



M.E.S INDIAN SCHOOL, DOHA-QATAR

SCHOOL BUS – TRANSPORTATION RULES & REGULATION

1. Bus stop allocation is at the discretion of the school administration.
 2. The school has its own transport fleet which ply to various residential areas for the convenience of the students. Transport fee will be collected along with the tuition fee. Fee for transport will be charged only for 10 months a year.
 3. The transport charges are fixed and to be paid three months in advance. The full transport fee will be charged irrespective of the number of days the service is used. Transport fee, once paid, will not be refunded or adjusted under any circumstances. There is no one way transport facility and parents will pay full transport fee as applicable.
 4. Those who wish to avail school transport facilities will have to apply in the prescribed form, which will be provided subject to availability of transport facility and on priority basis. Transport will be available on the routes charted by the Transport Section of the school at the beginning of every academic year.
 5. The children will be picked up from/dropped back at the spots decided by the Transport Section at the time of registration.
 6. To request a change in the drop-off location for KG students, parents are required to submit a formal request along with an undertaking from the individual responsible for receiving the students at the new location.
 7. Though General Insurance has been arranged and due precautions are always taken for the smooth running of the school buses, the school cannot accept any responsibility whatsoever for any delay, damage, accident, etc.
 8. Request for cancellation/withdrawal of school transport services is to be submitted one month in advance in the prescribed application form.
 9. Students will be held responsible for any damage to buses caused by their negligence or vandalism. Transport facility of students will be cancelled if they failed to follow the discipline in the bus.
 10. Parents /guardians are requested to receive their KG and Junior kids at the dropping point. In the absence of the parents, the kids will be brought back to school and parents are requested to collect their kids from the school (KG before 1.00 p.m. and Junior Section before 3.00 p.m.).
 11. **Providing transport service is not obligatory on the part of the school and the same may be cancelled on disciplinary grounds.**
 12. **Change of Conveyance**
Students availing the school transport will not be allowed to use any other conveyance for to and fro journey or to change the allotted bus without prior written instructions to the transport section from the Head of Section. Similarly, they shall not use their own or friend's conveyance without informing the authority concerned in writing.
- Note:**
Students shall be in possession of transport identity cards while using school transport. Those without cards will not be permitted to board the buses.
13. Request for discontinuation of transport facilities for a short duration will not be entertained.
 14. Facility for availing of the school transport for a short period can be had on request in the prescribed form but on remittance of fee for a whole month. If the period spreads across 2 calendar months or more, fees will be charged accordingly.

15. If parents want to collect their wards availing school transport facility during/after school hours, they should inform the transport section well in advance.
16. If a student loses his/her card, he/she should carry the fee receipts for verification.
17. If there is any change of residence, students availing the school transport facility should notify full details in writing, well in advance.
18. To ensure smooth operations for students using school transport, The Stay Back list should be submitted to the Transport Office by no later than 11:00 a.m. on the day of the stay back from the respective section. No stay back is permitted for KG and Junior Students.
19. **Private Transport:** Parents shall be completely responsible for their ward's safety during their transit by private transportation and the school will not be held responsible for any type of incident in this regard.
20. **Commuting by Walk:** To ensure the safety of students, it is advisable to avoid your ward commuting to school by walk.

TRAFFIC RULES

1. Parents shall drop/collect the Boys at the Boys' Section first and proceed to the respective gates at the Girls' Section to drop/ collect girls/ KG Kids (Gate 9 & 10).
2. They shall proceed straight after dropping/collecting the girls and KG Kids at Gate No. 9 & 10 without making a U-turn, take a turn to the left, again left to the parallel road and join the main road. Parking or stopping the car even for a few seconds in front of the gate may please be avoided. Students will not be permitted to stand outside the school campus.
3. Parents of Boys shall use only Gate No 3 & 5 for dropping/ collecting their wards.
4. Parents shall park their cars at a convenient place away from the respective gates to avoid congestion and then collect their wards.
5. Gate no 1, 2 & 12 are marked only for the school vehicles. Parents shall not drop/collect their wards at these gates as it may lead to accidents.
6. Parents of KG and primary kids shall personally handover/collect children to /from the Conductors/Support Staff of the respective buses at the collecting /dropping points.
7. While using gate 9 and 10 for dropping/collecting the girls and KG/Primary kids avoid a "U" turn as it often leads to traffic jam and accidents. 'U' turn is not permitted.
8. Parents are not allowed to enter the school campus for dropping/collecting their wards.
9. Parents of KG students are requested to collect their children between 10.45 a.m. and 11.30 a.m. or along with other children at the end of the school timings.
10. Disobedience to the traffic rules and creating awkward scenes/unpleasant situations at the gates may lead to expulsion of their ward(s) from the school.
11. Parents shall not enter the campus (except to Administration/ Accounts/ Transport sections) during working hours without permission from the respective Head of Section/ Vice Principal/ Principal. Parents are not permitted inside the class premises.