



CREDENCE HIGH SCHOOL

SCHOOL TRANSPORT REQUEST FORM

AY 2024-2025

GUIDELINES TO PARENTS

- This is only a **REQUEST** Form.
- **Please wait** for the **Transport Manager's approval mail** with all the details, only then your child can start to use the bus services.
- We need your cooperation and understanding.



New Registration



Change of Location



Cancellation

Sl. No.	Name of Student	Class & Section
1		
2		
3		
Details of Father		Details of Mother
Name:		Name:
Mobile No. :		Mobile No. :
Email ID :		Email ID :
Emergency Contact Name & Mobile :		
Starting Date :		
LOCATION DETAILS		
Pick Up Location	Drop Off Location	<input type="checkbox"/> Same as pick up
Flat No.:	Flat No.:	
Building / Villa No. :	Building / Villa No. :	
Street. No. / Area :	Street. No. / Area :	
Emirate :	Emirate :	
Land Mark :	Land Mark :	

Terms and Conditions:

- Transport fee is payable term-wise only and refund of the same is as per KHDA guidelines.
- Minimum one week would be required to start service for all new registration
- Change of address/location has to be notified one week in advance by filling up the form.
- 15 minutes waiting time is added to ensure everyone has enough time to get on the bus before the bus leaves the school premises.
- Students are escorted from the class to the bus by the teacher.
- The child/children will not be dropped if the authorized parent/escort is not available for pick up.
- Adults designated to collect the child should carry their Escort identity in the event of verification.
- For smooth operation of the bus service and to avoid delays, the students/teachers/parents are requested to be at their pick up point 5 minutes prior to the pickup time
- In case of traffic congestion, buses may arrive at the pickup and drop-off points behind schedule.
- Parents /Guardians will compensate the school for any damage to the bus or to other travelers as a result of inappropriate action by their child/children
- Bus No., Pickup and Return time subject to change. All efforts will be made to stick to the timings for the pickup and drop for the child. However, for some unseen reason they are subject to be changed depending on the exigency of the situation.
- For early pick up of child/children from the school prior intimation MUST be given not later than 10:30 am by sending a notification to reception through the school portal. In case of emergency-pick up, please call the school number 04 321 2144.
- The refund/cancellation policy will be followed as per the KHDA guidelines.
- If there is any increase in the bus fee due to change of location, the same will be borne by the parent.
- Credence High School will endeavor to provide different seating capacity buses, as required.
- Credence High School reserves the right to decline service to the students who stay beyond our service area or if the minimum bookings are not met or seat is not available in that particular area bus/zone.
- Credence High School reserves the right to cancel the transport service for those students who do not honor the code of conduct of the school / bus.
- School RFID must be worn by the student at all times.
- Credence High School's liability is limited to the damage and liability covered by a vehicle insurance policy.
- During the Covid-19 pandemic or any other pandemic, the School reserves the right to switch to Distance Learning Education to safeguard the wellbeing of all students, teachers, and staff of the School. At such times the transport fee will not be refunded unless the school is instructed by the government of Dubai to switch to distance learning for a stipulated period of time.

PARENT ACKNOWLEDGEMENT

☐ I understand, my child/ren will avail the bus services only after the approval mail is received from the Transport Department. I hereby acknowledge the terms and conditions & details mentioned above.

Name of Parent: _____

Signature: _____ Date: _____

OFFICE USE ONLY

Approved By

Date

Remarks