

**PEARSON SCHOOL
JAIPUR**

CIR/40/19-20

Date: 20-11-19

Dear parents,
Greetings to you!

We have been running the out sourced bus service successfully for the last few months. In order to enable us run the service efficiently and without any concern in the following months as well; I share with you a few pointers that we need to bear in mind.

- The School bus routes have been fixed and therefore no request for change of route at this juncture is plausible.
- Bus facility is a privilege and not a right for any person desiring to avail the facility. The school retains the right to deny the facility to anyone without assigning any reason whatsoever bearing in mind the security of the child.

The following **rules of conduct** are to be observed by students who avail the School transport facility:

1. Boarding Rules:

- 1.1. A student using the School bus is expected to be at the bus stop at least **10 (ten)** minutes before the scheduled arrival of the bus. Buses will not wait for late comers. The student has to be on the correct side of the arriving bus.
- 1.2. Students are allowed to use only their allotted bus and bus stop. No change will be allowed without prior permission of the school. If a student misses her/his allotted bus, s/he/he should not try to board any other bus. In such cases it is the responsibility of parents to drop their wards to the School. Such students may, however, return by their allotted bus. Students should stay away from the main road until the bus arrives. No student should come near the entry door of the bus until it comes to a complete halt.
- 1.3. Students must use only the front door to enter the bus. All students must occupy the seats allotted immediately after boarding their respective buses.
- 1.4. Parents/outsideers are not allowed to board the bus for any reasons to access the school.

2. Alighting Rules:

- 2.1 No student should come near the exit door of the bus until it comes to a complete halt.
- 2.2 Collectors must produce the Bearer card to the bus attendant while collecting the ward.
- 2.3 Students must use only the front door to exit the bus except in an emergency.

3. Bus Discipline:

- 3.1 Behaviour and noise level of students is a cause for concern and any unacceptable behaviour like loud noise, teasing, bullying, defiance, refusal to comply with rules will call for concern on a bus. The driver/ attendant are in full charge of the bus and students. The attendant has the right to assign seats to meet the needs of the majority of passengers. Students are responsible for the area in which they sit. Any damage inflicted to the bus will be paid for by the student(s) responsible.

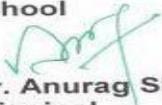
- 3.2 All students must occupy the seats allotted immediately after boarding their respective buses.
- 3.3 Under no circumstances student should travel standing on the footboard.
- 3.4 To prevent injury to students and others, students must not put their hands/head out even for waving or acknowledging.
- 3.5 Under no circumstances students should touch the instrument panel of buses.
- 3.6 Harassment, aggressive behaviour, bullying, shouting, fighting, or discriminatory/abusive language or conduct towards the driver/attendant or other persons is prohibited.
- 3.7 Throwing, spitting, kicking, or shooting items inside the bus or out the windows is hazardous and prohibited.
- 3.8 Consumption of edibles is not permitted in the bus. Eating in the bus may create a choking hazard; spilled food or drink may ruin clothing, cause someone to slip or attract germs and insects.
- 3.9 Use of flame or spark producing devices, including but not limited to matches, lighters is prohibited.
- 3.10 Tampering with emergency door, windows, bus seats or equipments are prohibited.
- 3.11 No student is allowed to enter the driver's area.
- 3.12 Students must not block the aisles or stairwells: these areas are to remain clear in case of emergency. Students must make sure that school bags and other belongings are placed properly.
- 3.13 To prevent possible injury, students are not allowed to move around while the bus is in motion.
- 3.14 Students or their parents / guardians/teachers shall not compel the bus employee to divert any route or change any pick-up or drop-off point allotted at the beginning of the year.
- 3.15 Misbehaviour / indiscipline in the bus or non-payment of bus fees may lead to cancellation of the bus facility to the students.
- 3.16 No bus driver will stop the bus in route for any refreshment or for buying any item whatsoever.
- 3.17 Bus attendant will mark the students / staff attendance in a register which will be kept in the bus all the time.

4. Assistance:

- 4.1 Students may avail the School's transport, subject to the availability of seats. School bus routes are drawn up based on convenience and demand. Parents should consult the School's transport in-charge for necessary details or any changes desired.
- 4.2 In the event of change in residential address or telephone/mobile numbers, please intimate the School in writing.
- 4.3 Parents having any complaints regarding the bus facility should contact the School Transport Manager and should refrain from talking to the bus attendant or driver.

Best
regards,

Pearson
School


Mr. Anurag Sharma
Principal