

**AC BUS FEES PAYMENT:
FOR THE ACADEMIC YEAR 2025-26**

RULES & REGULATIONS FOR THE ISSUE OF RFID CARD

1. Transport fees is payable for the **full academic year**.
2. **Transport fee should be paid in edumerge app and not in any other branch. No RTGS or online transfer. Please pay the Transport fees before the due date.**
3. **Rs. 500/-** will be charged for a **duplicate RFID card**.
4. **RFID card** should be compulsorily shown to the bus attendant while boarding the bus.
5. Only those students who have obtained RFID card are permitted to travel in the bus. Those found travelling in the bus without possessing a valid RFID card will be charged a fine of **Rs 1000/-**.
6. Last date for submitting the filled-in application form in school and to pay fees is **Thursday, 17th April 2025**.
7. **Rs 200/-** per day will be charged for late submission of form beyond Thursday, 17th April 2025.
8. The late requests **with fine** will be accepted only till **June 2nd 2025**.
9. **The old RFID card must be retained with the students.**
10. Kindly attach a recent passport size photo of the child with school uniform in the application form.
11. It shall be the responsibility of the parent/student to check with transport department in case the bus does not reach pick up and drop point at scheduled time.
12. **The bus services may be stopped temporarily/permanently if the road condition or traffic congestion hinders smooth plying of buses and in such cases no alternate transportation will be provided by the institution.**
13. Scheduled stops will be the same for both pick-up and drop. In case of one way road, drop points will be the nearest convenient point opposite side.
14. All routes are subject to alterations and pick-up and drop routes are subject to feasibility.
Note: Bus fee from any of the point not mentioned above and if incorporated subsequently will be at the discretion of the Committee.
15. Google form is attached for the parents seeking transport facility in case their route is not reflecting in the list attached. Last date to submit the same is Thursday, April 10th 2025.
16. A request for a route change will be considered only if it is feasible and does not impact other students.
17. If a transport request is received after the deadline, the requester wait for facility availability.
18. The transport team will accommodate the request based on the existing routed schedule.

BUS RULES:

1. All School buses are under RFID, GPRS, Parents Mobile App and CCTV Surveillance.
2. RFID card will be issued to the newly admitted students at the beginning of the session.
3. The RFID card must be swiped while boarding and deboarding the bus.
4. One way transport facility is not provided.
- 5. School buses will not ply for special classes/Exams/Saturdays/holidays.**
6. Bus fees will not be refunded under any circumstances.
7. Students are allowed to use only their allotted bus and bus stop.
8. For the Pre-Primary/primary students only the authorised person mentioned in the Parent ID card should collect the child at the drop point failing which the child will be brought back to school. The parent should come and collect the child from the school before 3.30 p.m.
9. All correspondence regarding transportation like change of address, complaints, discontinuation of the bus facility etc. must be addressed to the Principal only.
- 10. The last date of cancellation of transport facility is 10/6/2025.**
11. Students may avail the School transport, subject to the availability of seats in case of relocation.
12. Parents / guardian of students shall not compel the bus employee to divert any route or change any pick-up or drop-off point allotted at the beginning of the year.
13. Indiscipline/misbehavior in the bus or non-payment of bus fees may lead to cancellation of the bus facility for the student. Bus Facility is a privilege for any person desiring to avail the facility. The school retains the right to deny the facility to anyone without providing any reason whatsoever.
14. Should the child miss the school bus at the school, he/she should be advised by the parent to come to the school office and wait there until the parent comes to pick him/her up. The school will inform the parent over the phone.
15. A student using the school bus is expected to be at the bus stop at least five minutes before the scheduled arrival of the bus. Buses will NOT wait for late comers. The student has to be on the correct side of the arriving bus.
16. No student should come near the entry/ exit door of the bus until it comes to a complete halt.
17. All students must occupy the seats allotted immediately after boarding their respective buses.
18. Parents are not allowed to board the bus for any reason.
- 19. If the parent wants their child to be dropped to a daycare centre, the route should be covered under our regular school bus route.**
20. Under any circumstances we will not extend our bus drop or pick up points.

BUS DISCIPLINE:

1. Students will sit in the seats allotted to them and are responsible for the area in which they sit at. Any damage inflicted to the bus will be paid for by the student(s) responsible.
2. During the afternoon trip, students will board the bus after attendance is taken and remain seated till the bus departs.
3. **Harassment, aggressive behavior, bullying, shouting, fighting, or discriminatory/ abusive language or conduct towards the driver/ attendant or other people is prohibited. Serious**
action will be taken in case of any such behavior is observed.
4. Consumption of edibles is not permitted in the bus.
5. Tampering with emergency door, windows, bus seats or equipments is prohibited.
6. **No student is allowed to enter the driver's cabin in the bus.**
7. Any indiscipline in the bus will be reported to the school transport department for necessary action.
8. Students may avail the School transport, subject to the availability of seats in case of relocation.
9. Parents having any complaints regarding the bus facility, should contact the school transport in charge/Principal, and should desist from talking to the bus maid or driver.
10. **Under any circumstances parents will not call the Drivers/only lady conductors will attend the calls.**

Transport Help – Line: 080 – 25261735 |
Transport Manager: 9591972137 / 9740084124