



## Transportation Registration Form

Date: \_\_\_\_\_ Academic year: \_\_\_\_\_ Parent ID: \_\_\_\_\_

| Sr. No. | Student ID | Student Name | Gender | Class / Year | Section | Start Service Date |
|---------|------------|--------------|--------|--------------|---------|--------------------|
| 1       |            |              |        |              |         |                    |
| 2       |            |              |        |              |         |                    |
| 3       |            |              |        |              |         |                    |
| 4       |            |              |        |              |         |                    |
| 5       |            |              |        |              |         |                    |
| 6       |            |              |        |              |         |                    |

Student  
Passport  
Size  
Photo

Student  
Passport  
Size  
Photo

Student  
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Photo

Student  
Passport  
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Student  
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Photo

Student  
Passport  
Size  
Photo

1<sup>st</sup> Child

2<sup>nd</sup> Child

3<sup>rd</sup> Child

4<sup>th</sup> Child

5<sup>th</sup> Child

6<sup>th</sup> Child

### Location Details :

Emirates: - ☐ Dubai ☐ Sharjah ☐ Ajman ☐ UAQ

### Full Address :

Area \_\_\_\_\_ Street \_\_\_\_\_

Building \_\_\_\_\_ Flat No \_\_\_\_\_

\*Landmark [Nearby Location] \_\_\_\_\_

### Contact Information :

\* Mobile No. for SMS & Notification: \_\_\_\_\_ \* Emergency Mobile No: \_\_\_\_\_

Parent's Name \_\_\_\_\_

**Accounts Use Only**

**Mode of Payment (tick one):**

☐ Cash ☐ Cheque ☐ Debit Card ☐ Credit Card

Amount Paid: AED \_\_\_\_\_

**Tenure of Service (tick one):**

☐ Term 1 ☐ Term 2 ☐ Term 3 ☐ Full Year

Cashier Name & Signature \_\_\_\_\_

**Transport Department**

**Transport Service Details :**

Student Status: ☐ New Enrollment ☐ Continuing Student

Transport Service Type: ☐ Two Way ☐ One Way

**Transport Allocation Details :**

- Bus Number \_\_\_\_\_ Route Name \_\_\_\_\_ Pick-up Stop \_\_\_\_\_
- Bus Number \_\_\_\_\_ Route Name \_\_\_\_\_ Drop-off Stop \_\_\_\_\_

Driver's Name \_\_\_\_\_ Assistant's Name \_\_\_\_\_

Transport Start Date \_\_\_\_\_ Transport Charge/Fees: AED \_\_\_\_\_

**Staff Details (if applicable) :**

Is the child of staff member? ☐ Yes ☐ No

Staff Name \_\_\_\_\_ Employee ID: \_\_\_\_\_

### GMS Transport Fee

| Sr. No | Emirates | Route                                                                                                                                                                                                       | Two Way |
|--------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1      | Dubai    | Garhoud nearby areas                                                                                                                                                                                        | 4,000   |
| 2      | Dubai    | Rashidiya, Karama, Oud Metha                                                                                                                                                                                | 5,350   |
| 3      | Dubai    | Hor Al Anz, Al Muteena, Hamriya, Deira, Abu Hail                                                                                                                                                            | 5,750   |
| 4      | Sharjah  | Al Nahda, Al Taawun, Al Majaz, Al Khan                                                                                                                                                                      | 6,250   |
| 5      | Dubai    | Al Qusais, Mirdif, NadAl Hamar, Jafiliya, Trade Centre, Bur Dubai, Satwa, Al Twar, Al Badia, International City, Business Bay, Downtown Dubai, Jumeirah, Sahara Centre, Muhaisnah, Al Warqa, Al Nahda Dubai | 6,250   |
| 6      | Dubai    | Al Khawaneej, Al Quoz, Silicon Oasis, Umm Suqueim, Knowledge Village                                                                                                                                        | 6,550   |
|        | Sharjah  | Rolla                                                                                                                                                                                                       | 6,550   |
| 7      | Dubai    | TECOM or Barsha Heights, Springs, Greens, Ajman, Dubai Marina, Media City, Meadows, Jumeirah Lake Tower, Palm Jumeirah, Al Barsha                                                                           | 6,750   |
| 8      | Dubai    | Gardens, Discovery, Jumeirah Village, Sports City, IMPZ                                                                                                                                                     | 6,950   |

**Transport In charge Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### SCHOOL TRANSPORT – TERMS AND CONDITIONS

1. The school operates its transport services in accordance with guidelines set by regulatory authorities.
2. A designated Transport In-Charge is available at the school to address queries and concerns.
3. All school buses follow pre-assigned pick-up and drop-off locations.
4. Travel time may vary depending on student numbers and route adjustments.
5. Parents are responsible for ensuring their child is at the pick-up point on time. Buses will not leave ahead of schedule but cannot wait for more than two minutes. Traffic conditions may cause delays.
6. Parents/guardians must be present at the collection points at least 5 minutes before the scheduled pick-up and drop-off time to hand over or collect their child from the bus monitor at the bus door.
7. If a parent wishes for their child to be dropped off without the physical presence of an authorised adult, a signed undertaking must be submitted in advance, confirming parental consent and releasing the school and transport staff from responsibility once the child is dropped off as per the agreed arrangement. In the absence of such an undertaking, or if no authorised adult is present, the child will be brought back to school, and it will be the parent's responsibility to collect them. For younger students travelling with a sibling in Year 5 or above, drop-off will be permitted only if a signed undertaking is provided authorising handover to the older sibling.
8. For children in Year 5 to Year 8, drop-off without an adult is allowed only upon submission of a signed consent form.

9. If the above procedures are not followed, students will be brought back to school, and parents will be responsible for collecting them.
10. For any unusual drop-off requests, a written and signed request from the parent/guardian is mandatory.
11. Parents must notify the Transport In-Charge or School Administration if a child is absent. For changes in afternoon transport usage, written communication or email is required.
12. In the case of a change in residence, transport provision is subject to route and seat availability. Fees will be applied according to the new area, as per the school's transport fee structure.
13. Children with contagious illnesses are not permitted to use school transport. A medical clearance certificate may be required before resumption.
14. Eating or drinking on the bus, other than water, is strictly prohibited for safety and hygiene reasons.
15. The school reserves the right to decline or discontinue transport services. Allocation is subject to route and seating availability.
16. Parents/guardians will be held responsible for any damage to the bus or harm caused to others by their child's behaviour. The school bears no liability for any consequences resulting from inappropriate student conduct.
17. RFID cards will be issued to all students for transport attendance. A replacement fee of AED 25 will be applicable in case of loss.

## **STUDENT BEHAVIOUR GUIDELINES – SCHOOL BUS**

1. Students must follow all instructions given by the bus driver and attendant.
2. Respectful behaviour is expected at all times—no shouting, fighting, or use of inappropriate language.
3. Students must remain seated and wear seatbelts while the bus is in motion. Walking is not allowed.
4. Eating and drinking, except for water, are prohibited.
5. Damaging or tampering with bus equipment will result in repair charges and disciplinary action.
6. Boarding or exiting the bus at unauthorised stops is strictly forbidden.
7. Mobile phone use is limited to respectful communication only—photography or video recording is not permitted.
8. Consistently being late to board the bus in the afternoon may result in disciplinary action.
9. Playing games, including cards, is not allowed on the bus.

## **PAYMENT OF TRANSPORT FEES**

1. Upon acceptance of the application form, transport fees must be paid according to the school's approved fee structure.
2. Transport fees are charged for ten months and divided into three terms. Full term payment is required regardless of the number of working days. No mid-term cancellations are accepted.
3. No refunds will be provided for non-use of the bus service under any circumstances.
4. Fee payment options:
  - Cash or credit card at the school accounts counter
  - Cheque payable to the school, submitted at the accounts counter

## **DECLARATION**

1. I/We understand and accept the above-stated terms and conditions. Any requests for withdrawal, change of location, or discontinuation of service will be submitted at least 30 days in advance.
2. I/We understand that location change requests will only be accepted subject to route availability and seat capacity.

3. I/We acknowledge that if my child experiences any illness or health issue while using school transportation, the school has the right to suspend transport services immediately for the safety and wellbeing of all students.
4. In the event of transport withdrawal, any refund will be processed in accordance with Ministry of Education (MOE) by-laws.
5. The student will comply with the assigned pick-up time and inform the school in advance if not using the bus temporarily.
6. I/We acknowledge that transport timings are subject to change and agree to follow revised timings communicated by the school.
7. I/We accept that repeated violations or misconduct will result in warnings and possible suspension of transport service, subject to school management review.
8. If a two-way service is selected at the beginning of the academic year, a change to one-way will only be allowed from January onwards.
9. If the student fails to board the afternoon bus on time, the parents will be informed and must collect the student from school.
10. If I/We are unavailable at the designated afternoon drop-off, the transport team may attempt to drop the child at the end of the route. If not feasible, the child will be returned to school for collection.
11. I/We accept responsibility for escorting our child across the road at the pick-up or drop-off point. Bus nannies are not permitted to cross roads during student handover.
12. I/We acknowledge that the bus will wait a maximum of 2 minutes at each stop. If my child is not present, the bus will proceed to the next stop to avoid delays.

**Parent's/Guardian's Name :** \_\_\_\_\_

**Parent's/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_