



*“Praise the creator through learning and practice”*

**A unit of Sana Educational and Charitable Trust**

No.4/122, Goparasanallur Main Road, Katupakkam, Chennai-600056.

**Phone:** 044 - 26792270 / 9551699751

## **School Transport - Parent's rules and regulations**

-  Parent must accompany the student to their respective stop point. You are expected to be there at least ten minutes before the scheduled arrival of the bus.
-  Parents have to ensure that their wards do not go to and fro from the bus stop unescorted.
-  Parents are requested not to board the school bus to see off or receive their wards.
-  Since the buses have to travel longer distance, they should reach the stopping points at the designated time to reach the school on time. Bus will not wait for the latecomers.
-  If a student misses his/her allotted bus, they should not try to board any other school bus. It is the responsibility of the parents to drop off their wards to the school. However the student will return by their allotted bus.
-  Parents should not try to overtake and stop the School bus to facilitate the boarding of their wards as this endangers the safety of the bus and its occupants. Conversely, the student can board the bus in the next assigned stoppage point of the bus.
-  The drivers are authorised to stop buses at the designated stops only. The list of stops is prepared keeping in view the convenience and safety of all bus commuters and is always subject to change.
-  Students are allowed to use only the allotted bus and stopping point. No change can be entertained without prior permission of the Transport Manager or the School Management.
-  In case of any change, of a temporary or permanent nature in transport pick-up / drop point or transport route, the permission for the same has to be sought from the Transport Manager.
-  If any parent whose child is availing school transport service wishes to take their ward privately in his/her own transport, he/she must inform to the respective bus attender or the Transport Manager.
-  Parents must inform the attender and authorize the person in advance, if their ward is picked up by any other guardian.
-  Parents should not argue with the teachers, attender or driver present inside the bus. If there are any complaints or safety concerns regarding the bus or its staff, a formal communication (E-mail) should be made to the Transport Manager.
-  The school will not be held responsible for any lapse in the bus services. In case of any discrepancy, parents may meet the Transport Manager.
-  The monthly transport service charges for the scheduled route should be paid in two terms at the desired time period.
-  Fees must be paid on time, failing which the student may be with held from using the school bus with prior notice.
-  If student damage the bus and its properties, penalty will be levied.
-  Bus services will be discontinued with an immediate notice to parents, whose children do not follow bus rules, damaging accessories in the bus, offending passers - by with their actions or words.
-  In case of discontinuation of school transport service, a formal information should be passed to the Transport Manager and the current month's fee should be paid in full. No withdrawal of service would be considered without prior intimation.

### **Contact details:**

Transport Manager

**Mobile** - 9551699700

**E-mail** - [transport@sanamodelschool.com](mailto:transport@sanamodelschool.com)