



**Shantiniketan Trust School  
Micolayout/ Bilekahalli  
Bangalore-76**

- ✚ Students using the bus service are required to wear their ID cards to prevent commuting youngsters from boarding the wrong buses and de boarding at the wrong points.
- ✚ The students will refrain from eating and drinking while inside the bus, except for water.
- ✚ Parents are advised to ensure the safety of their wards at pick up points at the time of both pick up and drop off.
- ✚ Students are required to take the same bus they arrived on when returning home from school. In case they want to return by another bus they must get a note written by parent in school diary and have it countersigned by both supervisor and transport in charge.
- ✚ Kindly note that last minute calls and Emails will not be entertained at any cost as they disrupt proper working and create congestion during the dispersal time.
- ✚ Any change in address location should be brought to the notice of the transport department immediately in writing through the transport form which is available at the reception.
- ✚ Strict discipline must be maintained inside the bus.
- ✚ Bus fee is payable for all working months.
- ✚ Children availing of school transport facilities will have to pay for the transport even if they go on long leave for genuine reasons.
- ✚ A parent shifting their residence to another area please do note that their children will continue availing the facility, if the new residence lies within an area covered by the school bus route.
- ✚ Parents of kids studying in PN to class 5 must make arrangements to receive them after school hours at their respective drop off points. If nobody is there to receive the child, he/she will be brought back to school and parents will have to collect him/her from the school.
- ✚ During extra classes school transport will not be provided.
- ✚ Parents are requested to be present in the pick and drop points at least 5min before the designated time to avoid any delay or inconvenience to the parents waiting at further points.
- ✚ Transport is limited to point to point and not door to door basis.
- ✚ If a parent intends to pick up their child from school during school hours on account of any special occasion, prior information has to be given to transport department at least two hours before.
- ✚ If transport fee is not paid in advance at the start of the payment period, the child will not be permitted to use the service until they have paid in full.
- ✚ Fees will not be reimbursed if the student discontinues using the facility.
- ✚ Withdrawal of the transportation facility by the student to be intimated by a letter a fortnight in advance.
- ✚ Transportation fee to be paid in three instalments – On or before 10<sup>th</sup> of ( Jun, Sept, Jan ).
- ✚ In case of emergency please contact Micolayout – 9880629978 ( Ranga )  
Bilekahalli – 7892093930 ( Govinda )

Thank you for your support and look forward to a productive academic year 2024-25.

Sd/-  
Management

