

**Modernage Public School & College, Pakistan**  
**School Transport Agreement**



**Note:** *A copy of the following agreement will be kept in the record of the school while another will be handed over to the Parents of the Students using the School Transport.*

Dear Parents,

Your application for availing the transport service of the school has been duly processed and approved. Kindly be assured that every possible effort will be made to make this service comfortable, safe and secure for your child.

We feel that ensuring the safety of your child while using the vehicles of the school is a collective responsibility of the school as well as home. Kindly ensure that your children using the school transport facilities are made aware of the following important aspects:

**Pick up / Drop off:**

- All vehicles have designated pickup and drop off points. It is the responsibility of the parent(s) to ensure that their child is / children are at the pickup point at the designated time.
- Vehicles will not leave from collection points ahead of schedule. However, vehicles will not be able to wait at pick up points after the scheduled time. On very rare occasions, due to traffic delays vehicles may arrive at pick up and drop off point behind schedule.
- The parents must inform the Transport In-Charge either in writing or by phone in case a student does not want to use the return trip on any particular day. The safety of children cannot be ensured without cooperation from parents in this regard.

**Expected Behaviour of the Students in School Transport:**

A strict discipline policy is in place for all children using the school transport. They are expected to follow the following rules:

- Follow instructions given by the driver, the conductor and / or security personnel.
- Treat the School Driver and Conductor with respect and be courteous to them.
- Do not move around in the moving vehicle.
- Do not use inappropriate language or disturb other students and the driver.
- Do not throw litter inside the vehicle.

**Consequences of Inappropriate Student Behaviour:**

- Modernage follows zero tolerance policy on misbehaviour in the school transport as it puts all the students travelling in the vehicle in danger. Hence, misbehaviour on transport facilities is a very serious offence which can lead to termination of transport service and disciplinary action by the school.
- If a student creates disturbance in the school vehicles, the driver will report his/her name to the Transport in-Charge.
- Students will be fined for intentional damages caused such as scratching the vehicle or tearing the upholstery, etc.

**TA-01**

**Fee Payment Mode:**

- The transport fee is applicable for all full academic months. However, periods of summer and winter vacation in which the school is closed for a full academic month, the transport fee will not be charged.
- Full payment for each month has to be done irrespective of the number of working days in any particular month.
- Full fare is charged for any one way request.

**Discontinuation of Transport Service:**

- In case of discontinuation, the parents have to inform the Transport In-charge in writing by duly filling the Transport Discontinuation Form available on Website/Reception, 30 working days prior to the date of discontinuation.
- Fee refund is not applicable in case a student is temporarily suspended from using the transport service.

**Change of Area:**

- In case of an area change, parents must inform the Transport In-charge by duly filling the Area Change Form available on Website / Reception at least 15 working days in advance.
- The area change application is approved only if there is space available on the requested area.

**Registering Complaints Related to Transport:**

You are requested to be polite to the driver and the conductor of the school vehicles. In case you have any query, suggestion or complaint related to the transport, you are encouraged to contact the Transport In-Charge directly at the mobile number already shared with you. Every possible effort will be made to improve the facility.

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**UNDERTAKING OF PARENT**

I am aware that the school takes all the measures to ensure the safety of my child. However, I do not hold the school responsible for any incident that may occur while my child is travelling in the school transport. I acknowledge and agree to "Transport Agreement" regarding the usage of transport facility and have made note of the behaviour policy & other points as mentioned.

Name of the Student \_\_\_\_\_ Class/Section \_\_\_\_\_

\_\_\_\_\_  
Name of Parent / Guardian

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Dated