

SATYA/ADMN/CIR/2026-27/060

August 19, 2026

Dear Parent,

Namaste!

To ensure a **safe, secure, and comfortable journey** for all students, parents and students are requested to follow the below guidelines:

Student Safety & Behaviour

- Students must **remain seated and wear seat belts** throughout the journey.
- Standing, moving around, putting hands/head outside windows, or throwing objects from the bus is **strictly prohibited**.
- Bullying, fighting, abusive language, misbehaviour, or harassment **will not be tolerated**.
- Students must follow the instructions of the **driver and transport attendant** at all times.
- Eating, drinking, littering, or damaging school transport is **not permitted**. Any damage caused may be recovered from the parent/guardian.
- Students must not distract the driver or interfere with vehicle controls or emergency equipment.

Parent/Guardian Responsibilities

- Ensure your child reaches the designated bus stop **at least 5 minutes before** the scheduled time. The bus will not wait beyond the scheduled time. Parents can **track the school bus location through the GPS tracking system**.
- Parents must ensure that the child is picked up/dropped off **only at the designated stop**.
- The parent/authorised person receiving the child must carry the **current session's Physical Escort Card issued by the school** at the time of bus drop-off.
- **Parent entry into the school bus is not permitted** during regular student transportation.
- For any concern or complaint, please contact the **Transport Supervisor / Head – Administration**. Parents should not directly approach or instruct the driver/attendant regarding operational matters.
- Any change in address, pick-up point, or drop-off point must be informed to the Transport Office **at least 10 working days in advance** and will be subject to route/seat availability and applicable transport fee will be charged as per the **prescribed transport fee slabs**.

Safety & Emergency measures taken by school

- School buses are maintained and inspected as per applicable safety requirements.
- Buses are equipped with **CCTV, GPS, speed-governing devices, fire extinguishers, first-aid kits, and emergency exits**, as applicable.
- First-aid kits are checked regularly.
- **Emergency evacuation drills** are conducted periodically to familiarise students with safety procedures.

- In case of an accident, breakdown, severe weather, or route disruption, the School will take appropriate safety measures and communicate with parents at the earliest possible opportunity.

Discipline

Transport-related misconduct will be dealt with through a **graduated disciplinary process**:

1st offence: Verbal warning + parent notification

2nd offence: Written warning + parent meeting, if required

3rd offence: Temporary suspension of transport privileges

Serious/repeated misconduct: Suspension or permanent withdrawal of transport privileges, at the discretion of the Principal.

For serious safety-related violations, the School may take immediate appropriate action, if required.

Parent Acknowledgement

I/We have read and understood the above **Transport Code of Conduct** and agree to support the School in ensuring safe and disciplined transportation for all students.

Parent/Guardian Name: _____

Student Name: _____

Grade: _____ **Route No.:** _____

Parent/Guardian Signature: _____

Date: _____

Warm regards



Manisha Malhotra
Director Principal