

**SCHOOL BUS TRANSPORTATION REQUEST FORM TO/FROM  
RAFFLES NURSERY**

Please complete the form in **CAPITAL LETTERS** and return to the transport representative or drop in the transport drop box at the Raffles Nursery, or Fax it to 04 3976491 or email [csr.rwa@arabfalcondubai.ae](mailto:csr.rwa@arabfalcondubai.ae). For any query kindly call our representative on +971553431592.

**PARENTS' PARTICULARS**

FATHER'S PARTICULAR	FIRST NAME	FAMILY NAME	CONTACT NO.	
Email Address			Tel	
			Mobile	
MOTHER'S PARTICULAR	FIRST NAME	FAMILY NAME	CONTACT NO.	
Email Address			Tel	
			Mobile	

**CHILDREN PARTICULARS**

No.	GENDER (M/F)	FIRST NAME	FAMILY NAME	CLASS/ GRADE	START DATE
1.					
2.					
3.					

**HOME PHYSICAL ADDRESS**

AREA	STREET NAME	UNIT	BUILDING NAME

MAP: Kindly draw a map of your location at the back of this sheet.

This Registration form will not be processed unless it is signed. By signing, you agree to the terms and conditions of student code of conduct.

Parent / Guardian Name	Signature	Date



### TERMS & CONDITIONS & STUDENT'S CODE OF CONDUCT

1. Students will wear seat-belts and sit in the provided booster seats at all times, except when getting on or off the bus.
2. Students are expected to speak in quiet tone of voice, and use acceptable language.
3. No eating or drinking is allowed on the bus.
4. Students are to be courteous and respectful towards the bus driver, attendant and fellow students. **RUDENESS TO THE DRIVERS AND/OR ATTENDANTS WILL NOT BE ALLOWED ON THE BUS.** The conductor will report all matters of misbehavior to the school, who will take action accordingly. This will involve the school telephoning the parents of the child concerned. A second complaint may lead to suspension of bus riding privileges. Please note that any payment made is **NOT REFUNDABLE** upon suspension.
5. All parents need to provide passport size photograph of student and the person who will be responsible for picking and dropping off. This must be provided along with the application form.
6. Bus waiting time for pick up and drop off is maximum three minutes and then bus will move on to next pick up/drop off point. No provision could be made for the bus to come back and Parents of Nursery students are requested to ensure someone meets the bus on arrival at home from the Nursery. Students not met will be taken back to the Nursery to await collection from the Nursery.
7. Parents should deal only with the transport representative and not directly with the driver or bus attendant on all matters relating to the bus transportation service.
8. Students will be dropped off **ONLY** at the Nursery and at their own home. **NO PROVISION CAN BE MADE FOR STUDENTS TAKING THEIR FRIENDS HOME AND WHO NORMALLY TRAVELS ON ANOTHER BUS OR BY CAR.**
9. Transportation Fees:
  - The annual transportation fee of AED 7000 has to be paid as follows:
  - September to December fee of AED 2800 payable by 1<sup>st</sup> September
  - January to March fee of AED 2100 payable by 1<sup>st</sup> January
  - April to June fee of AED 2100 payable by 1<sup>st</sup> April
  - Payments can be made by cash / cheque drawn in the favour of Arab Falcon Bus Rental LLC.,
10. **TERMINATION** – If a parent wishes to terminate use of the bus, written notification must be emailed to the transport representative. He/she will be eligible for a refund of the fees for any full months which have not been used, e.g., if the child withdraws in mid-April, the refund will be for the month of May and June only. **Please note that we don't have one way policy.**
11. Students may occasionally be moved from one bus to another to accommodate changes in pick up areas.
12. Timing for pick up and drop off could be changed occasionally to accommodate new students in the bus.
13. Please note that parents are **NOT** permitted to ride on the school buses.
14. Attendants will travel with each bus.
15. **APPLICATION**- We requires three (3) weeks advance notice for all new application. Late submission may result in students not being to get on the bus on the desired date.
16. Student age must be two years and above to be able to travel on the bus.
17. Minimum twelve students are required to start a bus service in an area.

In the interest of safety, parents are required to sign this Agreement. It is necessary that this Agreement is completed and signed prior to commencing the use of the bus service. Please keep a copy as reminder.

**In addition a Nursery Child Release Form must be completed, signed and handed to the Vice Principal before the start of the bus service.**

Name of children taking the bus service:

No	Name	Grade
1		
2		

I hereby agree to the above Terms and Conditions and Student's Code of Conduct

Parents/Guardian Name & Signature		Date	
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