



## Neev Academy Transport Policy

### Academic Year – 2015 -16

The following rules of conduct are expected to be observed by students who avail the school transport facility:

#### Routing

- 1) All routes will be arterial and there will be no door-to-door pick up unless it's the first pick-up point or its en-route.
- 2) The Transport team would assess the feasibility of accommodating the child on the existing routes before accepting their request to avail the school transport facility.

#### Bus Boarding Rules

- 3) The Transport routes, the designated stops, along with the pickup/drop timings for each of the stops will be communicated by Neev Academy Admin team by email. The school has the right to make changes, as required, and the revised pick-up/ drop-off timings will be shared through email or a note in the student's diary.
- 4) All students are required to be at their stops 5 minutes before the scheduled pick up time. The bus will NOT wait at the stop beyond the scheduled time. If the bus reaches earlier than the scheduled pick up time, it will wait at the stop till the scheduled time.

#### Communication

- 5) All transport related communications will be shared with the parents through email or a note in the student's diary.
- 6) All urgent communication regarding the pickup/drop off point such as any delays in the bus, will be shared on the WhatsApp platform created for all Bus Routes or by calling on the phone. WhatsApp groups for each of the bus routes have been created only for one-way communication to be used by the Transport team to inform the parents the real-time of the whereabouts of the buses in case of delays, etc.
- 7) Any changes in pickup/drop off of a student will be required to be communicated by the parent through email or a note in the student's diary. Any communication sent on the WhatsApp portal will not be considered.
- 8) If a parent wishes to pick up their child from the school, they would need to keep the Transport team informed of the same either via email or a note in the child's diary.

#### Safety & Security

- 9) All the buses would have a speed governor, a GPS as well as CCTV installed in them. The transport team would be able to track the school buses at all time.
- 10) The vehicles would be registered school buses with Neev Academy.
- 11) All students must adhere to the '*Bus Etiquette*' as detailed below.
- 12) A lady attendant would be on the bus from the first to the last stop. Parents can contact the lady attendant on the authorised cell phones given to the attendant, in case of emergencies, however, are

otherwise advised to refrain from calling her during the bus rides as it distracts her from doing her job of maintaining discipline and thereby the security of the students on the bus.

13) Parents of all students to avail of the school Transport facility are required to duly sign and submit the indemnity form before the student avails of the facility.

### **Fees**

14) Fees for the transport facility need to be paid term-wise, and will be based on the distance slab. The Transport Fee slip will be sent individually based on the slabs defined below:

15)

<b>16) Slabs</b>	<b>Radius</b>	<b>Per Term Fees</b>
A	0-10 kms	20,400.00
B	11-20 kms	24,750.00
C	21-30 kms	28,800.00

**Please Note: An additional charge of Rs. 7, 500 per Term will be applicable only to the Sadashivnagar students travelling on Route-1 (AC bus).**

16) Fee for the first term (starting June 2015) and second term (starting November 2015) must be paid at the same time as school term fee.

17) All parents must make the payment as per the dates communicated in the email regarding transport. ***This year the transport service would be starting from Monday, June 1<sup>st</sup> 2015. Fee for the first term would have to be paid by the Saturday, 6<sup>th</sup> of June 2015.*** If parents are likely to be travelling at the start of the June-2015 term, do ensure that your child's term fee is paid up before you leave.

18) The Fees is payable by on all working days from 9.00am – 5.00pm from Monday to Friday and from 9.00am – 1.00pm on Saturday by

- Cheque / DD (drawn in favour of “Neev Trust”)
- Credit card at school (with additional 2% charges on credit card),
- RTGS/NEFT Instructions Details:  
Bank Name : Kotak Mahindra Bank Ltd.,  
Account Name : Neev Trust  
A/c Number : 8311264234  
IFSC Code : KKBK0001352

Please bring along the transport fee slip at the time of payment.

19) The receipt for the transport fee will be issued from Neev Academy location only and is subject to cheque realization.

20) No further reminders would be sent for transport fee payment.

21) Please note that there will be no increase in the fees during the year.

22) In case of relocation, we would try to accommodate the child in the desired new route, but in case the same is not feasible, the bus fee for that term would not be returned.

23) Notice for withdrawal from transport for Term 2 would need to be intimated by mail, on or before August 31<sup>st</sup>.

## **Bus Etiquette**

1. Students must adhere to the following rules:
  - a. Make a queue before boarding the bus.
  - b. Check to ensure that they have all their belongings when leaving school and when getting off the bus.
  - c. Sit only in the seat that has been allocated to them - this list will be given to the bus attendant. This would be changed at regular intervals as is required.
  - d. All students are expected to remain seated at all times during the travel.
  - e. Noise levels are to be kept low and no shouting would be allowed in the bus.
  - f. Students are not allowed to stick their hands and/or their head out of the windows.
  - g. Consumption of edibles is not permitted in the bus.
  - h. Littering in the bus is strictly prohibited
  
2. Non compliance with the bus rules and misbehaviour like shouting, unfastening of seat belt while the bus is moving, opening the windows, putting head or hand out of the bus, damaging property or bothering/hurting co-passengers, would be stopped right away and reported by the bus attendant to the class teacher. The teacher would talk to the child and also send a note home in the diary to keep the parents informed and for their action. Repeated misbehaviour would lead to exclusion from the bus service.