

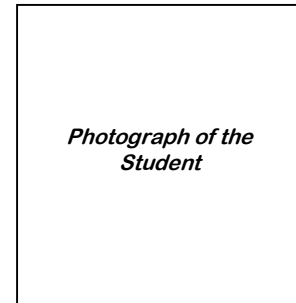
Student Registration Form for School Transport

Student Name : _____

School ID No : _____ Class _____ Division _____

Service Start Date : _____ End date _____

Pick-up point/ Bus No. : _____



BUS NUMBER	LOCATION
1	THE PEARL - MADINA CENTRALE
	THE PEARL - MOSQUE PARKING
	LAGOONA MALL (Zig Zag) - GATE 2
2	AL RAYYAN RESORT
	BEVERLY HILLS ALRAYYAN
3	PINK VILLAS
	AIN KHALED GATE
4	EZDAN MALL
	LANDMARK MALL
	HAMAD COMPOUND
	AL AMIR ST. 25.310185, 51.472450
5	MOSQUE NUIJA
	NUIJA (AL-HILAL) - AL MEERA
	MANSOURA - FAMILY PARK
	MANSOURA - AL MEERA
	ALSEEF COMPOUND, MUNTHAZA
	QATAR CHAMBER NUIJA
6	AL MIRQAB COMPOUND 1
	BEVERLY HILLS 6
	BEVERLY HILLS 14 AL WAAB
	BEVERLY HILLS 10 AL WAAB

BUS NUMBER	LOCATION
14	JBK COMPOUND
	SAMRYA GARDENS COMPOUND
	AL BAYAAN GARDEN
	GREEN VILLAGE
	LES ROSES COMPOUND 1
15	EZDAN 5
	EZDAN 4
	EZDAN 6
	EZDAN 7
	EZDAN 11
16	GHANEM RESIDENCES
17	WAKRA DOOR TO DOOR
18	WAKRA DOOR TO DOOR
19	EZDAN OASIS
	EZDAN 37
	EZDAN 31
	EZDAN 33
	EZDAN 30
EZDAN 55	

7	Y VILLAGE
	AL FARDAN GARDENS 5
	AL FARDAN GARDENS 2
8	BARWA CITY (Newton International Academy)
	BARWA CITY (LuLu Hypermarket)
9	EZDAN 23
	EZDAN 21
	EZDAN 22
	EZDAN 24
	FAMILY MEDICAL POLYCLINIC
10	AHLI BANK - OLD AIRPORT BR.
	CAIRO SUPERMARKET
	MINISTRY OF EDUCATION - FRONT
	AL-RAWDAH COMPOUND
	EL FERREJ COMPOUND
11	AI SEAL TOWER
	OPP. QATAR SPORTS CLUB PARKING
	RAS ABU FANTAS
12	JAZZER BUILDING, AL SAAD
	LULU CENTER - AL SAAD
13	AL KAABI COMPOUND
	ALFARDAN GARDENS 3
	ALFARDAN GARDENS 8
	DAR AL SALAM COMPOUND
	MAJDULEEN COMPOUND
	FALCON COMPOUND
	CASCADE NORTH COMPOUND

20	MESAIEED
	WAKRA DOOR TO DOOR
21	ALTHANI COMPOUND
	UMM GHUWALINA HEALTH CENTER
	IN FRONT SANA FASHION
	LA ROSE DE SABLE APARTMENTS
	AL SAFEER CENTER - D RING ROAD
22	BEVERLYHILLS GARDEN 13
	AL BAKER GARDENS
	AL EMADI MOSQUE THUMAMA
	EZDAN 9
23	AL BUSTHAN HOTEL
	BARWA VILLAGE
	EZDAN 3
24	AL RAYYAN OASIS COMPOUND
	EZDAN 10
25	ABU SEDAIRA ST. 25.281162, 51.511981
	LE MIRAGE ICON
	JASMIN RRESIDENT
	GHANEM RESIDENCES
27	WAKRA DOOR TO DOOR
26	ALFARDAN EXCHANGE
	BEHIND NASSEM AL ABEEH
	BEHIND AL SAFEER HOTEL
	ALFARDAN GARGEN 1

Parent / Guardian name: _____

PO Box: _____

Street Address: _____

E-mail: _____

Alternate E-mail _____

Tel. Nos: Office _____ Residence _____

Mobile Nos: Father _____ Mother _____

Emergency Contact No. _____

Special Requirements: Disability / Medical Conditions (if any) _____

Children of Year 5 and below will not be left at the drop off point unless the designated adult is present to collect them. In that case the child will be brought back to the school and it will be the responsibility of the parent to collect the child from school. I have read and understood the terms and conditions of school transport services.

Parent's Signature

Date

FOR OFFICE USE ONLY

Start Date: _____

Confirmation form Bus coordinator: _____

Payment status: _____

Confirmation from Finance: _____

School Transport Terms & Conditions – Gems American Academy - Qatar.

General

1. Gems American Academy – Qatar, providing transport services for the students.
2. The School Transport is offered in compliance with the guidelines of regulatory authority- Ministry of Education.
3. All drivers are fully trained, and participating in our ongoing customer care and drivers training courses. They undergo a minimum of “Safe Drivers” training each year.
4. The buses are installed with GPS.
5. All buses have designated pick up and drop off points.
6. The timings provided at the initial stage is subject to change, which will be notified to the parents.
7. **It is the responsibility of the parent(s) to ensure that their child is at the pick-up point at the designated time. Buses will not leave from the collection points ahead of schedule. However, due to traffic pressures, buses will not be able to wait at the pick-up point after the schedule time. Due to traffic delays buses may arrive at the pick-up point and drop-off point behind schedules.**
8. **Children up to year 5 will not be allowed to be left at the drop off point unless the designated adult present to collect them.** In case the adult is not available at the drop off point the child will be brought back to the school and handed over to the school administration. Parents should then collect the child from school.
9. A written request, signed by the parent, is required if a child needs to use an alternative bus route for a day – for example, an arranged playdate. This is subject to availability of a seat on that route.
10. Parents are requested to inform the driver / school administration if the student is absent on a particular day. If the students do not want to use the return trip on any particular day, the parent should hand in written communication or send an e-mail to the school.

11. In case of change in residence, provision of transport service will be subject to the availability of seats on established routes. Fees will be applicable to the new pick up areas as per the fee structure.
12. School reserves the right to decline the provision of the bus service. Allocation of the bus facility will be based on the availability of a seat on the bus in the required area.
13. All buses, drivers and passengers are insured. In case of any claim due to accident, the company's liability is limited to the comprehensive compensation paid by the insurance company, as per the terms of insurance policy.
14. Parents or guardians may compensate the company for all damaged caused / sustained on the bus or to other travelers as a result of inappropriate behavior/ actions by their child.
15. School will use the e-mail id / mobile number of the parents for conveying messages.
16. There are clear bus rules set out by GEMS. There are a set of consequences for students who choose to ignore these rules.

Registration for school transport.

1. All students who require the services shall apply on the prescribed form available in the school.
2. The parent makes necessary payment at the school fee counter. An ID card will be provided to the student. Should this be lost or misplaced, the parents will be required to pay QR.20/- to replace the card.
3. No student will be permitted to board the bus without an ID card. This is mandatory for safety of students.

Transport Discontinuation

1. Transport Facility once availed will not be withdrawn during the term. No refund in case of withdrawal will be made for the unexpired portion of the term, from transport facility. In case of discontinuation due to transfer from the school at least two-week notice should be given to the Transportation coordinator in the specified form. In case of transfer a copy of the transfer certificate should be handed over to the transport coordinator. In this case fee will be charged till the month (inclusive of the month) the student uses the service.
2. Discontinuation of transport facility for the ensuing term should be intimated in the specified form (available with Transport coordinator) at least two weeks before the end of the previous term.
3. No temporary discontinuation is permissible for the months of December and June.

Payment of fees

1. Based on the signed application form, parents will make payment of fees based on the fee structure applicable.
2. Transport fee is applicable and charged for 10 months of academic year, divided into 3 terms. Full payment for each term is required irrespective of the number of working days and needs to be made in advance.
3. Please ask for the Fee Cancellation Policy from the Accounts Office if you wish to withdraw from the service mid-term.

Transport Fee Refund

1. Fee refund is applicable only in case where fees for more than one term have been paid by the parent and facility not availed for the succeeding term(s).
2. In case of temporary discontinuation on medical grounds the fee paid can be adjusted for the next term / month, if approved by the competent authority.
3. In case of discontinuation for any reason other than at the end of the academic year a 'service charge' of QR 100/- is applicable. This charge will also be applicable for return of postdated cheques.

I understand and agree to the terms and condition of GEMS school transport service.

Signature of the parent

____/____/____
Date

STUDENTS BEHAVIOUR CODE!

Students are expected to adhere to this Bus Behaviour Code. Let us work together to keep them safe and happy, while coming to and going home from school. Parents discussing these expectations with their child at home will be very helpful!

STUDENTS MUST:

- ✓ *Be Kind, Be Safe, Be Respectful* at all times.
- ✓ Treat the school Bus Attendant and Driver with the same respect as you would your teachers.
- ✓ Remain seated on the designated seat and wear your seatbelts, where available, throughout the bus journey.
- ✓ Sit facing forward in your seats at all times.
- ✓ Keep the aisles and walkway clear at all times.
- ✓ Report problems to the Bus Attendant and/or Bus Driver.
- ✓ Only travel on your designated bus. If a temporary change is required, parents **MUST** inform the Transport Coordinator at the School.
- ✓ Be ready and on time for departure and pickup.
- ✓ Speak quietly throughout the bus journey.
- ✓ Wait for the sign from the Bus Attendant to leave or enter the bus.

STUDENTS MUST NOT:

- ✓ Throw objects of any kind on the bus.
- ✓ Shout or be unkind verbally and/or physically towards others.
- ✓ Damage the bus in any way (drawing on or putting feet up on the seats).
- ✓ Bring friends onto the bus
- ✓ Place anything outside the windows of the bus at any time.
- ✓ **Eat or drink on the bus.**

Failing to adhere to the above rules will be reported to the school management and based on the severity of the incident the student could be suspended from using the school bus ranging from 1 week to permanent suspension, in such cases there **will be no refund of transportation fees**.

We have read & understand these rules and agree to adhere to them.

Name of Parent: _____

Signature: _____