

**STUDENTS CODE OF CONDUCT**

1. Students will wear seat-belts at all times, except when getting on or off the bus.
2. Students are expected to speak in quiet tone of voice, and use acceptable language.
3. No eating or drinking is allowed on the bus.
4. Students are to be courteous and respectful towards the bus driver, attendant and fellow students. **RUDENESS TO THE DRIVERS AND/OR ATTENDANTS WILL NOT BE ALLOWED ON THE BUS.** The conductor will report all matters of misbehavior to the school, who will take action accordingly. This will involve the school telephoning the parents of the child concerned. A second complaint may lead to suspension of bus riding privileges. Please note that any payment made is **NOT REFUNDABLE** upon suspension.
5. All parents must need to provide passport size photograph of student and the person who will be responsible for picking and dropping off. This must be provided along with the application form.
6. Bus waiting time for pick up and drop off is maximum three minutes and then bus will move on to next pick up/drop off point. No provision could be made for the bus to come back and Parents of pre-school/pre-kindergarten and primary (G1 to G5) students are requested to ensure someone meets the bus on arrival at home from school. Students not met will be taken back to the school to await collection from the school.
7. Parents should deal only with the transport representative and not directly with the driver or attendant on all matters relating to the bus transportation service.
8. Students will be dropped off **ONLY** at the school and at their own home. **NO PROVISION CAN BE MADE FOR STUDENTS TAKING THEIR FRIENDS HOME AND WHO NORMALLY TRAVELS ON ANOTHER BUS OR BY CAR.**
9. **TERMINATION** – If a parents wishes to terminate use of the bus, written notification must be given to the transport representative in school. He/she will be eligible for a refund of the fees for any full months which have not been used, e.g., if the child withdraws in mid-April, the refund will be for the month of May and June only. Please note that we don't have one way policy.
10. Students may occasionally be moved from one bus to another to accommodate changes in pick up areas.
11. Timing for pick up and drop off could be changed occasionally to accommodate new students in the bus.
12. Students residing on roads with dead-end or narrow lanes must walk to the pick-up points designated by the contractor.
13. Please note that parents are **NOT** permitted to ride on the school buses.
14. Attendants will travel with each bus.
15. **APPLICATION**- We require three (3) weeks advance notice for all new application. Late submission may result in students not being to get on the bus on the desires date.

In the interest of safety, parents are required to sign this Agreement. It is necessary that this Agreement is completed and signed prior to commencing the use of the bus service. Please keep a copy as reminder.

Name of children taking the bus service:

No	Name	Grade
1		
2		
3		

Parents/Guardian Name & Signature		Date	
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