



PRAGATI PUBLIC SCHOOL

Sector-13, Phase-II, Dwarka, New Delhi-110 078

Phones : 28032711, 28033100, 9811011183

E-mail : ppsdwarka@rediffmail.com

Paste
photograph
of the ward

ACADEMIC YEAR

.....

Paste
photograph
of the person
who shall pick up
your child from
the bus stop

Date

Name of Student _____

Class & Section _____

TRANSPORT REQUISITION FORM

We _____ father/mother of _____ of

Class & Sec. _____ wish to avail transport for our ward studying in your School from

_____ to School.

	Mother	Father
Name of the Parent		

Full Address

Mobile No./Landline No. _____

Name & relationship of the person who will receive the child at the bus stop :

RULES & REGULATIONS FOR AVAILING TRANSPORT FACILITY

1. An optional transport facility is made available to the students. Students can avail school transport on the existing routes. Routes charted by the school will not be changed and any request for the same will not be entertained.
2. **Class Pre-Primary to XI** - Withdrawal of transport in mid session is not permitted. However in case any request is received due to unavoidable circumstances such as posting, change of residence etc. then parents are requested to give clear 2 months' notice in writing or fee in lieu of. No withdrawal will be permitted in the last quarter of the academic session.
3. **Class XII** - Transport will not be available to the students of Class XII. However in extreme cases the same will be provided on request from the parents. The transport fee for 11 months has to be paid in two equal instalments payable along with the 1st and 2nd quarter fee and other charges. No withdrawal will be permitted.
4. Pick up and drop for extra classes will not be provided. However students availing school bus facility will be dropped at the nearest point from school like MRV, Dwarka More, Ashirwad Chowk from where they can get public transport such as private bus, rickshaw, metro etc. for their residence.
5. The school shall take necessary steps to follow the rules and regulations laid down by the State Transport Authorities. The buses shall ply in accordance with State Transport Authority Rules, amended from time to time. However, in case of any mis-happening en-route, the School staff shall not be held responsible for the same.
6. A security deposit of Rs. 1000/- will be payable by all the bus users. Students who have already paid the security need not pay the same again.
7. One way transport will not be provided.
8. Buses will run only on the specified routes with specified pick-up and drop points. The routes can be changed any time at the discretion of school authorities.
9. Parents / attendants are requested to arrive at the specified bus stop at least 5 minutes before the pick-up and dropping time to ensure punctuality. In case nobody is there at the bus stop to receive the child, he/she will be brought back to the school. Thereafter, parents will have to pick up the child from the school.
10. School shall not take any responsibility of the child once the child has de-boarded the bus at his /her bus stop. Parents will be solely responsible, thereafter.
11. Please submit 2 passport size photographs of your ward, and the person who shall pick-up the child from the bus stop along with the name written at the back of the photographs.

NOTE : IN CASE OF CHANGE IN ANY OF ABOVE DETAILS, PLEASE INFORM THE SCHOOL IMMEDIATELY IN WRITING.

We have read the above mentioned rules and regulations and undertake to abide by them.

	Father	Mother	Local Guardian
Signature			
Date			
Mobile / Land Line No.			

TRANSPORT DEPTT. REMARKS :-

Route allotted _____ Pickup Stop/time _____ Drop Stop/time _____

Signature of Transport In-charge _____

Date _____