JULY-'25

Delhi Public School Megacity, Kolkata

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

School Campus : Kalikapur, Rajarhat, North 24 Parganas, Kolkata -700 135

Phone : 08065138333 ● Website : www.dpsmegacity.in ● E-mail : enquiry@dpsmegacity.in

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 : _____

Class : _____ Section : _____ Roll : _____Regn. No: _____

Date of Birth : _____ Admission ID No. : _____

Parent/Guardian Name : _____

Address:_____

_____

Contact No: (Father's Mob.): _____ (Mother's Mob.) :_____

Paste Stamp Size Photograph of Student

Pickup Point (Location & Landmark) :_____

Drop Point (Location & Landmark) :_____

I/We undertake 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.

Name of the Applicant: _____ **Relationship :**_____

Date : _____ **Signature :** _____

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 : _____/_____/_____

Entry Done in Campus Care ☐

_____
Signature Transport In-charge

Acknowledgement Slip

Delhi Pubic School Megacity, Kolkata

Student Name: _____

Class: _____ Sec: _____ Roll: _____ Registration Number : _____

Pickup Point: _____Money Receipt No.: _____

Drop Point: _____

Date of Registration: _____/_____/_____

_____
Signature Transport In-Charge

For any further clarifications, mail us at **transportcell@dpsmegacity.in.** Download **nStud** app from google playstore to track your ward's bus.

Bus Rules

1. Students can avail of the school transport, subject to the availability of seats. Parents are requested to consult the school transport In Charge for details regarding the routes of school buses.
2. The Monthly Bus Service Charges for the scheduled route/routes will be as per the notification. Fees will be charged for 12 months a year (including vacation). A parent who withdraws a 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. The Transport fees may increase as determined by the School management.
4. The transport facility for the existing students will be auto renewed at the beginning of every academic session until cancelled.
5. The Pickup and drop-off may be on different sides of the road according to the bus route. No request for the change of side will be entertained.
6. 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.
7. Students are issued a set of 2 identity cards (Student ID Card and Escort Card). Students' ID cards 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.
8. Students are allowed to use only the allotted bus and bus stop. No change will be allowed without prior written permission from the school.
9. 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.
10. In the case of a change in stop and/or bus (of a temporary or permanent nature), the permission for the same has to be sought through an application on the prescribed form available at the school Office. The filled-in application form, along with the requisite fee to be submitted at the School Office for permanent change. However, the change shall become effective only after written permission is granted by the school. In such event, a new set of ID cards will be issued. (on payment of requisite fees.)
11. 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 the requisite fee. The fee and the application form to be submitted at the Bookstore.
12. 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.
13. No Student availing transport facility is allowed to leave the campus on their own transport. However, 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:
    - A written request from the parent/guardian is required.
    - The Escort Card is to be produced.
    - A permission slip is obtained and shown at the school gate before leaving the campus.
14. No student should go near the bus until it comes to a complete halt.
15. Students should not move around in the bus when it is in motion. No student should travel standing on the footboard.
16. Students must not put their hands or head out of the window when the bus is in motion.
17. Consumption of edibles is not permitted in the bus. No object should be discarded inside or thrown outside the bus.
18. Unruly behavior like shrieking, shouting, and playing inside the bus is strictly prohibited. Courteous behaviour is expected at all times. The bus in charge is responsible for maintaining discipline on the bus. Any difficulty or offence that may occur should be reported to the Principal / Transport In Charge as soon as possible. The driver's attention must not be distracted for any reason.
19. 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.
20. Parents are requested to be patient if a bus arrives late due to any unforeseen circumstance.
21. 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.
22. A change of route is possible only on availability. The requisite fee and a minimum of 15 days' notice is required to effect the change.
23. A notice period of one month needs to be given to the school by the parents before cancelling the school transport facility for the ward. Transport fees to be paid up to the quarter till which the transport facility is availed by the student.
24. During Sports time / Rehearsal for events / Special Days, the bus pick-up or drop point might have to be readjusted,for which the parents are expected to make adjustments and comply with the decision of the school.
25. During dropping off, if the parent/ guardian/ escort does not come at the pre-scheduled time to receive their ward, then the student shall be taken to the School or Urban Paribahan Services Pvt. Ltd. office, from where they can be collected upon presentation of the Escort Card.
26. Strict action will be taken against anyone violating the Bus Rules. The school may suspend/ cancel the transport facility of any student without prior notice for breach of terms or non-payment of fees.
27. For any enquiry regarding transport, please email at transportcell@dpsmegacity.in or call the school reception numbers.
28. **Additional Transport Rules for Classes X to XII**
    - The transport fee will be charged for the entire 12 months of the academic year, as the bus fleet is outsourced.
    - Cancellation of transport services will not be permitted in the middle of the session.
    - Should a cancellation be requested, the transport fee is non-refundable.
    - The transport fee is payable mandatorily along with the school fee every quarter.
    - The school will not provide separate buses for Classes X and XII during pre-board and board examination timings, as regular school buses will continue to operate on their usual schedule. The parents have to make their own arrangements for pickup & drop off, to and from School. No waiver of transport fees will be applicable.

Date : _____ Parent Signature: _____

URBAN PARIBAHAN SERVICES PVT. LTD.
Ambient Woods, 48A, Jatin Das Road, Kolkata 700 029
Phone: 033 4069 4097 / 4004 4042

Terms & Conditions

1. The Monthly Bus Service Charges for the Schedule Route / Routes will be as per notification.
2. Fees to be Charges 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.500/- is chargeable during the time of Transport Registration.
6. Any Loss / Damage of ID card are chargeable.
7. Temporary ID Card will be issued at the beginning of the session and permanent ID Card & Escort will be provided to the students in class.