



## **Shikshantar Transport Policy**

### ***(Hamari Savaari)***

Shikshantar is committed to maintaining a strong partnership with parents in order to ensure a safe and secure environment for each and every child in school. This also extends to the school transport. We request you to take out the time and carefully go through the below specified transport rules which are part of the school transport policy. Please ensure that you understand the transport rules and encourage your child to follow them. This is required to enable a smooth and safe implementation of the transport system.

#### **Information related to daily bus routes**

1. All children must reach their stops at least 5 minutes prior to the designated time. It would not be possible for the school transport to wait for any child who is late.
2. At the time of dispersal, senior students are required to board the bus latest by 2:50 pm (Mon to Fri). It has been observed that some students delay buses because they are busy talking to friends or playing. All the buses will leave school premises sharp at departure time. If the student misses the bus due to his/her 'no-show' after the stipulated time, parents will have to make their own arrangements for his/her transport for the day.
3. In the afternoon, your child can be picked from the stop only by the designated person, who is expected to carry the 'Pick-Up Card' provided by the school. If this person is not at the 'bus-stop' at the designated time or with the Pick-Up Card your child will be brought back to the school. You will then be expected to pick-up your child from school on your own. It is mandatory to show the Pick – Up card to the teacher/helper didi on bus duty.
4. Students from class VI onwards can be dropped off at their bus stops if their attendants/escorts are not there to collect them. In this case, parents should write requesting the school to allow their wards to disembark if the respective attendant/escort is not there.
5. On any particular day, in case the child is not going home by the school transport, message should be conveyed to group facilitator through a note in the school diary, preferably a day in advance. Messages conveyed by phone or through friends will not be accepted. In case of emergencies or unforeseen situations, parents are requested to personally pick up their child from school or send a mail to the respective Curriculum Coordinator.
6. While it is not feasible to drop and pick up students from their doorstep, we try to accommodate the nearest bus stop for each child, keeping in mind the timings and routes. Request for change in existing route or bus stop will not be considered under any circumstances.
7. The school reserves the right to alter the timings, routes and stops as and when required.

8. School reserves the right to withdraw any bus route with a prior one-month notice to the parents.
9. We often receive requests from parents for switching of bus routes for a specific period of time due to personal or other reasons. However, routes allotted at the beginning of a new academic session will not be changed under any circumstances.
10. Students will not be allowed to use the school bus to commute to their friends' home for parties, get-together or any event of a personal nature.
11. Students are allowed to occupy only one seat in the bus.

### **Withdrawal of transport facility**

12. Once you opt for the school transport, it will be mandatory to continue for 11 months of the academic year (April-March, except June), transport fee will be applicable for 11 months. Parents will not be allowed to withdraw their child from school transport unless it is a case of withdrawal from the school or a shifting of residence. In case of shifting of residence, one month's advance notice will be required.
13. For withdrawal of the child from the school transport, a written application signed by both parents needs to be given to the transport department only in the last week of February.

### **Parents/Teachers/Helper Didis on bus duty**

14. According to the Honourable Supreme Court Guidelines, one responsible adult (parent/teacher) must accompany children on the school buses. As mutually decided by PTA and the school, parents have decided to do morning bus duties on rotation (once a month). Requests regarding exemption from bus duties will not be considered. In case of certain genuine cases, a prior approval for exemption must be taken from the school and transport committee. Three absenteeisms of a parent from bus duty will lead to withdrawal of the child from school transport.
15. Parents/ Teachers/Helper didis on bus duty are expected to ensure that attendance of all children on board has been marked.
16. Parent or helper didi on transport duty must check that all children fasten their seat belts. Parents play a very important role in building a family culture of wearing seat belts while travelling, be it in school or home vehicles. Children should be educated about the significance of doing the same. No matter who is driving and what vehicle, it has to be a consistent message. It has been collectively decided that if children do not wear seat belts in school transport, the bus will be stopped and will not move till the time all children wear seat belts.
17. Children of different classes and age groups travel together on the bus routes. Person on bus duty is expected to be alert and vigilant and ensure that no child is bullied, feels threatened or intimidated.

18. In a conflict situation, the staff/parent on duty is expected to intervene meaningfully and not be a spectator.

### **Well Being of all children on school buses**

19. School facilitates a sensitive process to address inappropriate or unsafe behaviour in school buses. This includes counselling the child, reporting the instances to parents, counselling parents and seeking their support, circle time discussions and themes taken up in groups.
20. Any behaviour that could in anyway compromise on the student's safety or the safety of others on the bus, will not be accepted.
21. Repeated instances of physical or verbal abuse, behaviour manifestations such as hitting, pushing, usage of inappropriate vocabulary and creating a fearful environment (more than three times) will be addressed by school through temporary or permanent withdrawal of the transport facility for the concerned student/students.
  - a) At the first level, the concerned child will be counselled by group didis and parents will be kept in the loop.
  - b) At the second level, the concerned child will be counselled and parents will be called for a meeting with respective group didis.
  - c) At the third level, a mail will be sent to the parents and they will be called for a meeting with the academic supervisors.
  - d) At the fourth level, steps will be taken by school – temporary or permanent withdrawal of bus facility.
22. Transport facility will also be temporarily or permanently withdrawn for those students who damage any bus fittings or intervene with the safe running of the route through indulging in unsafe behaviour such as tempering with bus controls or emergency equipment.
23. If any student is observed throwing objects outside from the school bus or offending passers-by through inappropriate gestures or words, steps leading to consequences will be taken by the school.
24. Any damage caused to the vehicle will be charged to the person responsible.
25. In case of irresponsible behaviour in the bus, the person on bus duty can take immediate necessary steps and report the matter to the concerned Coordinator/Academic Head/Transport In - charge for further steps.
26. No phones/ iPods/ or any other electronic gadget is allowed on the school bus. Parents must ensure that children do not carry these items from their homes. If found in the possession of a student, these will be confiscated and will not be returned to the students till the end of that term. During school events or theme related engagements, students of Middle and Senior School are required to carry their cameras/laptops to school. In such cases, a communication to parents will be sent by the respective facilitators. Also the cameras/laptops will be used under the supervision of respective facilitators.

27. We understand that children carry stationery/art tools such as paper cutters, scissors, compass to school for classroom engagements. However, these must be kept safely in their stationery kits which must be in their school bags. These must not be visible in their hands or used while they are traveling in the bus. Parents are requested to orient their child in this context. Didis would reinforce the same with children in school. Other than the above mentioned, students must not carry any other sharp objects to school.
28. Didis and Bhaiyas on the school buses play an important role in ensuring the safety of children. Students should be respectful towards them and follow their instructions regarding a safe travel in the school transport.
29. Please ensure that, under no circumstances, any parent boards the bus to discuss any concern. In case any issue is to be discussed, please meet with the school authorities or send an mail on the transport ID – [transport@shikshantarschool.org](mailto:transport@shikshantarschool.org)
30. In case of any feedback, concerns, change of stop or diversion of routes, parents are requested to refrain from direct interactions with drivers or bus attendants. They should immediately get in touch with the Transport Coordinator or send an mail on the transport ID – [transport@shikshantarschool.org](mailto:transport@shikshantarschool.org)

Please note that the Transport In - charge is handling over 800 students and is not always available to speak with parents. Please ensure you call only in case of an emergency. In case of any query please contact transport helpline mobile numbers- 8527294845, 8527299944 or reach out on the transport mail Id [transport@shikshantarschool.org](mailto:transport@shikshantarschool.org)

As always, we look forward to your cooperation, understanding and faith in furthering our collective beliefs about facilitating sensitive and nurturing environments for children in Shikshantar. There have been incidents where the *helper didis* in school buses have faced a strong reaction and a strong language for asking the parents/guardians to show their pick up cards. All individuals are equal in their right to dignity and respect. Their roles need to be recognised, understood and valued. Our support staff contributes towards making Shikshantar the place where children want to come each day.

With your partnership, we look forward to meaningful ways of deepening our work with children and families in Shikshantar.

With regards,

Administrative Department

Reviewed in consultation with the School Safety and Security Committee and the School Transport Committee

Reviewed on: 7.08.18

Reviewed on: 18.08.23