



SCHOOL TRANSPORT REQUEST FORM

STUDENTS DETAIL

FAMILY CODE/STUDENT ID: _____

Date: _____

1. 1st Child Name: _____ Grade: _____
2. 2nd Child Name: _____ Grade: _____
3. 3rd Child Name: _____ Grade: _____
4. 4th Child Name: _____ Grade: _____

TYPE OF TRANSPORT REQUEST

1. Pick-Up/Drop-Off Point (provide location map on the back): _____
2. Transport required: 2-Way 1-Way
3. Distance in KM Within 5 KM
 Within 5 – 10 KM
 More Than 10 KM

RULES & REGULATIONS

1. Please ensure that you have read the School Bus Policy document before applying for transport and submit the signed agreement with this request form.
2. School Bus Transport forms require 5 days to process. Forms must be received at least a week before the start of a new term.
3. Children starting mid-term will need to submit the completed form 7 working days before requiring use of the bus service.
4. The school bus service is provided on request, and at the school's discretion. All applications should be made through this request form.
5. All school bus routes are planned prior to the beginning of each school term, taking into account the transportation requests received at that time.
6. The school bus coordinators will make every effort to accommodate bus requests received in good time, but cannot guarantee a bus service to or from any particular location.
7. If a new student is in temporary accommodation or moves house, advance notice should be received in writing/email to the Bus Office no less than 7 working days. While the School will do its utmost to satisfy every transport request received, provision of the service is subject to accessibility, current bus routes and seat availability.
8. Students must be punctual and wait for the school bus at the designated time. The bus will not wait for late arrivals.
9. The cost of one-way transport is 60% of the full bus fare. Priority is given to those students requiring bus service both ways.
10. Parents/Guardians of primary students are requested to wait at the designated pick-up and drop-off points set by the School to ensure the safety of their child.
11. The School reserves the right to change bus routes, pick-up/drop-off times and points at any time of the school year in order to satisfy the needs of the majority of students on a particular route.
12. If a child is absent or due to be absent from school for any reason, the bus coordinator and/or bus monitor must be informed immediately.
13. Security cards provided by the school must be worn at all times by parents when picking up/dropping off children.

As parent of the above listed students, I accept to abide by the school transport rules and regulation

Name of Parent: _____

Signed Parents: _____

Date: _____