



Children's Academy

Group of Schools

Transportation Policy

School Bus Service

The Children's Academy Group of schools provides an extensive School Bus Transportation System— a service that is optional. Offering more than 33 different routes with close to 800 stops, bus routes which cover approximately 80% of the areas in which school students reside. In determining annual bus routes, factors such as cost, time, and distance are taken into consideration. Taking pertinent legal issues into consideration, we try to accommodate a pick-up/drop off point as close as possible to your home. However, in some cases the implementation of a new bus stop may exceed time and economic constraints of the system and may, therefore, be deemed unfeasible. We recommend that parents discuss bus availability with the Transportation Office before establishing residence or when planning to move. On payment of the first installment students can collect the bus card from the transport manager.

Roles and Responsibilities of the School

Children's Academy Group of Schools sets the tone for the safe transportation of children. Clear and concise policy statements are made and adopted. The Academy adheres to all the bus specifications and safety measures prescribed by the Regional and State Transport Authority.

The Academy is responsible for:

- ❁ Comprehensive evaluation of the transport system of each school
- ❁ Preparation of policies and procedures and effective implementation
- ❁ School bus routing efficiency audit
- ❁ Routing and logistics solutions
- ❁ Recruitment and training (Quarterly in-service training) of drivers, Conductors and Lady Attendants and monitoring their performance on a daily ongoing basis
- ❁ Workshops to sensitize drivers, Conductors and Lady Attendants on 'No touch Policy' of the school



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- ✿ Deployment of buses with specification prescribed by RTA / local authorities
- ✿ Maintenance and upkeep of buses
- ✿ Deputing staff members when students alight and board the bus to ensure safety of all
- ✿ To initiate disciplinary action when cases of indiscipline, damage of buses or any misbehavior are brought to the attention
- ✿ Ensuring the highest standards in school transportation
- ✿ To initiate School Bus safety week in school once a year where students, Drivers, Conductors, Lady Attendants are provided instructions in school on bus safety

Bus Fee Policy

The school calculates the annual cost of running the buses but allows the parents quarterly installments for their benefit and ease of payment. The bus fee has to be paid quarterly along with the School fee. The school may grant concession for part usage of bus service but no concession shall be granted for non-usage of bus service during any emergency or vacation or holidays.

- ✿ If a student opts out of the bus service during the course of the year, a penalty, which is equivalent to three months bus fee, will be levied
 - Please note that the student will not be allowed to use the Bus service during the period of the penalty
- ✿ Grade X students who opt for bus service shall pay the bus fee for the entire academic year. No cancellation will be permitted.

NOTE:

- ✿ Parents will have to seek written approval from the Section Head before cancellation of Bus service.
- ✿ Parents will have to submit a copy of the approved application to the class teacher.
- ✿ Parents will have to apply for a new I-card of the student.



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Bus Rules and Regulations

Bus Stops

- ✿ We ask all students to be waiting at the assigned stop at least 5 minutes before the scheduled time of departure. During the first few days of each new school year, please bear with any time variations until bus services run smoothly.
- ✿ Parents must take responsibility for their children, regardless of their age, until they have boarded and after they have disembarked the school bus. Pre-Primary and Primary School children will not be allowed to disembark the bus unless an adult is present at the bus stop to accompany them. Exceptions can only be made after the parents have provided a written waiver, stating that they will assume full responsibility after the child has disembarked the bus.
- ✿ Preprimary and Primary children will be handed over to the parents on checking the escort card. If you have made "emergency arrangements" with a neighbor, friend or other parent, etc. OR in case you are delayed and have given authorization to this person to pick up your child/children, please inform the school office in writing or by email and, if possible, include a photograph of the person authorized to collect your child/children. The bus staff will be provided with a copy of your letter and the photograph to ensure your child is at all times met by an authorized adult. The school expects reasonable intimation before close of office hours so that bus staff can be made aware of the alternative arrangements.
- ✿ Parents must be punctual when meeting the bus. Time delays affect the entire bus route and all other passengers on the bus. If a parent fails to meet the bus, the student(s) will remain on the bus. The student will be brought back to school, and the Parents will make arrangements to collect the child.

Missing the Bus

- ✿ The school strives to ensure efficient bus service. Yet, it cannot be held responsible when a bus runs late or does not reach a given stop at the scheduled time.
- ✿ Students are advised to wait at the bus stop for at least 5 – 10 minutes, especially during bad weather conditions, before calling the school.
- ✿ Should a student have missed the bus or decide to use public transportation, it is the responsibility of the student/parent to inform the school about the alternate arrangements made.



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Bus Passenger Liability

- ✿ Parents will be held responsible for any damage to the bus that their children may cause. A bill for the amount of the damage and other incidental expenses will be sent to parents for settlement. The Principal reserves the right to suspend a student from using the school bus for a limited time or for the remainder of the school year. Bus fees are not refundable in case of suspension.

Bus Monitors

- ✿ Senior School students enrolled in the bus system are appointed as bus monitors. They are selected by the Principal and the Transport Manager. The role of a Bus Monitor is very important as he/she serves as the link between the school, the driver, and the children. Bus monitors act as a role model for younger students regarding their behavior on the bus. To ensure a safe bus ride, the bus monitor will see to it that students are in compliance with the Code of Conduct the bus monitor will report any misconduct to the Principal or to the Transportation Manager.

Adverse Weather Conditions

- ✿ Emergency Closing In the event of school cancellation due to adverse weather conditions, decisions to halt bus service will be made between the hours of 6:00 a.m. and 6:30 a.m. (for the Morning shift) or between 10:30 a.m. and 11:00 a.m. (for the Afternoon shift).
- ✿ The decision to close the school will be made by the School Administration and is based upon information gathered from police stations, Education Dept., News and Weather Forecasts, and on road conditions. If the information suggests that the majority of students cannot be transported safely to school with the school buses, bus service will be cancelled and the school will remain closed.
- ✿ When weather conditions are poor and the buses are running, delays must be expected. All parents should have very clear contingency arrangements for their children in case of delays. We advise, in the event that there be a delay of more than 30 minutes in bus pick-up, parents must have an alternative plan for their child, perhaps to get him/her to school by other means or to have, at the very least, a home to go to where there is adult supervision.



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- ❁ If the weather conditions force the school to cancel the Bus service while returning home, parents will have to pick up their children from school. Under no circumstances are the Bus children sent home on their own. Information concerning school cancellation and delays can be obtained by calling the school telephone numbers or visiting the school website.
- ❁ We herewith remind all parents that they are ultimately responsible for deciding whether or not to send their children to school, particularly when conditions are potentially hazardous, no matter what the decision of the school may be.

Code of Conduct

The following standards are expected of all students and apply at all times en route to and from school, as well as on school premises. Please make sure that you and your child carefully read and understand these rules. Any report of passenger misconduct will lead to a first warning. Should a second incident be reported during the school year, the parent will be informed of the incident by the School Principal or the Transportation Manager. Upon the third incident, the student will be expelled from the bus temporarily. The student will then be allowed back on the bus, on probation. Should another report follow during this period, the student may be suspended from the bus for the remainder of the school year. If the School considers the behavior of a student to fall well outside the expectation, harsher discipline than specified may be invoked. The school reserves the right to introduce a seating plan, if deemed necessary.

When using school buses, students will:

- ❁ Conduct themselves properly
- ❁ Board and disembark the bus in an orderly and safe manner
- ❁ Remain seated while the bus is in motion
- ❁ Behave in a manner consistent with personal and peer safety
- ❁ Be respectful of the driver and other passengers at all times
- ❁ Converse quietly for not distracting the driver from safe driving
- ❁ Not use profane or abusive language or make obscene gestures



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- ✿ Promptly comply with the bus driver's, and bus monitor's instructions
- ✿ Not disrespect, distract or interfere with driver
- ✿ Not fight, push, shove, spit, or be involved in horseplay
- ✿ Respect the private property of others
- ✿ Do not litter on the bus
- ✿ Not use any devices (instruments, computer games, etc.) creating excessive noise
- ✿ Not throw or shoot objects in, on, to, or from the bus
- ✿ Allow no body parts or other items to protrude from the bus windows
- ✿ Keep aisles, steps, and empty seats free from obstruction
- ✿ Have in their possession only what is needed for school
- ✿ Not tamper with bus controls or emergency equipment, except in an emergency

Safety Procedures

- ✿ Manual attendance is taken while boarding the bus. This procedure is followed when the child is picked up from their stop as well as when they board the bus at school.
- ✿ The attendance slip is then handed over to the school office, which is then safely stored, before the bus departs from the school.
 - The Children's Academy Group of Schools follows a strict auditing process. These attendance slips are strictly checked by the school staff and referenced with the class attendance sheet at regular intervals.
- ✿ The bus cameras are checked on a daily basis and a log is maintained for the same.
- ✿ A meeting is conducted with the bus staff every 6 months. This meeting serves as a refresher for all the instructions. They are given comprehensive information regarding POCSO and the school's no-touch policy. The staff is also briefed on driving instructions, safety instructions, other behavioural norms etc.



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- ✿ Each member of our bus staff has a PCC (police clearance certificate)
- ✿ The bus staff are privy to a separate instruction list which is comprehensive and thoroughly ingrained in the minds of each bus staff member of the school

School Bus Tracking App

Children's Academy Group of Schools has entered into an agreement with a company which provides school bus tracking facilities. The school bus management system helps the school management monitor and track the movement of the buses to ensure the safety of students during their transportation to and from school.

Benefits of the School Bus Tracking App

Track buses movements live– The system will show the location of the bus at any time during the school and you can track the bus' movements live through your computer screen or cell phone.

Set an alert on the app– The system will notify you before the arrival of the bus at a predetermined distance to prepare your ward to board/alight the bus without wasting time.

For more details connect with the School Office.

Note- THE SCHOOL MANAGEMENT DOES NOT TAKE ANY RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION AND THE SYSTEM.

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