

ALFA INSTITUTE OF EDUCATION & RESEARCH

Doda, Jammu & Kashmir

BUS TRANSPORT REQUISITION AGREEMENT

Academic Session 2026–2027

1. STUDENT DETAILS

Name of Student: _____

Class: _____ Admission No.: _____

Father's Name: _____

Mother's Name: _____

Residential Address: _____

Contact Number: _____

2. TRANSPORT REQUISITION

I/We, the parent(s)/guardian(s) of the above-mentioned student, hereby request Alfa Institute of Education & Research to provide school bus transportation for my/our child for the academic session 2026–2027.

Transport Required: ☐ Pick-up and Drop-off ☐ Pick-up Only ☐ Drop-off Only

Route Details

Requested Bus Route: _____

Designated Pick-up Point: _____

Designated Drop-off Point: _____

Transport Commencement Date: _____

3. TERMS AND CONDITIONS

1. The school bus facility is provided subject to the availability of seats and the designated routes approved by the school management.
2. Parents/guardians must ensure that their child reaches the designated bus stop on time. The bus will not be required to wait for students arriving late.
3. Students must maintain discipline, follow the instructions of the driver and bus attendant, and behave respectfully during the journey.
4. Students must not put their hands or heads outside the bus windows, disturb the driver, or engage in any activity that may compromise the safety of passengers.
5. Parents/guardians are responsible for ensuring that their child is safely handed over to an authorised person at the designated stop, particularly for younger students.
6. Parents/guardians must inform the school in writing if the student will not use the bus service or if there is any change in the authorised person collecting the child.
7. Transport fees must be paid according to the schedule and rules notified by the school management. Any applicable fee revisions will be communicated by the school.
8. Transport fees and payment obligations will be governed by the school's notified transport policy. Discontinuation of the service must be communicated in writing to the school.

3. TERMS AND CONDITIONS (CONTINUED)

9. The school reserves the right to modify bus routes, timings, or pick-up and drop-off points due to operational requirements, road conditions, or safety considerations. Parents will be informed of significant changes.
10. The school will take reasonable measures to ensure the safety of students during transportation. Parents/guardians must cooperate with the school and promptly report any transport-related concerns.
11. The school management may suspend or withdraw transport facilities in cases of serious misconduct, non-payment of fees, or operational or safety requirements, in accordance with school policy.

4. PARENT / GUARDIAN DECLARATION

I/We have read and understood the terms and conditions of this Bus Transport Requisition Agreement. I/We agree to comply with the transport rules and regulations laid down by Alfa Institute of Education & Research and accept responsibility for ensuring that my/our child follows the prescribed safety and discipline requirements.

I/We confirm that the information provided in this form is accurate and agree to inform the school of any changes in contact details, address, or transport requirements.

5. SIGNATURES

Parent / Guardian

Signature: _____

Name: _____

Date: _____ Place: _____

FOR SCHOOL OFFICE USE ONLY

Bus Route Allotted: _____

Bus Number: _____

Pick-up Point Approved: _____

Monthly Transport Fee: _____

Transport Commencement Date: _____ Transport In-charge _____

Authorised By: _____ School Stamp