



# VELAMMAL BODHI RESIDENTIAL SENIOR SECONDARY SCHOOL (CBSE)

" Los Angels", Ladanendal, Madurai - Rameswaram High Road, Sivagangai Dist - 630 611  
Phone : 8489900152 / 53 E-mail : velammalvrs@yahoo.com

## School Transport Rules and Regulations

1. Kindly submit the filled-in application form with the signature of the manager in-charge of transport, at the school fee counter while remitting the transport fee.
2. Transport Fee shall be paid either in a SINGLE installment or in two installments.
  - ❖ Last date for the first installment : **03.04.2023 (Monday)**
  - ❖ Last date for the second installment : **11.09.2023 (Monday)**
3. Fee Particulars :
  - ❖ Std UKG to X - April to March (Excluding month of May)
  - ❖ LKG - June to March
4. **Transportation fee will not be refunded for any reason.**
5. **Change of Boarding Points will be considered based on the availability.**
6. Parents are always expected to accompany their wards before they board or alight from school transport, at the respective points.
7. Transport will be made available on all working days, except the days of functions, held on the school premises. However, prior information will be given in this regard.
8. In the event of the bus not Plying due to unavoidable reasons, parents shall arrange own transport for their wards.
9. Giving tips/donation of any kind to conductors / drivers is strictly prohibited.
10. Whenever a student using school transport is picked up by the parents from school for any emergency, the parent should inform the manager in-charge of transport in writing, and get permission from the head of the institution in writing.
11. During exams there will be no special trip. Buses will ply as usual.
12. ID Card should be kept safe for verification if required.
13. Change of address must be informed to the class teacher, Office and to the manager in-charge of transport well in advance.
14. Any discrepancies faced must be informed to the Class teacher, office and to the manager incharge of Transport / Call over phone at 8489900153, 8489900152
15. **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 the whole year for the student.**
16. 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 conductor.

## APPLICATION FOR THE SCHOOL BUS / VAN SERVICE

|   |  |  |  |
|---|--|--|--|
| Student's Name                                    |  |  |  |
| Class & Section                                   |  |  |  |
| Admission Number                                  |  |  |  |
| Name of the parent(s) / Guardian                  |  |  |  |
| Email address of the parent(s) / Guardian         |  |  |  |
| Mobile Number of the parent(s) / Guardian         |  |  |  |
| Residential address of the parent(s) / Guardian   |  |  |  |
| Office address of the parent(s) / Guardian        |  |  |  |
| Contact Person / Doctor / Guardian (On emergency) |  |  |  |
| Contact Number                                    |  |  |  |

|                                  |  |  |  |
|----------------------------------|--|--|--|
| Boarding Point opted by Parents  |  |  |  |
| Alighting point opted by Parents |  |  |  |

### DECLARATION

#### BY THE PARENTS SEEKING ADMISSION FOR THEIR WARD IN SCHOOL TRANSPORT

I / we the parents / guardian of master / miss..... of class.....sec.....have read all the rules and regulations of the school and school transport. We have understood all the guidelines and rules and regulations in our mother tongue. We consent to avail the school transport facility for our son / daughter and promise to abide by the above said rules and regulations found in this booklet and to be implemented from time to time. In case of any breach of any of the rules and regulations and guidelines mentioned above, either by us, the parents & guardians or by our ward, we agree to abide by the decision taken by the management and will accept any guidance the school can decide.

I/we also declare that the above given details are true to the best of my / our knowledge and I / We promise along with my / our ward that I / we will abide by all the rules and regulations and guidelines given above, as well as any other amendments brought by the management from time to time.

Signature:                  Father :                          Mother :                          Guardian :                          Student :

Date :

| For office use only      |                |         |                  |
|--------------------------|----------------|---------|------------------|
| Allotted Boarding Point  |                |         |                  |
| Allotted Alighting Point |                |         |                  |
| Transport                | Bus            |         | Van              |
| Fee                      | Total:         | I Term: | II Term:         |
| Payment Mode             | Single Payment |         | Two Installments |

Cashier

Accountant

AO

Principal



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**DATA FORM**

Application No. (for office use only) : ..... Serial No. : .....

Name of the Student : .....

Admission to Class : .....

Date of Birth : ...../ ...../ .....

Name of the Parent / Guardian : Mr./Mrs. ....

Residential Address : .....

: .....

: .....

Landline No. : .....

Mobile No. / Whatsapp No. : .....

E-mail ID : .....

Previous School studied : .....

Previous Board of study : Matric / State / CBSE / Anglo-Indian / ICSE / .....

Is school transport required ? : 

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If Yes, specify the place of boarding : .....

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

Signature of the Parent / Guardian