



Student Registration Form School Transport

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Passport
size
Photograph

Name of the Student _____
(As in Passport) First Name Middle Name Surname

GR No. _____ Year _____ Section _____

Area _____ Name of the building _____

Street name _____ Land Mark _____

Emirate: _____

Contact No: Res. _____ Mobile No. (Father) _____ (Mother) _____

Main Contact no. in emergency: _____ Email _____

Name & Year of sibling (if studying at Al Diyafah High School / Using Transport Service)

_____ First Name Middle Name Surname

Transport is available to the following areas.*

Bur Dubai/Deira/Karama	Mirdif	Satwa
Al Nahda Sharjah	Al Nahda Dubai (1&2)	Ghusais
Int'l City/Al Barsha/Motorcity (Limited Stops)	Sharjah	Ajman (Limited Stops)

Please provide a detailed location address / map to determine pick up / drop off point (s)

We are aware that the school takes all the measures to ensure the safety of my child. However, we do not hold the school responsible for any incident that may occur while my child is traveling in the bus. The student will be brought back to school in case the authorized person is not present on the drop off point. ***(This form should be submitted along with a signed copy of the Terms and conditions which you can avail from the school website or from the Transport In-charge on request)***

I acknowledge and agree to terms and conditions regarding the usage of transport facility and have made note of the behaviour policy & other points as mentioned.

Parent Name _____

For Office Use Only

Bus No: _____

Date: _____

Parent Signature _____ Date _____

Please check the website for more details (www.diyafah.com)
Transport department: 04 2671115-225/050 5655274/055 2796898
Email: transport@diyafahschool.ae

ADHS/ACTS/005



TRANSPORTATION POLICY AND AGREEMENT

SCHOOL TRANSPORT POLICY

Parents must ensure that children using these facilities are made aware of the strict discipline policy in place and are instructed accordingly.

Students seeking transport need to fill in the transport form available on website / Transport counter and submit the same to transport services.

Admission to ADHS does not guarantee a seat and use of this service is available on a first come, first served basis, availability of seats and transport fee payable in advance.

Pick up / Drop off

1. All Buses have designated pickup and drop off points. It is the responsibility of the parent(s) to ensure that their child / children is / are at the pickup point at the designated time. Buses will not leave from collection points ahead of schedule. However, buses will not be able to wait at pick up points after the scheduled time. Due to traffic delays buses may arrive at pick up and drop off point behind schedule.
2. While dropping off the **FS1, FS2 & Year 1 - 3** students, if any authorized person is not available student will be brought back to school. The Transport In-charge will contact the parent and ask the parent to collect the student from the school.
3. If Year **1 – 3** students have older siblings (Year 4 & above) they can be dropped in the care of their older sibling.
4. If a student does not want to use the return trip on any particular day the parent should give a written communication / send an e-mail to the HOD a day ahead.

Fee Payment Mode

1. Transport fee is applicable and charged for 10 months in an academic year, divided in three terms. Full payment for each term should be done irrespective of the number of working days.
2. Parents can pay the fees either through cash or cheque at the ADHS fee counter.
3. Fees will be charged term wise. The dates for the payment of Fees for each term are as below:
 - Term 1 latest by **30th August 2014** - Current Dated Cheque/ Cash
 - Term 2 latest by **5th December 2014** - PDC dated 5th December
 - Term 3 latest by **5th March 2015** - PDC dated 5th March
4. Full fare will be charged for any one way request.
5. ID card will be provided to the student after the fee payment. If this card is lost / misplaced, a new card will be issued at the cost of AED 30/-.



Discontinuation of Transport Service

1. Discontinuation of transport will not be accepted in the middle of the term and no refund will be made for the unexpired portion of the term in case of withdrawal from transport facility.
2. Fee refund is applicable only in case where fees for more than one term have been paid by the parent and facility not availed for the succeeding term.
3. Fee refund is not applicable in case student is temporarily suspended from use of bus service.
4. In case of discontinuation, parent should inform the Transport In-charge by duly filling the discontinuation form available on website / transport counter 30 working days prior to the start of the next term.
5. A new ID card will be issued (from school transport to own transport) on payment of AED 30/-.
6. Status of the request will be informed to the parent within 2 working days after submitting the form to the transport in-charge.

Area Change

In case of an area change, parents should inform the Transport In-charge by duly filling the Area change form available on website / Transport Counter at least 15 working days in advance. This will be accommodated only if there is space available on the requested area. A new ID card will be issued in this case on payment of AED 30/-.

Status of the request will be informed to the parent within 2 working days after submitting the form to the transport in-charge.

Student Behaviour on the School Bus

1. Treat the Bus driver and bus assistant with respect and be courteous to them.
2. Wear seatbelt at all times while riding the bus.
3. Do not consume food while riding the bus.
4. Do not move around the bus, use inappropriate language or disturb other students, bus driver or the bus assistant.
5. Do not litter inside the bus.
6. Follow instructions given by the bus driver, bus assistant and / or security.

Consequences of inappropriate student behaviour

1. Zero tolerance policy on misbehaviour. Misbehaviour on transport facilities is a very serious offence which can lead to termination of bus service and disciplinary action by school authorities and if repeated dismissal from school.
2. If a student breaks any rule, the bus assistant will report their name to the transportation department. The incident will be entered in the Student's School Calendar and reported to their respective class teachers.
3. Damages if any will be collected from the Student / Parents.



Responsibilities of Students and Parents / Guardians as per RTA School Transport Manual

1. To take their children to the school bus or to the boarding point on time. In case of any delay the parents shall take their children to the school without any responsibility on the part of the driver.
2. To inform the School Administration and the Agency of any violation or default by the driver.
3. The driver shall have the right to return the student to the school if there is no authorized person waiting for him when he goes back home. The responsibility of the consequences resulting there from shall be assumed by the parents / guardians.
4. The student shall observe the cleanliness of the bus and inform the school administration or his parents / guardians in case the driver or any other student violates the law during the trip.
5. Only the School Principal may deprive any student of the school transport service if any of the following cases take place :
 - If a student causes the delay of the trip by more than 3 times in one school year.
 - If a student violates any safety rule and endangers others' lives during the trip.
 - If a student refuses to ride the bus from student's assembly point previously approved by the School Principal
 - If a student leaves the bus before reaching his designated place without prior permission.
 - If a student continuously causes a disturbance and more than 3 written complaints are filed against him during one school year.

I agree to the terms of the policy and accept responsibility for complying with the relevant conditions above.

Name of the Student _____
(As in Passport) First Name Middle Name Surname

GR No. _____ **Year** _____ **Section** _____

Parent Name _____

Parent Signature

Date

ADHS/ACTS/005

