



Thalappady, Puthuppally P.O., Kottayam – 11

SCHOOL CONVEYANCE REQUISITION FORM

Name of the Student :	
Grade:	
Pick-up point: Distance From SJGK/LK:Km	Dropping Point : Distance from SJGS/LK:Km
Location of Residence:	
Nearest Public Bus Stop:	
Landmark:	
Mobile No. with Whatsapp:	

Terms and conditions

Transportation of the student to and from the school shall be the responsibility of the parent. The school may provide conveyance in selected routes subject to following terms and conditions.

1. School transportation registration fees per annum is Rs.1000/-. Monthly bus charges shall be payable in advance. The bus charges are likely to change to meet increasing costs.
2. The transportation fee is fixed for a full month. Hence reduction in conveyance fees will not be allowed for availing bus facility for periods less than one month.
3. Transportation facilities are available from the nearest approved bus stops only.
4. Parents who wish to discontinue school transport arrangements must submit the School Conveyance Discontinuation Form duly filled in at least one month in advance.
5. Transportation fee, once paid for a month, will not be refunded, even if the child discontinues in between.
6. Conveyance may not be available on "2 working days" of every month. On such days, parents shall make their own arrangements for transportation.
7. The student shall be at the specified bus stop at least 10 minutes ahead of the prescribed time. Those who miss the bus shall make their own arrangement to reach the school.
8. Deviation from the approved route or picking up from home will not be allowed to reduce the effective travel time for students and to avoid unwanted delays.
9. No student or parent is permitted to talk to drivers on any issue including request for change in approved collection or dropping point.
10. If any change is desired the same shall be communicated to the school office through mail Id info@sjonsite.com /call on +91 8086477777 with date and clear instructions to avoid any confusion.
11. Parents are requested to notify in advance to the Bus Attendant or the school office if their ward will not be traveling by school bus on any particular day.
12. Parents are required to support the school by ensuring their children behave responsibly on the school bus. I have read the terms and conditions for availing the school conveyance facilities and agree to strictly abide by them and those amended from time to time.

Name of the parent:

Signature of the parent with date :



ST. JUDE'S
GLOBAL

(For office use only)

Pick-up point and Dropping point as found by Driver / F &
A Distance from SJGS /LK:Km

Bus No.

Amount (Rs)