

School Transport Facility Overview

Our school transport service is facilitated by a reputable external provider, carefully vetted and continuously monitored to ensure the highest standards of safety, efficiency, and reliability. While the operational logistics are managed by the transporter, the school offers strategic oversight to ensure smooth, hassle-free operations that prioritize safety, support, and parent satisfaction. This collaboration ensures that daily commutes are as seamless and stress-free as possible.

Safety & Compliance at a glance

All buses provided by the transporter are well-maintained and adhere to CISCE guidelines, ensuring a safe and secure journey to and from school. Key features include:

Bharat Emission Standard compliant

All vehicles in our fleet comply with the latest Bharat Stage emission norms, which regulate pollutants released by motor vehicles. This ensures reduced emissions of harmful gases like nitrogen oxides and particulate matter, contributing to cleaner air and a healthier environment for students and the community.

PUC (Pollution Under Control) certified

Each vehicle undergoes regular Pollution Under Control checks to verify that emission levels remain within permissible limits. This certification reflects our dedication to maintaining eco-friendly operations and supporting public health initiatives.

CCTV cameras installed

High-definition cameras are installed inside each vehicle to provide continuous surveillance. This not only deters inappropriate behavior but also allows for incident review if needed, ensuring transparency and reinforcing student safety.

GPS tracking system

Every vehicle is fitted with a GPS tracker that enables real-time location monitoring. Parents and school authorities can track routes, estimated arrival times, and any unexpected delays—offering reassurance and timely updates throughout the commute.

First aid kits and fire extinguishers onboard

Each bus carries a fully stocked first aid kit to address minor injuries or health concerns during transit. Fire extinguishers are also installed to manage fire-related emergencies, ensuring a safe environment for all passengers.

Lady attendant for pre-primary students

A trained female attendant is present on board to supervise and assist young children. She ensures that students are seated safely, helps with boarding and deboarding, and provides emotional support throughout the journey, creating a nurturing and reassuring atmosphere.

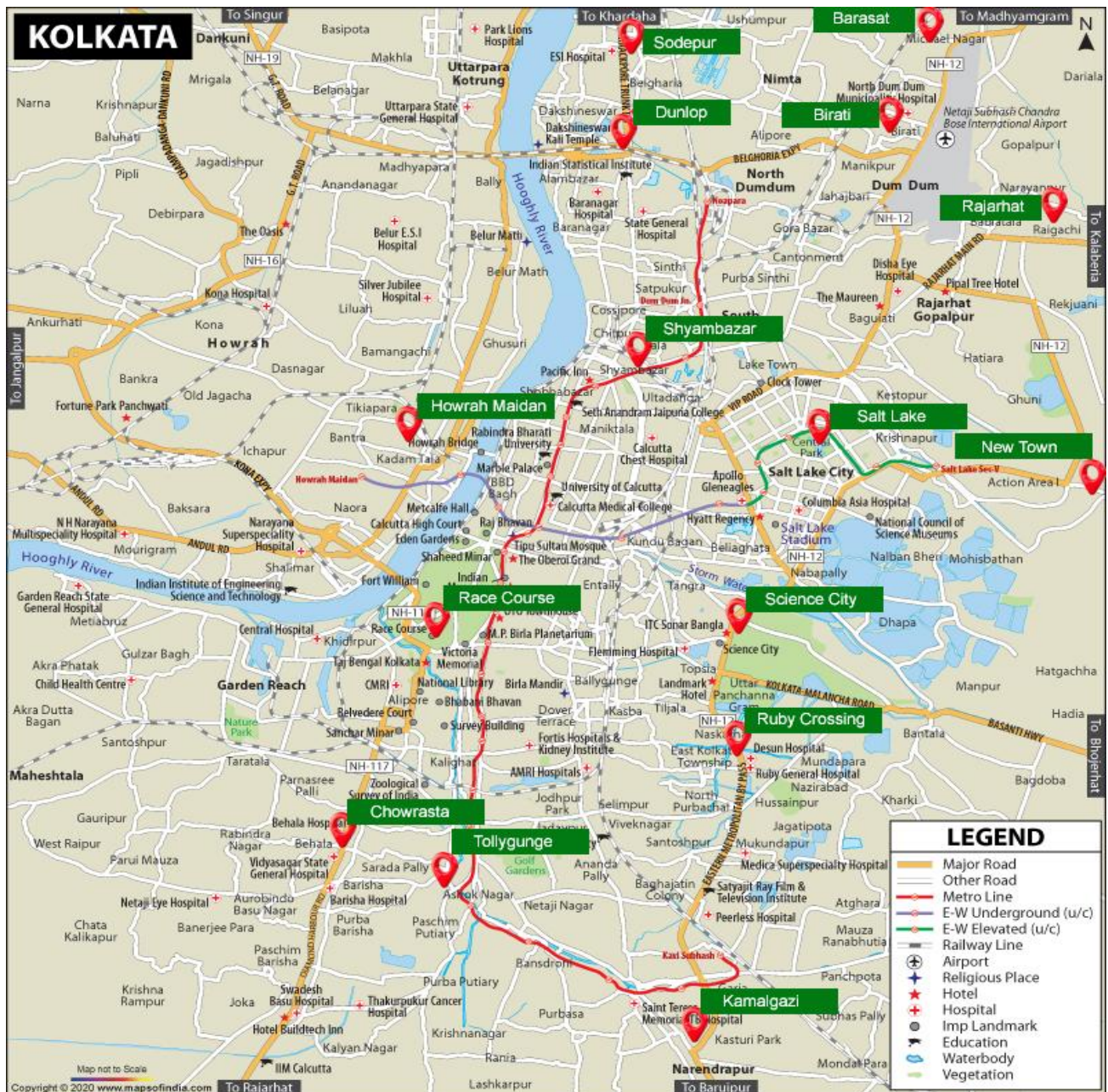
These measures reflect our commitment to safe, secure, and reassuring transport experiences for all students.

📍 Coverage & Alerts

The transport service is available to students who opt for it and covers:

- Kolkata – Most of the areas covered
- Howrah – Selected areas are covered
- North & South 24 Parganas – a part of north and south 24 parganas are covered
- Salt Lake – Major part of the area is covered
- New Town & Rajarhat – major areas are covered

Parents receive SMS alerts before the bus arrives at the designated stop for both pick-up and drop-off, ensuring timely updates and peace of mind.



🚌 Bus Routes & Stops

The listed bus points provide a general overview of key locations currently served. Please note:

- Bus stops and routes are subject to change without prior notice.
- Routes may differ between the Junior School and High School.

📌 **Final routes, pick-up and drop-off points, and fees, will be confirmed and communicated before the commencement of the Academic Session. Please check the Pickup and Drop Routes for availability of stoppages before enrolling.**

Important Notes for Parents & Guardians

To help set clear expectations and promote transparent communication, please take note of the following guidelines:

The school does not provide any assurance regarding

- Availability of seats on the school bus
Seat allocation is subject to availability and logistical feasibility as determined by the transport provider.
- Pick-up or drop-off at any specific location near your residence
Specific doorstep pick-up/drop-off requests cannot be accommodated. Routes are optimized to serve clusters of students efficiently, and not tailored to individual residences.

Coordination Responsibility: Parents and guardians are required to liaise directly with the transport department for:

- Parents/guardians must coordinate directly with the transport department regarding pick-up and drop-off points.
 - Queries regarding bus routes and timings
 - Pick-up/drop-off points
 - Any mid-term adjustments or concerns

This direct line of communication ensures timely updates and avoids delays in resolving operational issues.

School Bus Rules

School bus rules are essential for ensuring the **safety, discipline, and comfort** of all students during transit. These guidelines help prevent accidents, promote respectful behaviour, and support a smooth transportation experience.

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 reopening the school. The amount is payable along with school fees every quarter.
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 an 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 are 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 off at 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 private means. However, if due to certain exigencies, a student has to leave the campus during school hours under his 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 behaviour like shrieking, shouting, and playing inside the bus is strictly prohibited. Courteous behaviour is expected at all times. The bus is in charge 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 are 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 are to be paid up to the quarter during which the transport facility is availed by the student.
 24. During Sports time / Rehearsal for events / Special Days, the bus pick-up or drop-off 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 enquiries 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 times, as regular school buses will continue to operate on their usual schedule.
 - The parents have to make their arrangements for pickup & drop off, to and from School. No waiver of transport fees will be applicable.

Transport Guidelines

- **Monthly Bus Service Charges**
The monthly transport fees for designated routes shall be applicable as per the official notification issued by the school.
- **Annual Fee Structure**
Transport fees are charged for all 12 months of the academic year and are payable quarterly, along with the school tuition fees.
- **Withdrawal Policy**
Requests for withdrawal from the transport service must be submitted in writing at least one month in advance. No withdrawals will be entertained without prior notice.
- **Compliance with Regulations**
Parents and guardians are kindly requested to adhere to the transport-related rules and regulations outlined above and detailed within the school almanac.
- **Incidental Registration Fee**
A one-time incidental fee of ₹500 shall be levied at the time of transport registration.
- **ID Card Loss or Damage**
Any loss or damage to the student's transport ID card will incur a replacement charge.

- **Issuance of ID and Escort**

At the commencement of the academic session, a temporary ID card will be issued. Permanent ID cards and designated escorts will be provided to students in their respective classrooms thereafter.

- **Change of Bus Route**

- **Temporary:** Parents may request a temporary change in bus route for up to 15 days by applying to the Transport In-Charge. Extensions beyond this period will not be permitted.
- **Permanent:** Parents may request a change in bus route by submitting the completed Bus Route Change Application Form and the Student Details Change Request Form, along with the applicable fee, to the Transport Department at the school office.

Transport Fees



Bus charges are outlined below and are **subject to revision** based on factors such as **fuel price fluctuations** and **other operational** considerations.

Sl. No.	Fees Particulars	Distance (Km)	Bus Charges Both sides (₹)
1	Monthly Bus Fees (session 2025-26)	0 – 10 Kms	₹ 4,200
		>10 – 20 Kms	₹ 4,500
		> 21 Kms	₹ 4,800
2	Bus Registration Fees (One-time)	Class Nursery to XII	₹ 500

Note: A one-time transport registration fee of Rs. 500/- must be paid when opting for transport services. The fee will be charged for all 12 months. A parent who withdraws the transport facility before the vacations and wishes to rejoin after the vacations may not be eligible for the transport service again. The amount is payable along with the school fees quarterly.

Real-Time Bus Tracking with NStud

Parents can conveniently monitor their child's school bus through SMS alerts or the NStud mobile app.

-  Live location updates during pick-up and drop-off times
-  Message alerts when the bus is nearing your designated stop





Real-Time Bus Tracking with NStud

Parents can conveniently monitor their child's school bus through **SMS alerts** or the **NStud mobile app**—a smart solution designed to ease the daily routine of getting children ready for school.

NStud addresses a common concern: uncertainty around bus arrival times. With **real-time tracking**, the app shows the bus's current location relative to your home and provides an **estimated time of arrival** at your designated pick-up or drop-off point. Instant notifications ensure you're informed as the bus approaches, helping to minimize delays caused by unpredictable city traffic.

Especially useful during **challenging weather conditions** like rain or winter, this user-friendly tool reduces the stress of arriving too early or too late at the bus stop.

Key Features

-  **Live location updates** during pick-up and drop-off times
-  **Message alerts** when the bus is nearing your designated stop

Steps to use the NStud App for tracking

How to Use the NStud App (Android & iPhone)

Follow these simple steps to get started:

1. Use your registered mobile number

Ensure you register using the phone number you've shared with the school. Please note you can only use any of the 2 parents' mobile numbers for bus tracking. Please provide the following information while registering your ward.

- School: *Select DPS Megacity*
- Student Name: *Provide your ward's name*
- Date of Birth: *Provide your ward's DOB*
- Student ID: *Provide the Student's Registration Number without the prevailing zeroes*

2. Verify with OTP

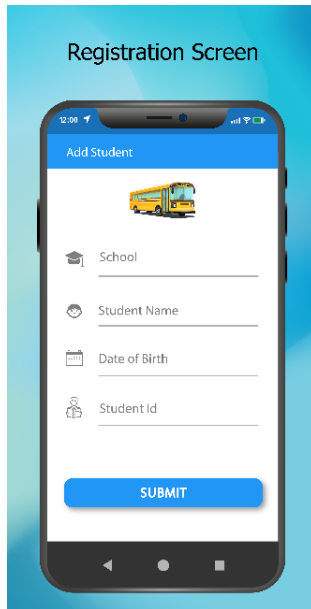
Tap the **Submit** button to receive a **One-Time Password (OTP)** via SMS. Enter the OTP in the password field and tap **Submit** again to proceed.

3. Add Student & Access Live Updates

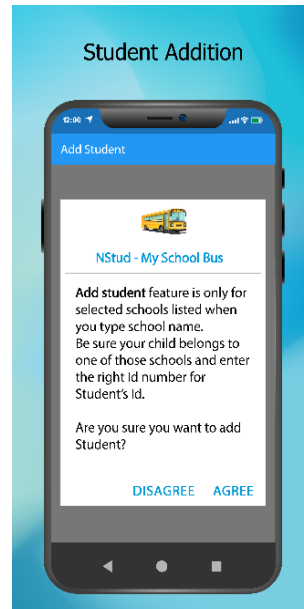
Navigate to the **Add Student** screen and confirm. If you face any difficulty, please check/correct your registered mobile number with the school. Once added, you'll be able to view **real-time updates** such as:

- Current location of the school bus
- Distance from your stop
- Estimated time of arrival (*Available only during pick-up and drop-off hours*)

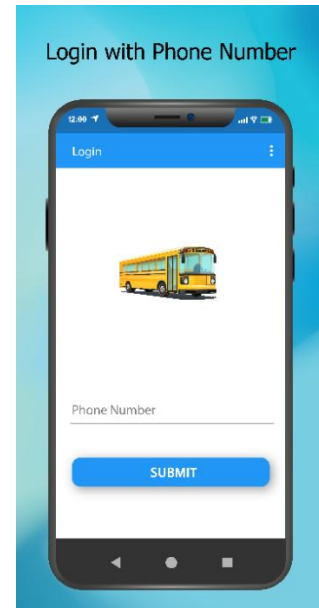
Registration Screen



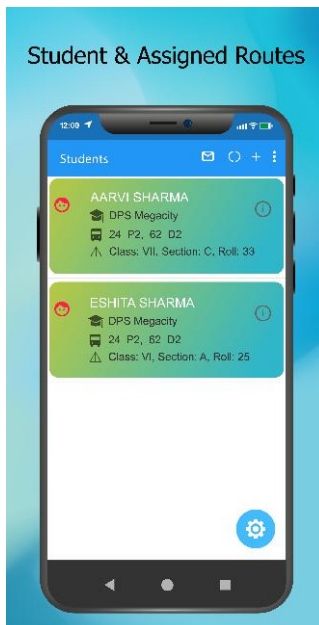
Student Addition



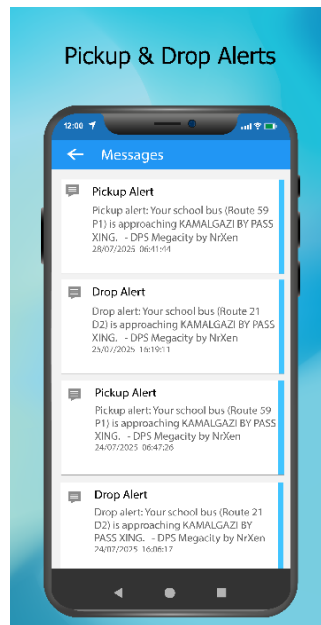
Log in with your Registered Mobile No



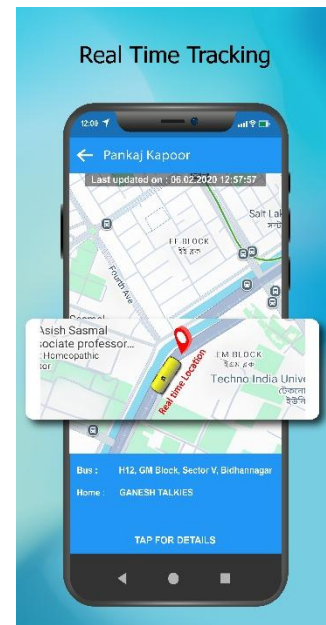
Registered Students and Assigned Routes



Stay updated with Pickup & Drop Alerts



Track your ward with Real Time Tracking



Need Help?

For assistance, feel free to call our support team at +91 99033 26625 on any working day.