



# Delhi Public School Megacity, Kolkata

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

School Campus : Kalikapur, Dist. Rajarhat, North 24 Parganas, Kolkata -700135,  
Ph. : 9073985529, 9073985530, 9073985531, 9836067424

## STUDENT TRANSPORT REGISTRATION 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 : _____	Paste Stamp size photograph of <b>Student</b> in school uniform
Class : _____ Section : _____ Roll : _____ Regn. No. : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Parent/Guardian Name : _____	
Address : _____ _____	
Contact No. : Mobile (1) : _____ Mobile (2) : _____	
Pickup Point (Location & Landmark) : _____ Drop Point (Location & Landmark) : _____	

### Sibling Details : (if studying in DPS Megacity)

Student Name : _____
Class : _____ Section : _____ Roll : _____ Regn. No. : _____
Pickup Point : _____
Drop Point : _____

**I/We understand 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**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature of Parent / Guardian : \_\_\_\_\_

### 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 : ____/____/____
Remarks : _____
_____ Signature Transport In-Charge

### For EDP Department use only

Entry done on : ____/____/____
Temporary ID card and Fee Slip issued to : _____
_____ Signature EDP Department

### ACKNOWLEDGEMENT SLIP

## Delhi Public School Megacity, Kolkata

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

For any further clarifications, mail us at [transportcell@dpsmegacity.in](mailto:transportcell@dpsmegacity.in), Download **NStud** app from google playstore to track your ward's bus.

## Bus Rules

1. Student 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 his/her 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. 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.
4. Student 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.
5. Student are allowed to use only the allotted bus and bus stop. No change will be allowed without prior written permission of the school.
6. 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.
7. 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 and application on prescribed form available at the school office. The filled in application form along with requisite fees 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.)
8. 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. In case of loss transport route badge, a duplicate badge will be issued upon payment of requisite at the Book Store.
9. 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.
10. No student availing Transport facility is allowed to leave the campus alone. 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 :
  - l A written request from the parent/guardian is required.
  - l Escort Card is to be produced.
  - l A permission slip is obtained and shown at the school gate before leaving the campus.
11. No student should go near the bus until it comes to a complete halt.
12. No student should travel standing on the footboard.
13. Students should not move around in the bus, when it is in motion.
14. Students must not put their hands or head out of the window when the bus is in motion.
15. Consumption of edibles is not permitted in the bus. No object should be discarded inside or thrown outside the bus.
16. The drivers attention must not be distracted for any reason.
17. Unruly behavior like shrieking, shouting and playing inside the bus is strictly prohibited. Courteous behavior 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.
18. 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.
19. Parents are requested to be patient, if a bus arrives late due to any unforeseen circumstance.
20. 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.
21. A change of route is possible only on availability. The requisite fee and minimum 15 days notice is required to effect the change.
22. 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.
23. 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.

32, Jatin Das Road, Near Deshapriya Park, Kolkata - 700 029  
Phone : 2464 5794 / 2463 7898 / 2419 7416 / 2419 7417

#### **TERMS & CONDITIONS**

1. The monthly Bus Service Charges for the Scheduled Route/Routes will be as per notification.
2. Fees to be Charged 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. 200/- is chargeable during the time of Transport Registration.
6. Any loss / Damage of ID card are chargeable.
7. For the first month Temporary ID Card will be given and later the permanent one will be handed over the students in class.

**Note :** Please contact the School office for stationary and other charges.