



**Zydus School For Excellence – Godhavi**  
Before Vanashree Farm, Near Godhavi Village,  
Bopal – Sanand Road, Ahmedabad.  
Ph. #814101515 / 1616

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### **Transport Policy**

**Transport Committee:** The school Transport committee will comprise of;

- Principal
- Administrator
- Transport Contractor
- Parent Representative

The main objective of school transport committee is to monitor the enforcement of policies and guidelines for school buses.

### **Objectives & School Policies**

1. The School has made transport arrangement for the students to commute between school and home. The transport facility is provided by the school, solely for the safety of student admitted and staff appointed to the Zydus School for Excellence.
2. This facility may be availed voluntarily by the parents of Zydus School for Excellence, Godhavi at their sole discretion.
3. Those parents who choose not to avail this facility will have to escort their student to and from the school by themselves or by a person authorized by the parents with the consent of the school.
4. In case parents decide to utilize an authorized person as escort to the child parents will be responsible for the conduct of such escort. In case of an authorized escort school will not permit one person to escort more than three students from the school.
5. The School Management does not encourage private Rickshaws or Vans as mode of transport for our students as these facilities/people handling them are beyond the control of the school and may be a serious threat to the safety of the student coming to the school.
6. If a parent is not opting for the school transport at the time of admission and later on decides to opt for the facility, such request will be considered only on the basis of availability of space.
7. Fee will be collected on Quarterly basis and if parent decided to discontinue the bus facility refund will be given from the month succeeding from the date of submission of application a minimum notice period of 15 days is required to be given. However such refund will be considered only in cases where child is leaving the school.
8. Routes & Bus Stops - The buses will run on main roads only. However efforts will be made to pick up & drop the child from the nearest point to the student's residence. Under unavoidable circumstances the nearest stop of the bus can be as far as five hundred meters from the student's residence. The pickup & drop off points are displayed at the school notice board for the information of all concerned.



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9. Ride Time - Maximum 01:30 hour & Minimum 45minutes.
10. During Rainy seasons if roads are not transportable, students will have to come to the next and nearest pickup and drop off point of the bus which will be intimated.
11. No one way transport facility will be provided.
12. The pickup point will be the same as the drop of point
13. All the buses are covered by comprehensive insurance policy and school's liability in case of accidents will be limited to insurance compensation provided by the insurance company with whom the school has insured the buses.
14. School reserves the right to carry 15% more students than the normal capacity of the bus.
15. In case of change of address and therefore change in bus route parents are requested to give 15 day's notice to the school to allow necessary arrangement for route changes. On confirmation from transport department, excess fee on account of increased distance if any must be paid immediately. New route will be affected after making the payment of difference, if any.
16. Any modification, amendment and decision in relating to transport management of the school rest with the school management.

**I. Bus & facilities** - The School bus is has the following facilities.

1. Hand rails
2. Emergency window
3. Bus Door
4. Speed Control devices
5. First Aid boxes
6. Fire Fighting

The safety & security of students is a priority. To facilitate this, a Care-taker, deputed on each bus, keeps an eye on every student during their journey to & fro.

**II. First Aid** - ZSE bus driver / Care-Taker receive basic training in first aid and carry a first aid kit on the buses. In a first aid situation, drivers will contact the Transport Manager (if needed).

**III.** Transport Manager will ensure that the policies listed above are enforced strictly in consultation with school Principal. Specific responsibilities of the Care takers & Drivers are given along with this SOP and Transport Manager/Contractor will ensure the implementation.

Transport manager will reach the spot immediately on report of any accident/mishaps. First contact point for grievance related to transport department before such grievances are addressed to the office of School Administrator.



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### **Guidelines for students**

Students shall ride only their assigned bus and board and disembark at their assigned stops. Any changes in these assignments must be approved in writing by the School Administrator and / or Transport Manager who will inform the bus driver of the change.

Students are required to follow the rules and regulations of riding a school bus.

The driver / Care-Taker of a school bus shall have complete authority over and responsibility for the operation of the bus and maintaining good conduct upon the bus.

- ✓ Enter the bus in an orderly and quiet manner.
- ✓ Sit in assigned seats without being reminded.
- ✓ Remain seated and face the front at all times.
- ✓ Keep hands, arms, heads and/or other parts of body in the bus at all times.
- ✓ Sit with feet on the floor and books in bags and hands in lap.
- ✓ Abide by the request of the driver/Care-Taker and follow all school norms of code of Conduct.
- ✓ Food and drink are not allowed on the bus at any time.
- ✓ Be respectful to the driver / Care-Taker and other students at all the times.
- ✓ Do not misbehave/ interact with by passers / commuters on other vehicles.

### **EXPECTATIONS FROM PARENTS**

- At the bus stop park your cars in an organized way.
- Please reach the bus stop 5 minutes. in advance and wait until the bus leaves.
- Kindly courage your child to wait at the right side of the bus stop.
- If your child has missed the bus please do not chase the bus or park in front of the bus in an attempt to make your student board the bus.
- If your child has missed the bus, you will drop the child to school and make an entry in the gate register.
- Please do not request the drivers for the change of bus stops or timings.
- At the bus stop please help student stand in queue and board the bus one by one. Pushing and shouting should be discouraged.
- Please cooperate with the Transport Manager who will be working towards the larger interest of the entire students community.
- If you have any feedback / suggestions please write to us at the following Email :