



SOUTH POINT HIGH SCHOOL
Affiliated to Central Board of Secondary Education
An OHSAS 18001:2007 Certified Institution

APPLICATION FOR SCHOOL BUS
Phone No.2440-5115 / 5042 / 4043
SESSION 2020-2021

No. _____

Part – A (To be filled in by the Guardian)

1. a. Name of the pupil :
b. I.D. No. :
c. Morn / Aft. :
2. a. Class :
b. Section :
c. Class starts at : a.m. / p.m.
d. Class dissolves at : a.m. / p.m.
3. Name of Guardian :
4. Present Address with
Telephone and Mobile No.
5. Request for Bus No. :
(Below 10 Kms / Above 10 Kms)
6. Proposed pick up & drop point :
7. Required from (month) :
8. Has the pupil availed of the
School bus earlier in this session :

I hereby agree to abide by the rules of the school bus service printed in PART-E.

Date _____

Signature of Guardian
Relationship _____

PART-B

(For Office use only – not to be filled in by the Guardian)

- a. Date of receipt of application :
- b. Available : Yes / No
- c. Bus No. :
- d. Approval Slip issued on :
(After verification from Fee Book)
- c. Accepted pickup & drop point :

Signature with date
Authorised Person)

PART-C

Remarks by Computer Department

Date _____

Signature

PART-D

No. _____



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82/7A BALLYGUNGE PLACE
KOLKATA-700 019
PH: 2440-5115/5042/4043

BUS No.

SESSION 2020-2021

BUS PASS

TO BE FILLED IN BY THE GUARDIAN

Name :

Name of Guardian :

Address :

Telephone :

Mobile No. :

Class _____ Section _____ (Morn./ Aft.)

ID No. :

Effective from :

FOR OFFICE USE ONLY

Date _____

Signature of Authorised Person

PART- E [RULES – SCHOOL BUS SERVICE]

1. Please note that the services of the bus for a particular route is subject to withdrawal /discontinuation in case of inadequate response.
2. The allotment of seat in the School Bus is provisional for the first month (i.e. April, 2020). In case of any overcrowding in the bus, the principle of “last to come first to go” will be followed. The pupil who joins last will be asked to discontinue first.
3. Pupils will not be allowed to board the bus without their Bus Passes. **Pupils are expected to behave in an orderly manner and follow the instruction of the Lady Warden during the journey. Any serious lapse may result in cancellation of the bus facility.** Bus Monitors and Lady Security Warden have been instructed to report any unruly behaviour of pupils in the Bus.
4. Disciplinary action will be taken against pupils travelling in the School Bus without paying bus fees.
5. **Pupils must turn up at their respective boarding points in time. In no circumstances will the bus wait for late-comers.**
6. **Guardians are expected to co-operate and bear with situations like delay in or disruption of bus service for reasons unforeseen, viz. breakdown, road congestion, demonstration, accidents and also absenteeism of drivers and escorts.** They are requested to make their own transport arrangements in the event of such delay or disruption, particularly during the period of examinations.
7. **Any change of address should be notified to the School office in writing,** a fortnight in advance for alternative allotment of bus, wherever possible
8. **Notice for discontinuation of bus service must be given ONE MONTH in advance or One Month’s bus fees paid in lieu thereof.** Temporary discontinuation during an academic year is not permitted.
9. If there is any complaint regarding the bus service, the same should be promptly brought to the notice of the School authorities in writing so that appropriate action may be taken.
10. **Pupils will be picked-up and dropped from fixed points.** Any deviation of routes, unless compelled by extraordinary situation, will not be allowed without permission from the School Authority..
11. Pupils (VI to VIII) who come by School Bus are to return by School Bus. **It will not be possible for the School official to carry out a headcount everyday near the School gate when pupils board the bus. Pupils who do not return by School bus will invite disciplinary action.** Guardians are requested to advise their wards accordingly.
12. Once a pupil avails the bus facility, **he/she shall not be allowed to discontinue or withdraw after October 2020.**
13. Parents are requested to keep escort / attendant at dropping point, otherwise the pupil will be released without escort / attendant. Even in case of the absence of the said escort / attendant, the pupil will still be released at the appointed point. **Under such circumstances no responsibility will be borne by the school authority.**