



Transport Form 2017 - 2018

Child's Information:

Full Name: Date of Birth (dd/mm/yyyy):

First Language: Other Language:

Year & Class (if known):

Any Medical Conditions, please detail below:

Will you be providing your child with a booster seat? * Yes No

*Booster seat must be clearly identified with your child's name. Please see attached for type of seat.

Pick-up/Drop-off Information:

Residential address:

Makani Number:

Designated Pick-up/Drop-off Point:

Directions from School:

Pick-up Contact/s:

Name	Relation	Contact Number	Emirates ID (for identification purposes)
1.
2.
3.

Drop-off Contact/s:

Name	Relation	Contact Number	Emirates ID (for identification purposes)
1.
2.
3.



I authorise Victory Heights Primary School to transport my child in the school bus to and from school based upon the designated pick-up/drop-off point provided, and for the school representative to hand my child over to the persons listed above as the designated pick-up and drop-off contacts. I understand and acknowledge that without my prior written authorisation, my child will not be released into the care of anybody other than the aforementioned people. I understand that the school transport service is provided by a third-party transport company, and I agree that the use of this transport service is at my own risk, and subject to Victory Heights Primary School terms and conditions printed overleaf.

Signature of Parent/Guardian:

Name of Parent/Guardian:

Email:

Date:

Please draw a simple sketch map to your location and include prominent nearby landmarks.



Transport Service Terms and Conditions:

School transport is only provided to the areas listed in this document.

1. The school will set out the bus route and designate a suitable pick-up/drop-off point at/near to the address listed in this Transport Form (the 'Designated Point'). If your designated pick-up/drop-off point changes you will be required to complete a new transport form. **It will take 5 working days for changes to take effect. Therefore, please complete the new transport form in plenty of time before changing address.**
2. Either a parent or pick-up/drop-off contact person must put the child onto the bus at pick-up time and take the child from the bus at drop-off time. If there is delay on their part, Parent/Guardian should bring their child to school on their own accord, without holding the driver accountable.
3. The Bus Attendant will give a missed call 5 minutes before reaching the pickup/drop off point. The school bus cannot wait for any child or parent, and as such:
 - a. If the parent or pick-up/drop-off contact person is not at the Designated Point with the child at the allocated pick up time, the bus will only wait for a maximum of 2 minutes before continuing on its route.
 - b. If the parent or pick up/drop off contact person is not at the Designated Point at drop-off time the child will remain on the bus, and the bus will continue on its route until all of the remaining children have been dropped off, at which point the bus will return to school. Here, the Bus Attendant will hand over the child to our administration department. It will be the responsibility of the parent to arrange pick-up of their child from school.
4. In the event of a child being absent from school, parents are required to inform the Bus Attendant, at least 1 hour prior designated pick-up time, via phone call or text message.
5. In case parents want to pick up their child from school themselves, parents should notify the Transport Coordinator and Reception at least 24 hours in advance via email or phone call.
6. For safety purposes, requests for sudden changes in designated pick-up and drop-off person will not be allowed. Parent must send a formal letter to the Transport Coordinator and the School Manager at least 48 hours in advance, and provide clear copy of proof of identification such as Emirates ID.
7. In the event of any delay/variation to the route, the Bus Attendant will inform the parent or pick-up/drop-off person via telephone or text message.
8. The school accepts no responsibility for delays in pick-up or drop-off due to traffic, road works, adverse weather conditions or any other reason.
9. The school reserves the right to change the bus route, either temporarily or permanently, as necessary, and to discontinue the bus service from any area.
10. For safety reasons (and in compliance with RTA regulations), the children are not allowed to eat and drink on the bus, other than water.
11. Any child who is ill, injured, has a contagious disease or in any way appears to be unwell will not be permitted to use the bus until fully recovered. Parents may be asked to submit, in advance, a written doctor's note to that effect.
12. Parents are responsible for any accident/injury or damage caused by their child to the bus or any other passenger and may be asked to compensate the relevant party, accordingly. The school reserves the right to terminate a child's place on the bus for misconduct.
13. If parents wish to discontinue their child's use of the school bus service, they are required to give one (1) month advance written notice to the school, specifying the exact date of discontinuance. From the date that a parent gives such notice, the school has the right to allocate that child's place on the bus to another child, effective as of the date specified in the notice.
14. The bus, driver and all passengers are fully insured in compliance with regulatory guidelines. However, please be aware that in the event of any accident/injury claim, the transport company's liability is limited to the compensation paid by their insurance company, as per the terms and conditions of their motor vehicle insurance.
15. The school accepts no liability for any accident or injury that may occur. Parents use the transport service at their own risk.
16. Parents will provide a copy of an Emirates ID for any person identified as contact person.
17. Your child will be issued with a school transport lanyard and ID card. This MUST be worn at all times whilst on the school bus. Should this lanyard be misplaced anywhere (including during the school day) there will be a cost of AED 50 to issue a replacement.
18. There will be no bus transport services arranged in the afternoon other than the agreed timings in case the child has to attend any external or internal ECA commitments.
19. Parents/Guardians are responsible for safely bringing their child to the bus or designated pick up point and after the child disembarks from the bus. Parents should make sure the child stays at least 10 feet away from the moving bus and should wait until the bus comes to a full stop before approaching it.
20. Parents will be held responsible for objects carried by the students on the bus. Any object too large to be carried by the student will not be transported on the school bus. Glass items are not permitted on the bus.



21. The school management reserves the right to discontinue or deny transport services of a child if the following conditions apply:
- If a child is responsible for delaying the trip more than 3 times in a single academic year.
 - If a child breaks any safety rule and makes others prone to danger during the trip.
 - If a child alights from the bus before arriving to the specified drop-off point without prior consent.

Fees:

- Parents are required to pay the fees for transportation in advance as per the fee structure below.
- The fees are payable in full for each term, irrespective of any holiday during this time.
- There will be no discount if a child only travels one way on the bus and/or if the child cannot ride the bus in the afternoon due to external or internal ECA's.
- Payment must be paid from the start of school year and by the start of each term after that.
- No refund is paid upon discontinuation of bus transport services other than as stipulated in the applicable Fee Payment Policy of the school.

Year 2017 -2018 Cost per Area		
AED 8,500.00	AED 9,000.00	AED 9,500.00
Victory Heights	Arabian Ranches	Marina
IMPZ	Layan Community	Al Barsha
Motor City - Green Community	Motor City	Barsha Heights
Sports City	Emirates Living	The Greens
	Jumeirah Village Circle	The Gardens
	Jumeirah Village Triangle	

** Other routes may be considered on a case by case basis.*

