



**PAKISTAN URDU SCHOOL
KINGDOM OF BAHRAIN**

**SCHOOL TRANSPORT
ACTIVATION / DEACTIVATION FORM**

Student Name: _____ اسم الطالب:

Class: _____ الصف:

Reg. No: _____ رقم التسجيل:

Tel. No.: Mobile: _____ النقال Residence: _____ رقم الهاتف:

Address: _____ العنوان

The Required Service/الخدمة المطلوبة:

Activate Bus / تفعيل خدمة الحافلة

Area: _____ المنطقة:

Bus Stop: _____ موقف الحافلة:

From (Date): _____ من (التاريخ):

Siblings (if any) / الأشقاء (اذا يوجد)

*.....

*.....

*.....

Change Bus / تغيير الحافلة

Bus Stop (Previous): _____ Bus No: _____ رقم الحافلة: _____ محطة الحافلة (السابقة)

Bus Stop (New): _____ Bus No: _____ رقم الحافلة: _____ محطة الحافلة (الجديدة)

Permanent Deactivate Bus / الغاء خدمة الحافلة

From (Date): _____ من (التاريخ):

I have read the Terms & Conditions.

لقد قرأت الشروط والأحكام

Parent Signature: _____ التوقيع

Date: _____ التاريخ:

For Office Use / لاستعمال ادارة المدرسة

Note: _____ الملاحظات:

Approved/ اعتماد ادارة المدرسة

PKUS SCHOOL TRANSPORT POLICY



1. Introduction

The School management provides school transport facility for the convenience of the students and parents for selected areas of Bahrain. This policy contains information that will assist you to register your child for the school transport service.

Note: The School provides transport facility for the convenience of the students and parents, despite not being obliged to do so. Furthermore, the school will continue providing transport facilities but will not undertake any responsibility or liability whatsoever for delays, mechanical disorders, breakdowns, accidents, etc. during the journey to and from the school. Even though the school strives to ensure proper seating space for all students, it is possible that the buses on certain routes may be crowded as we cannot provide additional buses for areas with small numbers of students.

2. Application for Activation

Once you have read the information, and you decide to enroll your child in the school bus service, we request that interested parents fill out the transport form, please complete the attached Student Transport activation form and submit it to the school. on this collected information the school management will decide buses and coasters for their respective areas.

Please be advised that the following Transport Service Regulations have been put in place to ensure the School transport service maintains a regular, punctual, and secure service at all times. Parents wishing to make use of this service are kindly requested to adhere to them at all times to enable the School to provide a smooth, efficient, and trouble-free service.

3. De Activation / Cancellation

After activation of bus services, the application can be canceled within 1 week otherwise the whole month's fees will be charged.

If someone does not want to continue the bus facility and ask again to avail it after 2 or 3 months, he/she has to pay for the previous month as well.

The school has the right to de-activate/cancel the bus service of students in case of any behavioral issues.

4. Bus Stop and Bus Route Information

It is the responsibility of the parent(s) to ensure that their child/children is/are at the pick-up point at the assigned time. Buses will not leave collection points ahead of schedule. However, buses will not be able to wait at pick-up points after the allotted time. Due to traffic delays buses may arrive at pick-up and drop-off points behind the assigned time.

The School provides transport from stop to stop instead of door to door.

The School buses will operate on routes officially recognized by the Management. Please note that any requests for route changes by a parent or small group of parents will not be considered. Only the Management will make changes to routes, these changes include cancelling, creation of new routes, changing stops, times or size of the bus, will be done in accordance to the feasibility of implementing such changes.

Once the School has received the application request for transport service, the stop will be fixed after inspecting the site.

According to our policy, students will be held financially responsible for any damages they cause while riding on the school bus

If any student is found using the school transport without activation will be charged a fine and the school will take strict action.

5. Code of Conduct for PKUS School Bus Usage

- 8.1. All students traveling on school buses agree to abide by the following rules:
At the designated school bus stops and while boarding, students shall:
- 8.2. Do Not bring any other child onto the bus that is not a registered passenger.
- 8.3. Be on time at the designated school bus stop in order to keep the bus on schedule.
- 8.4. Conduct themselves in a safe manner by staying off the road whilst waiting for the bus to arrive.
- 8.5. In order not to disturb nearby residents, whilst at the bus stop waiting, we request that you do not talk loudly.
- 8.6. You must not litter or deface public or private property at bus stops at any time.
- 8.7. You must not bring any articles on the bus that may cause injury to other passengers nor should you carry any articles that cannot be stored safely under the seat.
While on the bus, students shall:
- 8.8. Treat fellow passengers, the driver, and bus attendants with respect at all times.
- 8.9. Wear the safety/seat belt throughout the whole journey.
- 8.10. Keep their hands and heads and any other objects inside the bus at all times.
- 8.11. Not screaming, talking, or laughing loudly, or any other behavior that may distract the driver's attention which could result in an accident.
- 8.12. Treat the bus equipment as valuable furniture at all times, should any passenger or passengers cause damage to seats, windows, or any other equipment then the offender or offender's parent/parents shall be notified and held responsible to pay for the damage caused.
- 8.13. No eating or drinking is permitted at any time unless for necessary medical reasons.
- 8.14. The tampering with any equipment on the bus is prohibited at all times.
- 8.15. All aisles must be kept clear at all times; this includes no books, packages, coats, or any other objects.
- 8.16. In the case of a road accident, all children must remain on the bus unless directed to do otherwise by the bus driver.
- 8.17. You must not at any time throw anything out of the bus window.
- 8.18. You must remain in your seat while the bus is in motion.
- 8.19. You must at all times obey the driver and bus attendants.

6. Communications and Concerns

Any problems with the driver, attendant or student the parent should approach the school immediately.

Under no circumstances, the parent is permitted to deal directly with the driver or attendant of any bus, this includes giving orders to bus-duty staff, drivers, teacher escorts, or bus attendants for any matter whatsoever, any problems relating to transport must be referred to the school immediately.

Parents are also not allowed to speak to or deal with any other child on the bus other than their own, however, should it be an incident related then they should report the issue immediately to the school.

Parents should not hold up a bus for a child who is not ready. Children should be ready to board the bus five minutes before the expected time of arrival and at the correct bus stop.

It is the parents' responsibility to escort their children to their appointed bus stops and arrange to have their children picked up on their return from school. If there is no one at the bus stop to do this, drivers are under instructions to bring the child back to school and it will be the responsibility of the parent to collect the child

from school, as no second trip will be made. Should your child for whatever reason miss his/her bus in the morning, then it is the responsibility of the parents to make arrangements to get the child to school on time.

If parents decide not to use the School transport on any particular day and plan to collect their child from school with their own transport before the end of the day, they must inform the school and transport in charge in advance. We strongly request parents to avoid where possible interrupting this routine as it causes disruption to the School transport arrangements.

A minimum of 15 days notice is required to notify the school transport office of any change requests that may be required. However, the School is under no obligation to meet these requests if they are impractical, and only if feasible will changes be implemented to the system.

Should a parent not require transport for several days, then the parent must fill in the required paperwork and submit it to the Transport Office at least two days in advance.

7. Payment

Once the application is accepted, parents will be required to make the necessary payment immediately, please note that should your child be absent for any reason you are still required to pay the fees in full.

All students using the bus service must pay the transportation fee online or directly at the School's Accounts Department.

- The transport fees will remain the same whether your ward is using it one way or two ways.
- Bus fees will be charged for the whole year except for summer vacations.
- If the student activates the school transport during the month, the fees must be paid in full.
- Transport fees must be paid along with the tuition fees in advance.

8. Discipline

Any student that misbehaves on the bus may be denied from this school transport services in future and could be subject to disciplinary action in line with the school's code of conduct. Should the school receive a School Bus Incident Report on your child, then the Head of School will conduct an investigation of the incident and notify you accordingly of the incident and the outcome.

I have read the Terms & Conditions.

لقد قرأت الشروط والأحكام.

Parent Signature: _____ التوقيع

Date: _____ التاريخ