

B.D.M. International

Centrally Air-Conditioned, Co-Ed CBSE English Medium School, Toddler to Class XII
Pratapgarh, P.O. Narendrapur, Kolkata - 700 103
Tel: 033 2435 9955, 2435 8402
info@bdmi.org, www.bdmi.org
Affiliation No.: 2430004, School No.: 08418



Affix Student's Photo

School Transportation Request Form

I/We request that our child be permitted to use and avail the School Transport Facility provided by The School
with effect from (Date): / /

Student's Name: Admission No.:

Class & Section: Shift: Blood Group:

Father's Name: Mobile No.:

Mother's Name: Mobile No.:

Guardian's Name: Mobile No.:

Home Address:

Pick-up Point: Drop Point:

Date:

Signature of the
Parent/Guardian

Transport Office Use Only

Route No.: Pick-up Point: Pick-up Time:

Route No.: Drop Point: Drop Time:

Payment Details:

Security Deposit: One-Month's Bus Fee: Total:

One Month's Bus Fee for the Month of:

Date:

Signature of the Transport Incharge

Accounts Office Use Only

Payment Details:

Security Deposit: One-Month's Bus Fee: Total:

Fee Receipt No.: Date:

Signature of Accounts Officer

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School Transportation Request Form

- Parents are requested to submit the "School Transportation Request Form" along with all the details. Seat Confirmation is made based on the availability of seats/routes. Form to be filled only once during the first request, and for the subsequent years, a fee book will be issued.
- School will provide the best possible route as per the student requirement; however, bus routes can't be guaranteed as per individual requirements.
- Parents are requested to ensure that their wards below Vth standard are accompanied by an escort during pick-up and drop.
- Students should be at their boarding point at least 10 minutes before the scheduled time; the bus will not wait for latecomers.
- The School should be informed about any change of address and contact number, to avoid inconvenience. All communication will be sent to the updated mobile number given for SMS alert in the Admission form/Almanac. Request forms available at the School Office/School website (www.bdmi.org).
- Parents are expected to give prior intimation to the school office in case they want to pick-up their wards (due to any emergency) by submitting the requisition form, before the bus departure time. Request forms available at the School Office/School website (www.bdmi.org).
- The School shall not have any responsibility prior to the ward has boarding or after deboarding the bus at their respective stop.
- Parents may submit a written application if they wish to change the bus route. Change of the route is subject to seat availability in the bus. Request forms available at the School Office/School website (www.bdmi.org).
- Any child discontinuing the transport facilities in an academic year will not be given admission to the bus facility in the same year. He/she may avail the same from the following academic year.
- Parents are hereby intimated that the transport fees will be charged for the whole academic session.
- A non-interest-bearing security deposit equalling one-month's transport fee must be paid at the time of availing School Transport, which will be refunded, after obtaining a No Dues Certificate from the School upon discontinuation of School Transport.
- Online Payments can be made through the School website via ICICI Bank (Std. I to V), Axis Bank (Std. VI to XII), HDFC Bank (Std I to XII) and PayTM (Std I to XII).
- The School accounts office will accept cash only during an emergency or any difficulty in making payments through Banks.
- Transport fees to be paid within the due dates given in the almanac. In case of non-payment of installment as per due date, late payment fine of Rs.100/- per month and part month will be levied for each installment.
- Parents are requested to give one-month prior notice before discontinuing the school bus service, failing which fees for the next month will be levied as well. All dues including fines, if any, must be cleared before the respective dates in order to avail the admit card for the annual examination.
- No deduction/refund/rebate will be entertained in case of absence of a child during holidays or for broken periods.
- School Transport facility is optional.
- To provide the transportation facility, School has entered into a contract with M/S Pallab Das, 61, AghurSarani, Kolkata-700149.
 - To maintain the buses and provide service efficiently.
 - To fulfil all statutory requirements of CBSE, State, and Central government.
 - To provide, monitor and maintain the transport staff.

Hence, the liability in relation to the transport lies with the transporter.

Declaration:

- While I/We expect the school authorities to exercise reasonable precautions to avoid any injury/accidents. I/We understand that the School bus has no obligations towards injury/accidents that may occur while the child is travelling in a School Transport.
- I/We understand that in the event of an emergency, every effort will be made to notify parents/guardian as soon as possible. I/We have read and understood and provide consent to all the rules regarding School Transport.
- Further, If the request from the School for pick-up or drop at a different location due to any unforeseen situation/event, I/we will fully cooperate.

Date:

Signature of the
Parent/Guardian