

TRANSPORT POLICY

We are committed to maintaining a strong partnership with parents in order to ensure a safe and secure environment for each and every child in school. This also extends to the school transport.

We request you to take out the time and carefully go through the below specified transport rules which are part of the school transport policy. Please ensure that you understand the transport rules and encourage your child to follow them. This is required to enable a smooth and safe implementation of the transport system.

Information related to daily bus routes:

1. All children must reach their stops at least 5 minutes prior to the designated time. It would not be possible for the school transport to wait for any child who is late.
2. If the student misses the bus at the stop in the morning, the parents are requested to drop the child to school on their own.
3. **It is mandatory to show the Pick – Up card to the teacher/helper didi on bus duty.** If the person is not at the bus stop at the designated time or without the Pick-Up Card the child will be brought back to the school. You will then be expected to pick-up your child from school on your own from the school Reception.
4. On any particular day, in case the child is not going home by the school transport, message should be conveyed to Class Teacher and Transport Department through an email, preferably a day in advance. Messages conveyed by phone or through friends will not be accepted. In case of emergencies or unforeseen situations, parents are requested to personally pick up their child from school after informing the Reception, Class Teacher and if possible, sending an email to the Transport Department if the child is using the school bus.

5. While it is not feasible to drop and pick up students from their doorstep, we try to accommodate the nearest bus stop for each child, keeping in mind the timings and routes. Request for change in existing route or bus stop will not be considered, except under unavoidable circumstances.

6. The school reserves the right to alter the timings, routes and stops as and when required.

7. We often receive requests from parents for changing the bus routes for a specific period of time due to personal or other reasons. However, such requests will not be entertained.

8. Students will not be allowed to use the school bus to commute to their friend's home for parties, get-togethers or any event of a personal nature.

Withdrawal of Transport Facility :

1. For withdrawal of the child from the school transport, a written application signed by both parents needs to be given to the transport department three months in advance.

2. Change of address request to be given to Transport Department one month in advance for planning the routes.

Well Being of all children on school buses:

1. School facilitates a sensitive process to address inappropriate or unsafe behaviour in school buses.

2. Transport facility will be temporarily withdrawn for those students who damage any bus fittings or intervene with the safe running of the route by indulging in inappropriate behaviour.

3. Any damage caused to the vehicle will be charged to the person responsible.

4. In case of irresponsible behaviour in the bus, the person on bus duty can take immediate necessary steps and report the matter to the parents and Head of school.

5. In case of loss of ID card it can be issued with a charge of Rs.200/-. The RFID card, if lost entails a charge of Rs.1000/-. Please put your request to Class Teacher/ Reception as wearing ID card is mandatory.

6. We understand that children carry stationery/art tools such as paper cutters, scissors, compass to school for classroom engagements. However, these must be kept safely in their stationery kits which must be in their school bags. These must not be visible in their hands or used while they are traveling in the bus. Parents are requested to orient their child in this context. Teachers reinforce the same with children in school. Other than the above mentioned, students must not carry any other sharp objects to school.

7. Teachers and School team on the school buses play an important role in ensuring the safety of children. Students should be respectful towards them and follow their instructions regarding a safe travel in the school transport.

8. Safety of each child is well taken care of by the helper & Incharge but incase of any untoward incident/mishap school cannot be held responsible.

9. Please ensure that, under no circumstances, any parent boards the bus to discuss any concern. In case any issue is to be discussed, please meet the school authorities.

10. In case of any feedback, concerns, change of stop or diversion of routes, parents are requested to refrain from direct interactions with drivers or bus attendants. They should immediately get in touch with the Administrator/ Transport Incharge.

Please note that the Transport Incharge is handling many students and is not always available to speak with parents. In case of an emergency, please contact Reception.

As always, we look forward to your cooperation, understanding and faith in furthering our collective beliefs about facilitating sensitive and nurturing environment for children in school. There have been incidents where the helper didis in school buses have faced a strong reaction and a strong language for asking the parents/guardians to show their pick up cards. All individuals are equal in their right to dignity and respect. Their roles need to be recognised,

understood and valued. Our support staff contributes towards making **GDGGS** the place where children want to come each day.

With your partnership, we look forward to meaningful ways of working with children and families in GDGGS.

Important Co-ordinates in school:

Administrator - 9643008293 ; administrator@gdgoenkaglobal.com

Reception - 9355835173 ; reception@gdgoenkaglobal.com

Reception Landline 0124-4712458

School Landline – 0124-4074101