wait any longer at the stop.
7. Parents are responsible for supervising their children to/from their designated pick-up/drop-off point until they board or alight from the vehicle. This may involve crossing roads. School personnel will not assist children to crossroads.
8. All possible efforts will be taken to see that the child is handed over to the parent/guardian while dropping back from school. In case the guardians are not available to escort the child back home during drop time, the child will be brought back to school and it will be the responsibility of the parents to collect the child on their own from the school.
9. Whereas the running time is calculated to keep it to the minimum and it will be our endeavor to stick to the schedule, delays or diversions caused due to traffic congestions/road repairs will be inevitable.

**It should be noted that in case of extreme or persistent misbehavior, the School Authorities reserve the right to suspend transport facilities. School transport arrangements will then become the responsibility of the parents.

Name _____ Date _____

Signature _____