



# St. XAVIER'S HIGH SCHOOL

GURUGRAM

Sector-49, Gurugram, Tel.: 9958336004

E-mail: [transport49@stxaviershighschoolgurugram.com](mailto:transport49@stxaviershighschoolgurugram.com), Website: [www.stxaviershighschoolgurugram.com](http://www.stxaviershighschoolgurugram.com)

## Transport Application Form

Academic Session: 2023-2024

Admission No. ....

Student's  
photo

1. Name: .....
2. Class & Section:- .....
3. Father's Name:- ..... Mother's Name .....
4. Address:- .....
5. Contact No. Residence: ..... Office: .....
6. Email Id:- .....
7. Details: Route No:- ..... Stand allotted/Stop No. ....

Date..... Signature Of Parent:.....

Father's  
Photo

Mother's  
Photo

### Rules & Regulations

- Fee is to be paid quarterly along with the tuition fee.
- Transport fee will be charged for 11 months only.
- Children will be handed over to the parent/guardian having the escort card issued by school authority, otherwise the child will be brought back to school and will have to be picked up from school by the parent/authorized person.
- Kindly inform the school about the change of address and contact no. immediately to avoid inconvenience.
- No request for the change of bus stop for emergency dropping of the child will be entertained.
- Bus facility will be withdrawn from the student if found indulging in any in-disciplinary activity while travelling in the school bus.
- The bus will ply only as per the approved routes only.
- Students not in time for the bus will have to make their own arrangement on that day to come to school.
- Students who are not regular in paying bus fees and cause trouble will not be allowed to use the bus services.
- Bus fees once paid will not be refunded under any circumstances.
- The bus fee is subject to increase if there is a hike in taxes, price of spare parts, hardware, fuel, contract charges and maintenance charges and staff salaries.
- In the event a student does not return home on time after being handed over to the escort at the specified bus stop the school/bus authorities will not be held responsible for the same.
- No parent will be allowed to travel by the school bus. It is strictly for the use of school students in uniform only.
- In the event of any change in person who will be responsible to pick up a student the same has to be informed to the bus Incharge.
- Parents are requested not to handover school fee to any employee of the school, if they do so the school authority will not be responsible.
- Parents are requested to ensure that they send only regular and approved representatives to pick and drop their child/children at the designated stop.
- In case of discontinuation of the bus services by student the bus card is to be returned to the school. The student will also be liable to pay the transport fees for the remaining period of the academic session.
- Transport facility cannot be withdrawn after once taken. The fee for the entire session has to be paid.

Acceptance of the parents:- .....

For Transport Office use:-

Sanctioned from Month ..... 20..... Bus Route No. : .....

Signature of Transport/Accounts In charge .....

**NOTE:** The bus facility to a student will be refused if; i) the student misbehave or create indiscipline or causes damage to the bus in anyway. ii) Parents show rude behavior with the school staff. For any queries please contact; -  
**Transport Manager: Bharat Arora 9958336004, Transport Supervisor : Suresh Raghav 9711016972**