

## RULES & REGULATIONS

FY 2024-25

### SMT. SUNITIDEVI SINGHANIA SCHOOL

- The school is only a facilitator between the contractor and the parents.
- Fees have been increased by 6% with due approval of the school authorities. **CONFIRM THE NEW RATES WITH THE OFFICE BEFORE MAKING PAYMENT.**
- Students who wish to travel with us are required to **pay (online option not available for new entrants) at our office if travelling with us for the first time (even if your sibling is already registered with us).**
- All students availing of the facility must read the rules and regulations which are available on our website [fosterbusservice.com](http://fosterbusservice.com) (a physical copy will be given to those making payment at our office) and sign their consent.
- Collection will commence at our office from 20<sup>th</sup> May to 8<sup>th</sup> June 2024. School has intimated us that all students new and old must pay their transport fees before availing the bus service.
- Office will be closed for collection from **9<sup>th</sup> June to 12<sup>th</sup> June 2024.** We will resume collection of bus fees from **13<sup>th</sup> June to 20<sup>th</sup> June 2024.**

Office Timings Mon to Friday 10 a.m to 5 p.m, & Sat 10 a.m to 2 p.m.

Sunday On 2<sup>nd</sup> June 2024 ONLY office will remain OPEN from 10 a.m to 2 p.m. All other Sundays CLOSED.

Website Option is also available. Once payment is made, do travel with your payment receipt. We will arrange to distribute cards on the buses in the first week of school.

For new entrants you are requested to come to the office for registration.

- Modes of Payment :Axis QR code /NEFT/Cash/Cheque. Confirm rates with the office before making payment. Scan the QR code displayed on our website / available at our office and make the payment. Through NEFT to Foster Bus Service Account No. 919020015098435 IFSC Code UTIB0000571 A screen shot of the payment along with the School, Parent's Name, Students Name, Boarding Stop, Class & Div, Parent's Contact Number must be sent on WHATSAPP ONLY (NO CALLING) to the following number 7304004374 failing which we cannot confirm your seat.
- Payment by Credit card / debit card will be accepted only at the office with applicable charges. Do not pay online through this mode. Amount short received on this account will have to be paid up.
- No One Way Booking will be permitted.
- **Classes 10<sup>th</sup> must pay for 10 months in advance.**
- **Bus service is not available for Board Examination.**
- Collection will take place in **April /May** and **October /November**. Dates will be available on the website.
- **A refundable deposit of Rs. 3,000/- will be collected from new entrants to the bus service. The deposit will be refunded at the time of leaving the school only and you have travelled with us continuously till you leave school. In other words only on production of TC or School Leaving refund will be approved.**
- Appropriate charges for cheque bouncing will be levied and collected where applicable.
- Discount of 1.50 % will be available for those paying Annual Fees.
- Additional Charge of Rs 250/- for Nursery & KG will be charged over the base rate.
- Late Fees of Rs 5 per day, wherever applicable, will be collected for payments made after the due date.
- **In case of a lockdown kind of situation and/or the school reverting to online classes fees will NOT BE REFUNDED.**
- Increase in operational costs during the year will involve an increase in rates with the consent of the school authorities and the PTA.
- Our buses are comprehensively insured and all 3<sup>rd</sup> party claims will be addressed to the insurers
- The contractor is not liable for articles stolen/ lost inside the bus owing to the negligence of the students. Property found on the bus will normally be carried the next day on the same bus (except weekends) and unclaimed property will be deposited at the office of Foster Bus Service at Majiwada.
- If the school bus is found damaged by any student, appropriate charges will be collected from the Parent / Guardian concerned.

*8 Sachinam CHS Ltd., Majiwada, Thane West 400 601*

*Tel 74001 18352 / 74001 17464 Website : [fosterbusservice.com](http://fosterbusservice.com)*

- The routes and boarding and drop stops are at the sole discretion of the Contractor.
- All students must carry his/her Bus ID (**ensure that the address where child has to be DROPPED is clearly mentioned**) / **Axis QR code** / **NEFT** payment xerox, till he/she receives ID for easy identification and assistance. In all cases the students drop address and parents contact number must be available with the child when travelling.
- If you have changed your address and hence your boarding stop requires a change please inform our office well in advance. **We need at least 4 working days prior notice.**
- Duplicate ID's will be available for an additional charge of Rs 10/- for a valid reason.
- RFID Cards, if lost, will be available at a cost of Rs.150/- only
- Escort cards will be given to Nursery & KG children ONLY.
- The student must carry their RFID cards, School and bus IDs, **duly filled with photograph affixed**, with them at all times, for easy and quick assistance.
- GPS and Cameras have been installed in the buses. The GPS functionality is dependent on factors not in our control as we have tied up with an external vendor. We will however do our best to ensure that it functions effectively. We request you to track the Bus through the TrakMe App which can be downloaded once you register with us. Do insist that your child swipes the card at the time of entry and exit whilst using the bus.
- Only students and authorized persons of M/s Foster Bus Service / Sunitidevi Singhania School can travel on the bus. Parents are NOT permitted to travel on the bus.
- At any time, should the parent wish to take the child from school at the time of departure, kindly inform the school and us in advance and in writing.
- Be at the designated stop for boarding and pick up **5 minutes prior** to the scheduled time.
- Parents are requested to collect their children from the respective/scheduled bus stop. Please check & cross the road carefully & properly, if your pickup / drop are from opposite side.
- Expect delays in the first few days at the time of boarding and departure and especially until KG settle down.
- **PLEASE DO NOT PANIC** in case the bus is late in reaching the stop. Call our office and we will co-ordinate with you and the school. Ensure that there is somebody waiting at the stop. The child will be brought back to the school for the first 2 weeks only and after the 2<sup>nd</sup> week kindly coordinate with our office to confirm where the child will be brought back; to the school/office.
- **In case the child has got into the wrong bus, for whatever reasons, please instruct them not to get off at an unfamiliar stop, as he/she will be brought back to school or our office once the route is completed.**
- Please be aware that **PICK UP AND DEPARTURE BUSES MAY NOT BE THE SAME.** Teachers are being given the bus departure numbers and will provide assistance along with our staff.
- **STAY BACK BUSES DO NOT PROVIDE DOOR TO DOOR SERVICE. LIMITED STOPS ONLY.**
- **Those opting for different pick up and drop stops have to be alert when school changes its regular schedule of operations as buses may not be the same.**
- **Avoid engaging in conversation with the drivers and conductors which will result in delaying the bus on its route. Clarify your doubts and questions with the office.**
- Arrival timings at Scheduled Stops will be displayed on our website 1 day before the date of commencement of school in the 2<sup>nd</sup> half of the day.
- Do treat our office staff, drivers and conductors with respect as we are all here to make the travel of your child safe and comfortable.
- Complaints must be submitted in writing at our office to enable us to work out a proper resolution.

Travel safely!!

*Foster Lewis*

M/s Foster Bus Service.

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