



# SUDHARSANAM VIDYAASHRAM

CRP F01C

(A CBSE Senior Secondary School)  
(ISO 9001:2015 Certified Institution)

Poonamallee - Avadi Main Road, Thiruverkadu, Chennai - 600 077

## APPLICATION FOR TRANSPORT

1. Name of the Student : \_\_\_\_\_
2. Class / Sec : \_\_\_\_\_
3. Name of the Parent / Guardian : \_\_\_\_\_
4. Residential Address : \_\_\_\_\_  
\_\_\_\_\_
5. Contact No. : \_\_\_\_\_
6. Nearest Landmark : \_\_\_\_\_
7. Pickup and Drop Point : \_\_\_\_\_
8. Total Transport Fee (20 - 20 ) : \_\_\_\_\_
9. 1<sup>st</sup> Installment (to be paid @ admission) : \_\_\_\_\_
10. 2<sup>nd</sup> Installment (to be paid by / / ): \_\_\_\_\_

Note : Parents need to arrange own transport for classes IX, X, XI & XII for the evening pickup, in case of Extended Special Classes after 3.20 p.m. or on any holiday, like 2<sup>nd</sup> Saturday etc.

### Declaration of the Parent

Date : \_\_\_\_\_

I \_\_\_\_\_ the parent of \_\_\_\_\_ of class/sec \_\_\_\_\_ declare that I understood the above mentioned information and I will also cooperate with the transport department by abiding to the rules and regulations provided in the application.

I further declare that, I clearly understand that transport is a matter of solicitation (means transport is provided on request by the parent/student) and not a matter of right and as such there may be alterations of route, timing and fee from time to time depending on forced / unavoidable internal or external factors. During all such situations I will extend all my support to the transport department without raising any objections. In case, I am not in a position to adjust to the transport changes made in the interest of the organization, I declare that I make my own arrangements without questioning the Management. I understand that I have to arrange own transport for classes IX, X, XI & XII for the evening pickup, in case of Extended Special Classes after 3.20 p.m. or on any holiday, like 2<sup>nd</sup> Saturday etc.

Signature of the Student

Signature of the Parent / Guardian

### For Office Use Only

Transport provided to \_\_\_\_\_ of Class / Sec \_\_\_\_\_ From \_\_\_\_\_

Route No. : \_\_\_\_\_, Pick up Point : \_\_\_\_\_

Amount paid : \_\_\_\_\_, Amount due : \_\_\_\_\_ to be paid by : \_\_\_\_\_

Signature of the transport in-charge with date : \_\_\_\_\_

## **SCHOOL TRANSPORT RULES AND REGULATIONS**

1. Kindly submit the filled-in application form with the signature duly attested by the manager/transport in-charge, at the school fee counter while remitting the transport fee
2. Transport Fee shall be paid either in a SINGLE instalment or in TWO instalments.  
Instalment 1 : \_\_\_\_\_ Instalment 2 : \_\_\_\_\_  
Transportation fee will neither be refunded nor adjusted for any other fee/person under any circumstances. **If the transport fee is not paid as per the schedule, the transport facility shall not be provided after the due date. This is beyond any further discussions and requests.**
3. Change of Boarding Points will be considered only based on the possibility/availability.
4. Parents are always expected to accompany their ward(s) and reach the boarding/pickup point/drop point at least before 5–10 mins in the morning and evening.
5. Transport will be available on all working days of the school, except on the days of functions/celebrations, held in the school premises. However, prior information will be given in this regard through UOLO APP or a through a Circular.
6. In the event of the bus not plying due to unavoidable circumstances/reasons/emergency/contingency, parents shall arrange own transport for their wards for pick up and drop on those days.
7. School transport shall not be available for special classes/coaching/additional support classes/sports classes etc., conducted after school hours or before school hours or on any special day where it is a holiday for the school.
8. Giving tips/donation of any kind to conductors / drivers is strictly prohibited.
9. Whenever a student using school transport is picked up by the parents from school for any emergency, the parent should get the permission of the Principal and ensure to inform the transport incharge/manager in writing.
10. I.D card should be present whenever the students get into the school transport vehicles and produce for verification, if required.
11. Change of address and other related important information must be informed to the class teacher, office and to the in-charge/manager.
12. Any discrepancies faced must be informed to the transport in-charge/manager directly (in person) or by sending a mail to [feedback@svschool.ac.in](mailto:feedback@svschool.ac.in) or over phone to the reception/school office (9884097976/044-26800979).
13. Students must maintain discipline during their travel in the school bus. If any student found with complaints against the code of conduct and the rules and regulations, severe action will be taken against them. Repeated complaint on the same student will result in the denial of transport facility for further years.
14. Students who avail the transport facility, irrespective of their classes, shall be obedient to the driver and the conductor. They shall not engage in arguments with the driver and van attendant/conductor.
15. Door step pickup is not available. Only common point pick-up and drop is available.
16. The students residing in apartments/flats/complexes should assemble at the first main gate of the apartment complexes during pick-up time and will be dropped at the same point.
17. Providing school transport facility is a matter of solicitation and is not binding on the school. In the same way the parents and students should understand and accept that it is not compulsory to opt for the school transport.
18. The rights of granting or denial of the school transport are reserved with the school authorities.

---

### **PARENTS UNDERTAKING CUM CONSENT FORM**

I \_\_\_\_\_ the parent of \_\_\_\_\_  
of class/sec \_\_\_\_\_ understand and declare that I was informed very clearly beyond doubt about the Sudharsanam School Transport Rules and Regulations. Providing School Transport is a matter of solicitation and is not binding on the school. I declare that I shall abide by and comply with all the mentioned rules and regulations of the school in total and shall not enter in to any argument with the school authorities in any aspect related to transport. In case of Transport fee due beyond the payment, I understand and accept that school transport shall not be provided.

Date: \_\_\_\_\_

Signature of the Parent

Contact Number(s): \_\_\_\_\_