

## NOTICE FOR SCHOOL BUS USERS

Dear Parents,

1. Due care has been taken while formulating the bus routes, which includes the locations/density of users, distances/travel time, feedback received from the users/parents, road conditions, traffic restrictions etc.
2. Parents are requested to **choose from existing bus routes and existing bus stops**.
3. The students shall be **picked/dropped as per route chart stops and timings**. If necessitated due to any good reason, the timing may be rescheduled, with prior information. **Parents are requested to co-operate**.
4. Student is permitted to change the bus route permanently, only if a seat is available in the new bus route. Temporary change of bus route will be permitted only in case of emergency, with prior written approval from the Principal.
5. Parents are requested to have their **Pick-Up Card** prepared, before their ward starts using the bus facility.
6. To ensure **safety of students while in transit in the school buses**:-
  - a. **Security guard** will always be present.
  - b. During **afternoon drop back**, teacher/nanny/lady guard will be present.
  - c. During **morning pick up**, nanny will be present for pre nursery routes. For rest of the student's bus routes, the teacher will board the bus from her stop. For the routes, in which there is no school teacher, duty nanny/lady guard will be present in the bus.
  - d. Some adjustments in the bus routes have been made to facilitate this arrangement.
  - e. **We request for one volunteer parent per route to do bus route duty in the morning and afternoon. Willing parents are requested to give their names to Ms Kasturi of Transport Department.**
7. **Parents/guardians are requested NOT to interact with bus driver/guard/staff and seek changes in the bus routes**. Such requests should be routed ONLY through the Transport Department.
8. The school practices the policy of being polite to all and follows the **path of mutual respect**.
9. To confirm the exact location of the bus stops, the buses will make a **dry run on all the routes**, dates of the same shall be confirmed latter.
10. **Suggestions**, if any, may please be brought to the notice of Colonel Ravi Dutt Mudgil (Retd) / Ms Kasturi of Transport Deptt for review/clarification. You may contact Transport Department at [transport.helpdesk@lotusvalley.com](mailto:transport.helpdesk@lotusvalley.com) and 9910952225/6/7/8 Extn 209.