



# GD GOENKA PUBLIC SCHOOL

## SECTOR-10A, GURUGRAM

(Under the aegis of GD Goenka group, New Delhi )



### School Transport Policy

The purpose of this transport policy is to ensure the safety, convenience, and discipline of students who use school transportation. This policy outlines the rules and regulations for both parents and students, along with the procedures and expectations related to school transport services.

#### **1. Eligibility for Transport**

- School transport is available to all students based on seat availability on designated bus routes. Seats will be allocated on a first-come, first-served basis.
- Students in Grades 1 to 5 are strongly encouraged to use school transport for safety and convenience.
- Parents are encouraged to ensure that students use only the designated routes provided by the school.

#### **2. Application and Registration**

- Registration for transport must be completed at the beginning of the academic year by submitting the required forms to the school transport department.
- Parents must provide complete and accurate details, including their home address, emergency contacts, and any special transportation requirements.
- Any changes to the registered address or contact details must be immediately communicated to the school transport department.

#### **3. Transport Fees**

- Transport fees will be charged based on the distance of the route. The fee structure will be communicated to parents at the start of the academic year.
- Fees must be paid in advance for each term, as per the school's fee payment policy.
- No refunds will be provided if a student discontinues using transport after the term begins.
- In case of withdrawal from the transport facility, a one-month advance notice must be given, or one month's transport fee will be charged in lieu of notice.
- The transport facility cannot be withdrawn in the last quarter of the academic year.
- Transport fees will be charged for 11 months.
- No pro-rata adjustments will be made for holidays or school closures.

#### **4. Timings**

- The school transport schedule, including pick-up and drop-off times, will be shared with parents at the start of the academic year.
- Students must be at the designated stop at least 5 minutes before the scheduled pick-up time.
- Latecomers will have to make their own arrangements.
- The school is not responsible for delays caused by traffic, weather, or unforeseen circumstances.

---

#### **5. Safety and Conduct**

A female guard shall be deputed in all buses by the school.

- Students must follow all school safety rules when using transport, including:
  - Remaining seated and fastening seatbelts (if available).
  - Avoiding disruptive behaviour, such as shouting, standing, or throwing objects.
  - Not getting off at unauthorised stops unless pre-approved in writing.
- Students will be supervised by school staff or bus attendants during transit.
- Students must respect the bus drivers, conductors, and fellow passengers.
- Buses will operate only on designated routes and stops.
- Requests for individual stops (such as door-to-door pick-up) will not be entertained.

---

#### **6. Parental Responsibilities**

- Parents must be present at the designated pick-up and drop-off points, especially for younger children.
- Any change in the authorised pick-up/drop-off person must be communicated in writing to the school.
- Parents should inform the school at least one day in advance if their child will not be using the bus on a particular day.
- Parents are required to show the escort card while picking up their ward from the bus..

---

#### **7. Emergency Procedures**

- In case of an emergency (e.g., breakdown or accident), the driver will contact the school immediately, and school authorities will inform parents using the emergency contact details provided.
  - Parents must ensure their contact information is always up to date.
-

## **8. Disciplinary Actions for Misconduct**

Students violating transport rules will face disciplinary actions, including:

1. Warning & Counselling for minor infractions.
  2. Temporary suspension from transport for repeated misconduct.
  3. Permanent removal from transport for serious violations (e.g., physical/verbal abuse, endangering others' safety).
- Parents will be informed of any serious incidents and are expected to cooperate with the school in resolving the issue.

---

## **9. Cancellation of Transport Services**

- In case of school closure due to emergencies (e.g., severe weather, natural disasters), parents will be informed about suspension or cancellation of transport services.
- The school reserves the right to discontinue transport for students who do not comply with the transport policy.

---

## **10. Special Requirements**

- If a student has any special needs (medical, physical, etc.), parents must inform the school during transport registration.
- The school will make reasonable accommodations based on its capabilities.
- Parents must ensure that students bring any necessary medical equipment or medication, if required.

---

We appreciate your cooperation in ensuring the safety, discipline, and smooth operation of our school transport services. Should you have any questions, please reach out to the school transport department.

Transport In-charge: Mr. Yogendra - 9873278002

Warm regards

Ms. Priyaa Chauhan

**Principal**