

## Transportation Form (one form per family)

**Email completed form to [transportation@ris.ae](mailto:transportation@ris.ae)**

Student first name(s) and family name(s) <i>as shown on passport</i>	Grade

(please tick)

Morning Pick Up	<input type="checkbox"/>	Start Date (dd/mm/yy)	
Afternoon Pick Up	<input type="checkbox"/>		
Morning & Afternoon Pick Up	<input type="checkbox"/>		

The bus company will call you on the number provided below to advise you of pick-up and drop-off times

Parent Name	Email Address
Telephone (Office)	Telephone (Other)
Home Address	
Map including main roads and landmarks	

Please affix a signed photograph of your child here	Please affix a signed photograph of your child here	Please affix a signed photograph of your child here	Please affix a signed photograph of your child here
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Do you require an invoice for transportation?	Yes / No
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## Bus Rules and Guidelines

1. All buses will be equipped with seat belts. There will be a monitor on each bus to ensure that all students wear their seat belts and assist them in boarding and exiting the bus. Contact numbers for bus monitors will be provided at the beginning of the school year.
2. Parents will be informed of the exact pick up and drop off timings by the bus company before the start of the school year.
3. Please contact the bus monitor if a student is going to be absent on any given day.
4. Please do not keep the bus waiting, as it causes inconvenience to other students on the route. The bus will wait for 3 minutes and then continue on the route.
5. If parents meeting a particular student are not waiting at the drop off point at the said timing, then the students will be brought back to school. Parents will then be required to collect the students from school. Due to safety concerns, handing over students on the way is prohibited.
6. Parents will have to wait for the students as per the transportation route. For safety reasons, no student will be dropped anywhere other than their agreed drop off point.
7. If for some reason the student will not be taking the bus home on any given day, please communicate with the school's Front Desk Administrator by midday at the latest.
8. Students should remain seated while bus is moving.
9. Seat belts must be worn at all times.
10. Noise level should not disturb others. No shouting, yelling or talking loudly.
11. Behavior should not upset or bother others.
12. Students who misbehave on the bus will not be allowed to continue using school transportation.
13. No offensive, profane or insulting language should be used.
14. Physical abuse and bullying are unacceptable.
15. iPods, mobile phones and electronic games are allowed on the bus **for secondary students only** but are the responsibility of the student. Hand held devices are strictly prohibited for all primary students.
16. Food and drink with the exception of water may not be consumed on the bus.
17. All garbage must be removed from the bus. The bus must be kept clean.

18. Damage or vandalism to the buses will result in repair costs being invoiced to parents and consequences to students.
19. Students are responsible for getting to the bus on time after school; buses will not wait or be called back for students. EY - Grade 3 students will meet in the Gym and will be escorted by the bus monitor.
20. Students are not allowed to switch buses
21. Non bus students will not be allowed on the buses at any time.
22. The bus monitor is in charge of the students on the bus. The bus driver and the monitor are to be treated respectfully and their instructions must be followed.
23. While on the bus, students must represent the school with pride.
24. The RIS behavior code and its consequences will apply
25. Students who violate bus rules may lose the privilege of the bus service.
26. If you wish to withdraw from the bus service, please complete the bus cancellation form and mail to [transportation@ris.ae](mailto:transportation@ris.ae) and copy to [accounts@ris.ae](mailto:accounts@ris.ae)

I agree to the terms and conditions mentioned above	
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Parent's Name.....

Signature.....

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Date.....