



Asian International School

Affiliated to CBSE Board, New Delhi (Affiliation No. 2430166)

New Kolorah, Alampur, NH-6, Howrah - 711 302, West Bengal, India

Phone: +91 33 6831 3794, Email: info@aisedu.org, Website: www.aisedu.org

TRANSPORT NOTICE (2024 – 25)

ASIAN INTERNATIONAL SCHOOL provides transportation facilities to its students for safe and smooth journey to and from the school premises. The school runs Euro III & IV compliant buses equipped with **CCTV, GPS Tracking, First Aid Box & Fire Extinguisher**. The parents shall be informed about the bus reaching the drop point (under normal traffic conditions) approximately 10 minutes beforehand by sending an auto-generated SMS.

However, it offers no guarantee that a seat will be available at all times as it is on first come, first served basis. The transport network covers the major part of the city and routes are designed to be student-friendly. However, if the bus does not ply in the area of residence, parents or local/legal guardians will be responsible to drop / collect the student from the stop. The routes[#] are pre-defined, however exact pickup & drop points will be informed 7 (seven) days prior to the commencement of the academic session.

TRANSPORT FEE – 2024-2025	
In Kilometer	Quarterly Fee (₹)
0.0 – 20.00	₹ 9,600 *
20.01 – 40.00	₹ 10,650 *
Annual Registration Charge	₹ 1,000/-
Transport facilities beyond any National Highway Toll Gate will attract additional charges of ₹ 500/-per month (Rupees Five hundred only per month).	

- Fee is chargeable for **12 months on a quarterly basis** along with the school tuition fee.
- Withdrawal from transport facility is not available. In cases of **termination/discontinuation** of the child, **transport fee** for the ongoing quarter is chargeable.
- Intimation for discontinuation** should be submitted to the Transport In Charge one quarter prior to the proposed discontinuation.
- If the transport services are suspended due to any **pandemic/statutory mandate/ unforeseen event(s)**, 60 (sixty) percent of the existing transport fee for the affected time / tenure is chargeable.
- Transport Fee is **non-refundable and non-adjustable**.
- Any mid-term request for new transport facility/resumption of transport facility is subject to the availability of seats
- The scheduled pick-up time is available with the Transport In-charge at the school. The school reserves the right to alter the timings, routes and stoppages as and when necessary.
- Transport Helpline Number - **+91 90627 74466** (Timings: Mon – Sat between 07:00 AM – 05:00 PM)

SCHOOL BUS – RULES AND REGULATIONS

1. The bus routes may differ for Primary Section and Secondary/Senior Secondary Section and the exact bus pick-up & drop point shall be determined and informed only after the beginning of the academic session.
2. Students should stay away from the main road until the bus arrives. The Pick & Drop point shall be within 500 meters of the ward's residence according to the defined Route only. The bus will not ply in any bye lanes (No exceptions).
3. Students must arrive at the designated stop five minutes before time. The bus will not wait for a student who is late. The student has to be on the correct side of the arriving bus. If a student misses his allotted bus, he should not try to board any other bus. It is the responsibility of the parents to drop off their wards to the school. However, the students will return by the allotted bus.
4. No student should come near the entry door of the bus until it comes to a complete halt. The front door of the bus is the only authorized entrance and exit. Boarding and alighting from buses should be done in silence and in an orderly manner. While alighting, students must ensure that no belonging is left behind.
5. Parents are requested not to board the school buses to see off and receive their ward. Parents are Not Allowed in the bus.
6. All students must occupy vacant seats immediately after boarding their respective buses. Reservation of seats for co-commuters is not allowed under any circumstances.
7. No student should travel standing on the footboard.
8. Students must not move around in the bus when it is in motion.
9. Students must not put any part of their body outside the bus. They should not put their hands out even for waving.
10. The students must make sure that the aisle of the bus is clear, school bags and other belongings are placed properly.
11. Consumption of edibles is not permitted in the buses, only biscuits may be allowed.
12. No object should be discarded inside or thrown outside the bus. Students may use the waste bin in the bus.
13. Students must remain seated for the entire journey. Any rigidity, bullying, movement up and down, or any behavior that distracts the attendant or driver is to be avoided. Students should be mindful of the language used in the bus, use of abusive/unethical language will amount to suspension of Bus Services.
14. Misconduct or inappropriate behavior will amount to suspension of Bus Services.
15. Under no circumstances, should students touch the instrument panel of the buses.
16. Any damage to the school bus will be charged to the wrong doer. In case of damage not owned up individually or suitably identified, all bus users will collectively pay for the damage.
17. Parents should not try to overtake and stop the school bus to facilitate the boarding of their wards as this endangers the safety of the bus and its occupants.
18. In case of any inconvenience or need, students must contact staff on the bus unhesitatingly but in a disciplined manner. Parents should not argue with the teachers present in the bus or the conductor/driver. If there is any problem, a written complaint to the Transport Section or an email on transport@aisedu.org should be given.
19. Under no circumstances students are allowed to go behind or under the parked buses within the school campus. Students are also not allowed to sit in the parked buses during school hours.
20. If any parent whose child is availing school transport service wishes to take their ward privately in his/her own transport, he/she has to collect the Permission Slip from the CLASS TEACHER, in such an event an application should be sent a day in advance.
21. Students are allowed to use only the allotted bus and bus stop. No change can be allowed without prior written permission of the school.
22. The school will not be held responsible for any lapses in the bus services. In case of any discrepancies, parents may meet the Transport in-charge.
23. The drivers are authorized to stop buses at the designated stops only. The list of stops is prepared keeping in view the convenience and safety of all bus commuters and is always subject to change.
24. In case of any change, of a temporary or permanent nature, in transport pick-up/drop point or transport route, the permission for the same has to be sought by writing an application to the Transport department at the school office. In case of permanent change of transport route, the application must be filed along with administrative charges of ₹ 250/- (Rupees Two Hundred and fifty) only at the school Office.
25. Parents / Guardians have to produce the Escort Card at the bus stop to receive their ward from the respective drop points failing which the student will be brought back to the school and will be handed over only on production of Escort Card.
26. The school is not responsible after the students have disembarked from the buses at the respective bus stops.
27. For students of LKG, UKG, Class I, Class II and Class III, it is advisable that parents/guardians come to pick-up the student after they have disembarked while drop off.
28. A parent, who withdraws the transport facility before the vacations and re-joins after the vacations, may not be given the transport service facility.
29. Parents are requested not to pay any tip/donation either in cash/kind to the drivers or conductor/maid in the school vehicle.
30. Any changes in the route and its charges shall only take place after discussion and confirmation from the transport manager. Any changes shall be with effect from the next month's 1st operational day.
31. PANDEMIC / ENDEMIC / EPIDEMIC SPECIFIC GUIDELINES: All students to adhere to health protocols and advisories as prescribed from time to time.