



Oaktree
Primary School

TRANSPORT POLICY

2025-26

Principal: Oaktree Primary School

A. GENERAL

1. The school operates the buses in compliance with the guidelines advised by the regulatory authorities.
2. There is a Transport in Charge at the school to always attend to your queries/concerns.
3. All buses have designated pick up and drop off locations.
4. The travel time may vary depending on the number of students/changes in route.
5. 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 neither leave from collection points ahead of schedule nor be able to wait at pick-up points after the allotted time. However, owing to unforeseen traffic delays, buses may arrive at pick-up and drop-off points behind assigned time.
6. Parents of all students of Grade 6 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 authorized adult with the Guardian Card.
7. Letter of Undertaking/ Consent Forms:
 - a. 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. If the younger students have older siblings (Grade 4 and above) travelling with them, and an undertaking has been given that they can be dropped in the care of their older sibling, the school will accommodate the request.

- b. 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 Grade 3 to Grade 6).

If the above are not strictly adhered to by any parent, the student/s will be brought back to school, and it would be the responsibility of the parents to collect the students from the school.

- 8. For safety and security reasons, if the required drop off is requested for an alternate location, a written request, signed by the parent/guardian is needed.
- 9. Parents are required to inform the Transport in Charge/School Administration if a student is absent on any day.
- 10. If a student does not want to use the return trip for any day, the parent should provide a written communication or send an e-mail to the Transport in Charge / School Administration.
- 11. In case of change of residence, provision of transport service will be subject to the availability of seats on established routes. Fees will apply for the new route as per the fee structure.
- 12. Children with contagious diseases will not be permitted to travel in the bus for Health & Safety reasons. The school may require a clearance certificate to be handed to the school nurse before the child boards the bus.
- 13. Eating and drinking on the bus, other than water, is not permitted.
- 14. The school reserves the right to decline the provision of service. The allocation of the bus facility will be based on the availability of a seat in the bus assigned for that area.

15. Parents or guardians shall compensate the school for any damage caused/ sustained on the bus or to other travelers due to inappropriate behavior/actions of their child/ children. The school shall not be liable for any consequences or damages caused due to the child/children due to their own inappropriate behavior/actions.
16. The school may use e-mail id / mobile number of the parents to convey messages / circulars.

B. REGISTRATION FOR TRANSPORT SERVICE

- (i) All students who require the transport services shall apply in a prescribed form available on the website or at the school.
- (ii) The application form available on the website or at the school counter should be completed and submitted by the parent. All mandatory fields (*) marked columns must be filled up. The parents should make the necessary payment at the Accounts Counter in the school.

C. AREA CHANGE

The parents should provide the Area Change Form, available at the counter in the school, to the representative in the school. The parent will be informed of the availability of seat in the bus plying in the new area.

- For forms relating to School Transport, refer the link below:

<https://www.oaktreeprimary.com/en/transport>