



SCHOOL TRANSPORTATION APPLICATION FORM 2025-2026

APPLICATION FORM

Name of Student

Student ID

Grade Group

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Brother(s)/ Sisters(s) in the school

Name of Student

Student ID

Grade Group

Address Area / District, Street, Building number & Nearest landmark.

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Father

Mother

Mobile Number

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Email Address

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Map

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Adults allowed to collect child(ren)

Full Name

ID

TERMS AND CONDITIONS

Please Read Carefully

The school bus is considered “an extension of the classroom.” That means we have the same standards of behavior as in the school. The school reserves the right to remove the offer of a bus service for any student who violates School-Based Rules or the Code of Conduct while on the bus, according to the provided report from the bus matron and school investigation . In such cases, parents cannot claim a refund of the bus fees for the period during which the student is suspended from the service.

Additionally, this policy applies only to the student involved, and the suspension will not impact the bus services of their siblings. Furthermore, this does not allow parents to request a refund for the siblings' bus fees.

The declaration form should be signed, dated, and attached to this request. Failure to do so may result in the withdrawal of the school bus service. You are asked to explain and discuss our rules to your children and encourage them to follow them.

This request is not a confirmation of acceptance. Please note that we may not be able to provide a certain service for some areas of the city due to insufficient demand and the unacceptable length of time that a student may have to spend on a school bus.

The Transport Department also reserves the right to refuse transport services for routes that do not have a minimum number of students. Kindly note that the bus type, routes and transportation scope are decided by Transport department without input from parents.

Enrollment in the Transport Service is only necessary, once a year, upon the re-enrollment of the student (with school re-enrollment fees/ down payment). Therefore, routes are confirmed, and your child’s space is guaranteed once bus fees are paid. Failure to do so may result in registering the student on a waiting list.

After the settlement of the down payment amount, the remainder of the transportation fees will be payable over two installments, in July and in October, which will cover the full academic year.

Down Payment for Bus Service Enrolment	May, 2025	Adjustable towards the 1st installment of bus fees
1st installment	July, 2025	Remainder of the first 50%
2nd installment	October, 2025	50 % of bus fees

(Subscription during academic year)

For subscription during the first term	100 % of the total fee is payable
For subscription during the second term	75 % of the total fee is payable
For subscription during the third term	50 % of the total fee is payable

TERMS AND CONDITIONS

- No enrollment is accepted for specific periods such as days or weeks. Requests for one-way transportation are subject to seat availability based on the desired journey.
- In the event of a fuel price increase, the school reserves the right to adjust transportation fees that will be implemented during the course of the current academic year.
- If you wish to withdraw from the Transport Service, you must submit a written notice prior to the start of the academic year. Please note that the transportation fee is non-refundable, even if the bus service is not used.

- In case student address/ pickup or drop-off location is changed, a new request must be submitted, and bus service enrollment will be subject to the availability of seats on the new route. If the request cannot be fulfilled, parents are not eligible for a refund of the fee previously paid for the service at the original address.
- Our bus matrons and drivers will only pick up children from the designated pick-up/drop-off point. In case of an urgent situation or emergency, they will wait for up to three minutes after the pick-up/drop-off time, provided that parents inform the bus matron in advance, so make sure your child is at the bus pick-up point on time. In the case of repeated delays, the school reserves the right to discontinue the service.
- For the ASA (After School Activities) the drop-off is a meeting point.
- Ensure an adult is at the place determined by the school to collect your child from the bus. If there is nobody there, then the child must be sent back to school. Repeated occurrences will result in the suspension of the service.
- Bus matrons and drivers are prohibited from coordinating with parents to change the destination or pick-up/drop-off points. In case this is required, parents must fill in a new transportation request with the school transportation department. Buses are not permitted to change route nor to return to pick up the student. The bus will not return to deliver items left on the bus.
- If a student will not be going home by bus on any given day i.e., leave alone, you should inform the Front of House and identify who will be picking up the student. If the individual is unregistered, then please send a copy of the delegated person's ID.
- Please contact the transportation department via email or mobile should there be any concerns or issues with the bus journey to or from school. Please do not contact bus supervisors directly.
- The school holds the right to terminate the contract in case of severe misconduct, several warnings, and after a thorough investigation.

I hereby acknowledge that I have read, understood, and agreed to the above terms and conditions relating to my child(ren)'s transportation service provided by the school.

Parent's / Guardian's

Signature

Date

SCHOOL TRANSPORTATION DECLARATION FORM

We will be on time for pickup in the morning, and ready to receive the children on time at the drop-off point.

We will not board the bus until the driver comes to a complete stop.

We will arrive at our bus on time after school.

We will always wear properly adjusted seat belts.

We will talk quietly and politely to one another.

We will treat each other with respect.

We will show respect and listen to the transport staff.

We will keep the bus clean.

We will always keep our hands and body parts inside the bus.

We will follow the rules, so we do not distract the driver.

We will only leave the bus at our designated stop.

We will report any incident to our parents/teacher/transport department.

We will use headphones to listen to music/Quran/religious anthems.

We will ask the bus monitor if we need help while we are on the bus.

We will inform the Transport Office 24 hours in advance if we are not going to use the bus.

We will stay in the bus seats all the time.

We will speak politely.

We will always respect the bus matron and driver.

We will not eat or drink on the bus, only water is acceptable.

We will not take pictures or videos of others on the bus.

We will keep the bus clean and tidy and take all our litter with us when we leave.

I have discussed the above rules with my child and agree that my child should follow the rules as listed, or risk not being able to travel on school transport.

Parent's / Guardian's

Signature

Date