

# Parent - Bus Contract

AY 2023-2024

## Terms and Conditions

### GENERAL

1. The Parent/Guardian acknowledges and agrees that the student must comply with the School Bus Safety Rules and School Bus Protocol while being transported to and from school.
2. The Parent/Guardian/Student has read and agrees to abide by the Behaviour Policy and School Bus Policy in the Parent Handbook.
3. All parents and students must read and sign the Parent Bus contract agreement prior to receiving bus transportation.
4. The Parent/Guardian is responsible for the safety of their student travelling to, from and at the bus stop.
5. The Parent/Guardian agrees that routes will be determined after all bus information has been received from all families. DePS does not guarantee front door pick-up.
6. The Parent/Guardian should settle their accounts on time and transport might be stopped upon failure to pay.
7. Bus transportation assignments shall not be transferable or assignable to any third party.
8. The School operates the buses in compliance with the guidelines advised by the regulatory authorities.
9. There is a Transport Manager in charge at the school to always attend to your queries/concerns.  
**Transport Manager: Mr. Victor Coelho**  
**Email: [vcoelho@deiraprivateschool.ae](mailto:vcoelho@deiraprivateschool.ae)**  
**Contact Number: +971 56 422 9670**
10. All buses have designated pick up and drop off locations. The Parent/Guardian understands that no changes shall be made regarding specific pick-up/ drop-off locations and times without prior written request. DePS Bus transport does not guarantee front door pick-up depending on a case to case basis.

## Parent - Bus Contract

AY 2023-2024

11. The travel time may vary depending on the number of students/changes in route/ location.
12. 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 from collection points ahead of schedule. However, buses will not be able to wait for more than 2 minutes at pick-up points after the allotted time. Due to traffic delays buses may arrive at pick-up and drop-off points behind assigned time.
13. Parents of all students of Year 3 and below will be issued with Guardian cards by The School. It is essential to produce the Guardian card to receive the student at the drop off point. The students can be received by the parents / relatives / parents of other students / maids or any other authorised adult with the Guardian card.
14. In certain cases, parents advise the bus staff from their balconies / residence to drop the students; in such cases the parent must give a letter undertaking that it is acceptable to them to drop off the students if they are visible to the bus staff. This is only for students from Year 4 and above. If such an undertaking is not given and an adult is not available to receive the child/children, they will be brought back to the school. If the younger students have older siblings (Year 5 and above) travelling with them, and an undertaking has been given that they can be dropped in the care of their older sibling, this will be done.
15. If the students are to be dropped without the presence of an adult, parent should sign a consent form accordingly. This is applicable only for children from Year 4 to Year 8. Students from Year 3 and below will not be handed over without an adult at all.
16. If the above is not strictly followed by any parent, the students will be brought back to school and it would be the responsibility of the parents to collect the students from the school.
17. For safety and security reasons, if the required drop off is requested for an unusual location, a written request, signed by the parent/guardian is needed at least a day in advance.
18. Parents are required to inform the Transport In Charge / School Administration if a student is absent on any day. If a student does not want to use the return trip for any day, the parent should provide a written communication or send an email to the Transport In Charge/School Administration. This communication must be made at least two (2) hours before dispersal time.
19. In case of change of residence, provision of transport service will be subject to the availability of seats on established routes. Fees will apply as applicable to the new pick up area as per the fee structure.

## Parent - Bus Contract

AY 2023-2024

20. Children who are unwell or those with contagious diseases will not be permitted to travel in the bus for Health & Safety reasons. KHDA and DHA guidelines will be followed. The school will require a clearance certificate to be handed to the school nurse before the child boards the bus. Parents must arrange for their child to be picked up / dropped off, in case the bus is prohibited due to risk of health and safety.

21. For safety reasons, eating and drinking on the bus, other than water, will not be permitted.

22. The school reserves the right to decline the provision of service. Allocation of the bus facility will be based on the availability of a seat in the bus assigned for that area.

23. All vehicles, drivers and passengers are insured. In case of any claim due to an accident, the company's liability is limited to the compensation paid by the insurance company, as per the terms of the insurance policy.

24. Parents or guardians shall compensate the school for any damages caused / sustained on the bus or to other travellers due to inappropriate behaviour/actions of their child/children. If there is any damage by the students, the damage is to be paid by parents and there will be no bus thereafter. Any damage or cost involved due to an individual action shall be liable for penalties. Such penalty shall be based on repair quotations received by the school from the transport company. The school shall not be liable for any consequences or damages caused due to the child/children or their belongings due to their own inappropriate behaviour /actions.

25. The school may use the e-mail id / mobile number/ bus app of the parents for conveying messages / sending newsletter / circulars.

26. If a parent or guardian is late for pickup at dispersal time for more than 2 to 3 mins after the allotted time, the students will be brought back to school and it would be the responsibility of the parents to collect the students from and to the school. The school will not make any alternate arrangements to drop off the child/ren later.

27. ID is mandatory to get inside the bus and school premises. Lost ID will amount to 75 AED.

28. Students must listen to the bus monitor and sit on their designated seats as per the seating plan and wear seat belts at all times. Moving in the bus, pushing, fighting, shouting, bullying or any other misbehaviour is not permitted. The school will take strict actions as per the behaviour policy and it will lead to discontinuation of the bus temporarily or permanently. Misbehaviour at school can also lead to discontinuation of bus service transportation as per the sanctions from the behaviour policy.

## Parent - Bus Contract

AY 2023-2024

29. Bus Transport is NOT available at 11:30 in the following areas:

Dubai South/Emaar South/Jebel Ali/Al Furjan/DG/JVC/Al Barsha/Town Square/Sports City/ Al Qudra/Arjan/Marina/JLT/JBR/JVT/Akoya/ Damac Hills/IMPZ/Qassimiya/Ajman Border

### B. REGISTRATION FOR TRANSPORT SERVICE

1. All students who require the Transport Services shall apply in a prescribed form available at the school.
2. The application form available at the school should be completed and submitted by the parent. All mandatory fields (\*) marked columns must be filled up. The parent should make the necessary payment at the Accounts counter in the school.

### C PAYMENT OF FEES

1. Once the application form is accepted, the parent will make payment of fees based on the fee structure applicable in the school.

---

2. Following options are given to parents for payment of fees –

(i) Cash / Credit Cards at the Accounts counter in the school

(ii) Cheque in favour of 'School Name' at the Accounts counter in the school

3. If the transport fee is not paid or the school fee is not paid for the term in advance or as agreed with the school management, bus service will not be available free of cost from the next day as per the advice of the accounts department/management.

### D. INVOICES

1. Invoices can be collected from the school Accounts counter at the time of payment. If the bus dues/ school dues are not paid, **the bus service will not be provided free of cost. Bus charges will apply.**

### E. TRANSPORT DISCONTINUATION

1. Transport withdraw/discontinue request to be submitted at least 30 days in advance.
2. In case of temporary discontinuation due to long leave for more than a month on medical grounds etc. a letter should be submitted to the Principal along with the discontinuation form, for the approval of

## Parent - Bus Contract

AY 2023-2024

competent authority. No temporary discontinuation is permissible. Any fees due or paid will not be adjusted/ refunded.

3. In case of discontinuation due to Transfer from school or moving out of the country, 21 days' notice period must be provided to the Transport Department using the discontinuation form. Fees will be paid till the month the child uses the transport including the notice period.

### F. AREA CHANGE

The parents should provide the Area Change form (available at the TRANSPORT counter in the school). The parent will be informed of the availability of seats in the bus plying in the new area.

### G. AGREEMENT

---

I have read and agreed to the bus contract.

I will follow the terms and conditions given.

---

Name of Student:

Year and Section:

Name of Parent:

Signature of Parent:

Date: