

Student Registration Form - School Bus Transport Service

Date :

1 Student Information for the Academic Year ()					
Student's Name					Photo
Student ID					
School Name					
Grade/Section					
Date of Birth					
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	
To register, attach copy of the valid Emirates ID for the parent/guardian and student					
Nationality					

2 Medical condition for students (if any)					
Allergies: Specify if any		Special instructions (if any)		Students with special needs (If Yes specify)	<input type="checkbox"/> Yes
					<input type="checkbox"/> No

3 Parent / Guardian Information					
Father / Mother's Name			E-mail		
Telephone number			Father or Mother's Occupation		
Home Phone Number			Emergency Contact Numbers		

4 Residential Details					
1	Residential Address				
2	Land Mark				
3	Pick up point				
4	Drop off point				
5	Makani Number	Street Number	House/Villa Number		

5 Service Details					
1	Name of Service to Transport the Student	Round Trip <input type="checkbox"/>	One Way <input type="checkbox"/>	Trip in the Evening Only <input type="checkbox"/>	
2	Service Duration	One Semester <input type="checkbox"/>	Two Semesters <input type="checkbox"/>	Entire Academic Year <input type="checkbox"/>	

6 Payment method					
Cash		Online Payment	Cheque	Name of the bank	
Credit Card				Cheque No	Date

7 Declaration					
I would like to confirm that the above statements are true and up to date. I agree to use the school transport service according to the instructions of Dubai Taxi Corporation. In case of my absence at the drop-off site, I (father / mother/guardian) of agree that the child is returned to the school administration at the completion of the journey.					
Name: _____ Date: _____ Signature: _____					

For Use of Dubai Taxi Corporation					
Resource and Support Department and Finance Department			School Transport Management - Planning and Customer Relations		
1	Employee Name		Customer Service Coordinator		Employee Name
2	ID No.		ID No.		ID No.
3	Approver		Approver		Approver

Email:school.bus@dtc.gov.ae Timing: 8:30 - 14:30 Telephone number : 042080566 / 042080555

Attachments: Copy of Student ID and Parent/Guardian ID

Registration Requirements	
1	After approval has been received regarding the route, parents/guardians must pay the school transportation fees for the entire academic year or for the 1st semester in cash and for the remaining 2 semesters via cheque. On obtaining the payment, the school transportation service shall be arranged for the child.
2	Mode of payments available: Cash, Cheque, Credit card, Online payment & School Transport Application
3	If the student's ID card is lost or damaged, an issuance fee shall be charged according to the contract with the school (lost or replacement card fee) and the same shall have to be paid upon receipt of the new card. (The card is valid for all the years the service is used).
4	Parents / Guardians need to bear all the charges levied by the Bank if the cheque is bounced.
5	Change of address request during the semester shall be submitted to the school transportation department and the application will be processed within 3 working days after route revision & testing.
6	In case of canceling the service, the guardian must submit the application 15 days prior to the start of the semester to reimburse all fees paid (excluding seat reservation fees AED 500)
7	In case the cancellation request is received within 15 days prior to the start of the semester, AED 500 will be charged towards seat reservation fee and another AED 500 will be charged as cancellation fee. The balance fees will be then refunded.
8	In case the cancellation request is received after the start of the semester, the total fees paid for the academic year will not be refunded.
9	The service will be discontinued for the student, if the outstanding fees are not paid on time. (Time line: One week before the start of service)
10	Availing the service for any number of days during the semester shall be counted as a full semester and the fees shall be paid in accordance with the above conditions.
Waiting for the bus at the desired stop	
1	Request parents/guardians to be available at the stop 5 minutes prior to the specified time, bus will not be able to wait more than 1 minute at the stop.
2	Students need to wait about ten feet from the bus stop, board the in an orderly manner after getting a signal from the driver and avoid pushing or pulling other students while boarding, riding or alight.
3	Students are not allowed to touch the bus while approaching to board the bus and while disembarking.
Use of Bus	
1	Ensure the bus identity card is with your child and available for examination during the school bus ride. The child shall not be permitted to board the bus if the card is forgotten for more than 3 times during the academic year.
2	Students with infectious diseases are not allowed to use the bus at all .
3	For safety reasons, consuming food or drink is prohibited inside the bus, except drinking water with the assistance of the conductor.
4	Students should listen to the driver and bus attendant during the trips and they should cooperate with them.
5	Students should remain seated for the entire trip and should be belted up.
6	Students should not stand, walk or play in the bus through out the journey, emergency door should not be opened or tampered with or any damage to the bus should be caused.
7	In case if any damaged is caused to the bus by students, they will be liable to pay the cost of the damage.
8	All students should demonstrate good behavior and good manners during the journey to provide a secure means of transport for everyone.
9	Avoid throwing garbage/ waste, or any other items inside or outside the bus, be calm and no loud noise should be made during the trip.
Declaration	
1	I understand and adhere to the above mentioned and school transport company will be notified 7 days in advance if there is a change in location or pickup/drop off points.
2	I will stick to the time notified by you, I will inform you regarding service cancellation or if we don't intent to use the school bus for a day or a specific time period.
3	I/we understand the instructions for using the bus and agree with it, and will stick to it in accordance with the terms and conditions of transport bus operator.
4	Failure to adhere to these instructions will result in issuing a warning letter to the parent/guardian and student's service will be stopped after evaluation.
Date :	
Parent's/ Guardian's signature :	
Parent's/ Guardian's name :	
Email:school.bus@dtc.gov.ae Timing: 8:30 - 14:30 042080566 / Telephone number:042080555	