

Request for Transport Facility

Date:

(Fill the application in CAPITAL letters only)

From,

Name of Parent / Guardian: Mr /Mrs. _____

Name of the Student : Master / Miss _____ Grade: _____ Sec: _____

Contact No. (Father):

Contact No. (Mother):

Home Telephone No:

Alternate Emergency
Contact No:

Email Id: _____

Address: _____

Dear Sir/ Madam,

This is to inform you that I would like to avail the transport facility for my son / daughter as under:

Pick up point: _____ Drop point: _____

Land mark: _____ Landmark: _____

Route No: _____ km (Fees Per Annum): _____ (For Office Use)

Note:

- ❖ In the case of new admissions, parents opting for school transport are requested to fill up and submit this form along with the application.
- ❖ For students who are currently availing this facility and wish to continue for the next academic year, parents must submit the form duly filled before the end of the current academic year.
- ❖ Nodal pick up points and exact routes of the buses will be derived based on majority users and keeping in mind the time management that benefit all students (Door to door pick up and drop by school buses is not available).
- ❖ In case of any changes in above mentioned details from the date of transport request, parents are requested to update the changes before 30 days of academic year commences. Delay in updating the same may affect the facility allocation.

Instructions:

1. Children are requested to maintain discipline in the school bus.
2. Children should be seated in their respective seats allotted and are not allowed to eat in the bus.
3. Please be present in the pickup point 5 minutes before the bus arrives..
4. Students who avail the School Transport System are hereby instructed that NO foul language, bullying, throwing articles out of the bus etc. will be tolerated. If found, such students will lose the benefit of the School Transport facility and will have to make their own arrangements.
5. Pre-Primary and Primary children will only be handed over to parent/guardian. In their absence at the point, the child will be brought back to school. Parents are requested to pick them up from school directly.
6. Fees once paid will not be refunded. (We are not responsible for your valuable belongings lost in the school bus).

I further agree to pay the transport charges as applicable.

Thanking you,

Signature of Parent / Guardian

Received by MTPS Authority

Name: _____

Name: _____