



Delhi Public School Megacity, Kolkata

(An ISO 9001:2015 & 14001:2015 Certified School)

School Campus: Kalikapur, Rajarhat, North 24 Parganas, Kolkata – 700135

Phone: 9073985529, 9073985530, 9073985531, 9836067424

STUDENT TRANSPORT REQUISITION FORM

To
The Transport In-Charge,
Dear Sir / Madam,

I desire to avail your school bus (transport) service for my ward from the quarter / month of _____

Student Name : _____ Class : _____ Section : _____ Roll : _____ Regn. No: _____ Parent/Guardian Name : _____ Address : _____ Contact No: (Father's Mob.): _____ (Mother's Mob.): _____ Pickup Point (Location & Landmark) : _____ Drop Point (Location & Landmark) : _____	Paste Stamp size photograph of student in school uniform
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Sibling Details (if studying in DPS Megacity)

Student Name: _____	Admission ID No : _____
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I/We undertake that we will abide by all the rules and regulations of the school as mentioned overleaf and those which are enforced from time to time.

Name of the Applicant: _____ **Relationship :** _____

Date : _____ **Signature :** _____

For Transport Department use only

Pickup Bus No : _____	Pickup Point : _____	Time : _____
Drop Bus No : _____	Drop Point : _____	Time : _____
Monthly Fee : _____	w.e.f : ____ / ____ / _____	
Receipt No : _____	Transport Regn. Date : ____ / ____ / _____	
Entry Done in Entab <input type="checkbox"/>		_____ Signature Transport In-charge

For EDP Department use only

Entry done on : ____ / ____ / _____	Temporary ID card and Fee Slip Issued to : _____
	Signature with seal : _____

..... Perforation

Acknowledgement Slip

Delhi Public School Megacity, Kolkata

Student Name: _____	
Class: _____ Sec: _____ Roll: _____	Registration Number : _____
Pickup Point: _____	Money Receipt No.: _____
Drop Point: _____	
Date of Registration: ____ / ____ / _____	_____ Signature Transport In-Charge

Bus Rules

1. Students can avail the school transport subject to the availability of seats. Parents are requested to consult the school Transport In Charge for details regarding routes of school buses.
2. The Monthly Bus Service Charges for the scheduled route/routes will be as per notification. Fees will be charged for 12 months in a year (including vacation). A parent who withdraws a ward to avoid Holiday Charges may not be given the bus service facility after re-opening the school. The amount is payable along with school fees on a quarterly basis.
3. The Transport fees may increase as determined by the School management.
4. The transport facility for the existing students will be auto renewed on beginning of every academic session until cancelled.
5. During Pre Board Exam and Board Exam, the parents have to make own arrangements for pickup & drop, to and from School. No waiver of transport fees will be applicable.
6. The Pickup and drop may be on different side of the road according to the bus route. No request for the change of side will be entertained.
7. A student who is commuting by school bus should be at the bus stop at least 10 minutes before the scheduled pick-up time of the bus. The bus will not wait for any latecomers. The student has to be on the correct side of the arriving bus. The scheduled timings are available with the Transport-in-charge at the school. The school reserves the right to alter the timings if and when necessary.
8. Students are issued a set of 2 identity cards (Student ID Card and Escort Card). Students ID Card should be worn by the students before boarding the bus and he or she should wear the same at all times, till the completion of the return bus journey. No one will be allowed to board the bus without the Student ID Card.
9. Students are allowed to use only the allotted bus and bus stop. No change will be allowed without prior written permission of the school.
10. The school will not be held responsible for any lapses in the bus services. In case of discrepancies/ grievances parents are requested to contact the Transport In Charge.
11. In the case of change in stop and / or bus (of a temporary or permanent nature), the permission for the same has to be sought through an application on prescribed form available at the school Office. The filled in application form along with requisite fee to be submitted at the School Office for permanent change. However, the change shall become effective only after a written permission is granted by the school. In such event a new set of ID cards will be issued. (on payment of requisite fees.)
12. If either the Identity Card or Escort Card is lost or mutilated, a new set of card(s) can be procured by applying on the prescribed form available at the School Office along with the remaining card (ID/ Escort Card) and requisite fee. The fee and the application form to be submitted at Book store.
13. If a student misses his allotted bus, he is not supposed to board any other DPS bus. Thereafter, it is the responsibility of the parents to drop their wards to the school. However, the student may return by the allotted bus.
14. No Student availing transport facility is allowed to leave the campus on their own transport. However, If due to certain exigencies, a student has to leave the campus during school hours under his own arrangements, the following rules are to be observed:
 - A written request from the parent/guardian is required.
 - Escort Card is to be produced.
 - A permission slip is obtained and shown at the school gate before leaving the campus.
15. No student should go near the bus until it comes to a complete halt.
16. No student should travel standing on the footboard.
17. Students should not move around in the bus, when it is in motion.
18. Students must not put their hands or head out of the window when the bus is in motion.
19. Consumption of edibles is not permitted in the bus. No object should be discarded inside or thrown outside the bus.
20. The driver's attention must not be distracted for any reason.
21. Unruly behavior like shrieking, shouting and playing inside the bus is strictly prohibited. Courteous behaviour is expected at all times. The bus in-charge is responsible for maintaining discipline in the bus. Any difficulty or offence that may occur should be reported to the Principal / Transport In Charge as soon as possible. Strict action will be taken against anyone violating the Bus Rules.
22. Parents, who do not produce the escort cards at the time of receiving their wards at the bus stop / gate will not be allowed to take their children home, until they do so. Your child will be handed over only to the person carrying the escort card.
23. Parents are requested to be patient, if a bus arrives late due to any unforeseen circumstance.
24. The School cannot be held responsible for misplaced belongings in the bus. In such cases parents are requested to contact the Lost & Found section of the school.
25. A change of route is possible only on availability. The requisite fee and minimum 15 days' notice is required to effect the change.
26. Notice period of one month needs to be given to the school by the parents before cancelling the school transport facility for the ward. Transport fees to be paid up to the quarter till which the transport facility is availed by the student.
27. For any enquiry regarding transport, please mail at transportcell@dpsmegacity.in or call the school reception numbers.
28. During Sports time / Rehearsal for events / Special Days, bus pick-up or drop point might have to be readjusted to which the parents are expected to make adjustment and comply with the decision of the school.
29. The school may suspend/ cancel transport facility of any student without prior notice on breach of terms or non-payment of fees.
30. During dropping, if the parent/ guardian/ escort does not come at pre-scheduled time to receive his ward, then the student shall be taken to School or Urban Paribahan Services Pvt. Ltd. office, from where they can be collected upon presentation of the Escort Card.

URBAN PARIBAHAN SERVICES PVT. LTD.
Ambient Woods, 48A, Jatin Das Road, Kolkata – 700 029
Phone: 033 4069 4097 / 4004 4042

Terms & Conditions

1. The Monthly Bus Service Charges for the Schedule Route / Routes will be as per notification.
2. Fees to be Charges for 12 months in a year. The Amount is Payable along with school fees on a quarterly basis.
3. No Withdrawal would be considered without Prior written one month intimation.
4. Guardians are requested to abide by the Rules & Regulations printed above and inside the Almanac.
5. A one time incidental charge of Rs.500/- is chargeable during the time of Transport Registration.
6. Any Loss / Damage of ID card are chargeable.
7. Temporary ID Card will be issued at the beginning of the session and permanent ID Card & Escort will be provided to the students in class.