

BUS RULES:-

1. Parents are requested not to enter school buses to see off and receive their wards.
2. Parents should not try to over take and stop the School bus to facilitate the boarding of their wards as this endangers the safety the bus and occupants. This act would lead to strict disciplinary action.
3. 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 and School Office Should be given.
4. Under no circumstances, should students touch the instrumental panel of the buses.
5. Students can avail the school transport subject to the availability of seats. Parents are requested to consult the school transport In charge for details regarding routes of school buses.
6. The Monthly Bus Service Charges for the scheduled route/routes will be as per notification. Fees will be charged for 12 months in a year (including vacation). A parent who withdraws a ward to avoid Holiday Charges may not be given the bus service facility after re-opening the school. The amount is payable along with school fees on a quarterly basis.
7. A student who is commuting by school bus should be at the bus stop at least 10 minutes before the scheduled pick-up time of the bus. The bus will not wait for any latecomers. The student has to be on the correct side of the arriving bus. The scheduled timings are available with the Transport-in-charge at the school. The school reserves the right to alter the timings if and when necessary.
8. Students are issued a set of 2 identity cards (Student ID Card and Escort Card). Students ID Card should be worn by the students before boarding the bus and he or she should wear the same at all times, till the completion of the return bus journey. No one will be allowed to board the bus without the Student ID Card.
9. Students are allowed to use only the allotted bus and bus stop. No change will be allowed without prior written permission of the school.
10. The school will not be held responsible for any lapses in the bus services. In case of discrepancies/ grievances parents are requested to contact the Transport In charge.
11. In the case of change in stop and / or bus (of a temporary or permanent nature), the permission for the same has to be sought through an application on prescribed form available at the school Office. The filled in application form along with requisite fee to be submitted at the School Office for permanent change. However the change shall become effective only after a written permission is granted by the school. In such event a new set of ID cards will be issued. (on payment of requisite fees.)
12. If either the Identity Card or Escort Card is lost or mutilated, a new set of card(s) can be procured by applying on the prescribed form available at the School Office along with the remaining card (ID/ Escort Card) and requisite fee. The fee and the application form to be submitted at School Office. In case of loss of transport route badge, a duplicate badge will be issued upon payment of requisite at the Transport office.
13. If a student misses his allotted bus, he is not supposed to board any other DPS bus. Thereafter, it is the responsibility of the parents to drop their wards to the school. However, the student may return by the allotted bus.
14. No student should go near the bus until it comes to a complete halt.
15. No student should travel standing on the footboard.

16. Students should not move around in the bus, when it is in motion.
17. Students must not put their hands or head out of the window when the bus is in motion.
18. Consumption of edibles is not permitted in the bus. No object should be discarded inside or thrown outside the bus.
19. The driver's attention must not be distracted for any reason.
20. Unruly behavior like shrieking, shouting and playing inside the bus is strictly prohibited. Courteous behavior is expected at all times. The bus in-charge is responsible for maintaining discipline in the bus. Any difficulty or offence that may occur should be reported to the Principal / Transport In Charge as soon as possible. Strict action will be taken against anyone violating the Bus Rules.
21. Parents, who do not produce the escort cards at the time of receiving their wards at the bus stop / gate will not be allowed to take their children home, until they do so. Your child will be handed over only to the person carrying the escort card.
22. Parents are requested to be patient, if a bus arrives late due to any unforeseen circumstance.
23. The School cannot be held responsible for misplaced belongings in the bus. In such cases parents are requested to contact the Lost & Found section of the school.
24. A change of route is possible only on availability. The requisite fee and minimum 15 days notice is required to effect the change.
25. During Sports time / Rehearsal for events / Special Days, bus pick-up or drop point might have to be readjusted to which the parents are expected to make adjustment and comply with the decision of the school.
26. No Student is allowed to leave the campus on their own transport. However, If due to certain exigencies, a student has to leave the campus during school hours under his own arrangements, the following rules are to be observed :
 - A written request from the parent/guardian is required.
 - Escort card is to be produced.
 - A permission slip is obtained and shown at the school gate before leaving the campus.
27. During dropping, if the parent/ guardian/ escort does not come at pre-scheduled time to receive his ward, then the student shall be taken to City Office or Urban Services Office, from where they can be collected upon presentation of the will have to take the child either from Urban Services address or DPS Howrah City Office, the address for which is mentioned below :

Reach us:-

DELHI PUBLIC SCHOOL, HOWRAH (CITY OFFICE)

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URBAN PARIBAHAN SERVICE

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