

Part - A

1. Bus facility is provided on a first-come-first-serve basis according to admission numbers.
2. Please note that bus transportation for male students will be available only up to class X.
3. The front door of the bus is the only authorized entrance and exit.
4. Parents should ensure that:
 - a) Wards carry the ID-card daily.
 - b) Wards are always escorted to and from the bus stop.
 - c) They do not overtake or stop the school bus for their ward's boarding.
 - d) They do not enter school buses to see off or receive their ward(s).
5. At the bus stop, a student should:
 - a) Arrive at least five minutes before the scheduled bus arrival.
 - b) Wait on the correct side of the arriving bus.
 - c) Stay away from the main road until the bus arrives.
 - d) Form a queue while boarding the bus.
6. For safety, students should not:
 - a) Go behind or under parked buses during school hours.
 - b) Touch the instrument panel of the buses.
 - c) Put their head/hands out of windows for waving.
 - d) Throw objects inside or outside the bus.
 - e) Shout, as it distracts the driver.
 - f) Move around on the running bus, and no body part should be outside the bus.
 - g) Approach the door until the bus stops.
7. Unescorted travel to and from the bus stop requires parental permission through a written application to the principal.
8. The Bus Drivers only stop at the designated stops unless directed by the bus teacher, in consultation with the Transport Incharge and Principal.
9. No provision for a temporary change in buses or bus stops.
10. Consumption of edibles and drinks is strictly prohibited on the bus.
11. Parents should not argue with teachers, conductors, or drivers; written complaints should be submitted to the school office through the email ID provided on page number 53.
12. In case there is a permanent change in stop and/or bus, permission for the same has to be sought through an application, the format for which can be downloaded from the school portal. The change shall become effective only after the school grants written permission.
13. Permanent changes in stops or buses require written permission obtained through an application, available on the school portal.



Transport Rules

14. Students missing their allotted bus should not attempt to board another bus; parents must drop them to school.
15. Unruly behaviour like shrieking and shouting is prohibited. Courteous behaviour is expected at all times. Bus service may be discontinued without notice for violation of rules or inappropriate behaviour.
16. Parents/Guardians using private transport must arrive 15 minutes before the scheduled school timings.
17. Students must ensure that bags and belongings are properly placed on the bus.
18. An RFID attendance system is installed for the safety of students at school gates and bus entry points.
19. Strict disciplinary action will be taken for any damage to the RFID attendance equipment.

Part - B

School Bus CCTV, SPEED Governance System, and GPS Tracking System

For the safety and security of the students, each bus is equipped with the following devices:

1. Two CCTV Cameras that record activities inside the bus.
2. A GPS Tracking System.
3. A SPEED Governance System.

Part - C

Walk-Through RFID System

Working Tools

Students carry the issued RFID ID-Card during the school day, similar to a normal ID card. The RFID reader automatically tracks the RFID card upon entering and leaving the school premises. The RFID reader is located in a walk-through gate.

Working Protocol

When a student walks through the gate, attendance is marked, and an automatic SMS is generated and sent to parents, including the exact location and time. Parents are immediately informed that their ward has arrived at or left the school premises. The messages will be in the following format:

- Dear Parent, your ward NAME has started for school and boarded the bus.
- Dear Parent, your ward NAME has entered the school premises.
- Dear Parent, your ward NAME has left the school premises.
- Dear Parent, your ward NAME has boarded the bus for home.

