

## BUS TRANSPORTATION APPLICATION FORM 2025-2026

**Complete this application and submit it to the Bus Supervisor. Submitting this application does not guarantee you bus transportation.**

Please note that our bus services are two-way only, and we do not offer one-way service.

Parent ID:		Parent Name:	
Home Telephone:			
Father's Mobile Number:			
Mother's Mobile Number:			

Student Name:		Student ID:		Grade/Section:	
Student Name:		Student ID:		Grade/Section:	
Student Name:		Student ID:		Grade/Section:	
Student Name:		Student ID:		Grade/Section:	

### HOME ADDRESS

Please attach a sketch plan detailing the exact location if possible.

Flat / House No.		Building Name:	
Street No. Name:		Area:	
Emirates:		Landmark:	

Please select the options that apply.

- ☐ I request that my child leaves the school bus alone when dropped off. I understand that it is my full responsibility to deal with any consequences and that the school does not hold any liability for the safety of my child once my child leaves the school bus. **Please note that KG-Grade 4 students must be picked up by their parents or accompany with older siblings (Grade 5 and above) from the bus stop.**
- ☒ I have read, understood, and agree to the contents of this form and the Bus Transportation Rules and Regulations.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Bus Number (AM Trip):	Pick-up Time:
Bus Number (PM Trip):	Drop-off Time:
Bus Assistant Name:	Date of Application Submission:

## BUS TRANSPORTATION RULES & REGULATIONS 2025–2026

Parents who choose to register their children in the school bus services are kindly requested to understand and comply by the rules and regulations stated below. Please read the following information carefully and then sign the Bus Transportation Parental Consent below and submit the form along with Bus Transportation Application Form to the School Bus Supervisor.

### Bus Transportation Registration

1. The school operates the buses in compliance with the guidelines advised by the regulatory authorities.
2. Parents who choose to have their child commute by bus should complete and submit the Bus Transportation Application at the time of registering their child at the school.
3. Availabilities of bus seats are limited; bus transportation applications are processed on a first-come first-serve basis.
4. Only two-way bus services are provided home to school and school to home.
5. Please note that the bus services will not be provided to your residential point, but to the nearest bus stop locations if there is no proper access for the school bus.
6. The deadline for enrollment in Bus Transportation Services for MAS existing & new students is **June 25<sup>th</sup>, 2025** along with a **deposit fee of AED 300**.
7. The deposited fee will be adjusted against the total transportation fee as per the school's fee structure.
8. The deposit fee will not be refunded after 15<sup>th</sup> August 2025.

### Bus Transportation Fees

1. The bus seat will be confirmed, once the application form is accepted and the parent will make full payment of fees based on the fee structure applicable in the school.
2. Bus service enrollment is for the whole academic year, and parents who choose to have their child commute by bus will be charged bus fees for a full academic year.
3. Bus transportation fees are charged for two-way transportation.
4. Following options are given to the parents for payment of fee:
  - a Cash / Credit Cards at the Accounts counter in the school.
  - b Cheque in favor of 'School Name' at the Accounts counter in the school.

### Cancellation

1. Cancellation requests should be submitted in writing or by email ([transport@almaaref.ae](mailto:transport@almaaref.ae)) at least 30 days in advance.
2. In case of students' withdrawal during the term from the school bus, the transportation refund fees will be calculated as per the MOE By law.
3. The school may decline a bus transportation application in case the student shift in an area that lies outside the school bus trip routes.

### Change in Residential Address

1. In case of a change in the student's residence, please inform the Bus Supervisor in writing or by email; ([transport@almaaref.ae](mailto:transport@almaaref.ae)).
2. In case of a change in a student's residence after the commencement of the school year, parents must complete the Bus Location Change Application Form and submit it to the Bus Supervisor **10 days before** the request is processed.
3. In case of a change in a student's residence after the commencement of the school year, and the school is not able to provide transportation to that area or if the parent does not agree to the pickup or drop off timings or location, bus fees will be charged as per KHDA policy.

### Rules for Pick Up and Drop Off

1. The travel time may vary depending on the number of students/change in routes.
2. Students must wait at the bus stop 5 minutes before the scheduled time of pick-up. If the bus arrives at the stop at the scheduled time and the student is not there, the bus will not wait and will continue its trip.
3. Students are not allowed to leave the bus or leave unattended items on the bus once they board the bus.
4. Parents/guardians should wait for their children at the bus stop where they are dropped off 5 minutes prior to the scheduled time of the bus arrival. If the parent/guardian is not at the bus stop when the bus arrives, then the student remains on the bus and will be returned to school.

5. Parents/guardians who request that their children leave the school bus alone when dropped off should understand that once their children leave the bus at the agreed location, their safety is fully the parents'/guardians' responsibility, and the school does not hold any liability. "Note that KG–Grade 4 students must be picked up by their parents or accompany with older siblings (Grade 5 and above) from the bus stop."
6. In certain cases, parents' advice the bus staff from their balconies/residence to drop the students; in such cases the parents must give a letter undertaking that it is acceptable to them to drop of the students if they are visible to the bus staff. If such an undertaking is not given and an adult is not available to receive the child/children, they will be brought back to the school. If the younger students have older siblings (Year 5 & above) travelling with them, and an undertaking has been given that they can be dropped in the care of the older sibling, this will be facilitated.

### Student Conduct

Students must abide by all school rules and school bus rules and regulations. **Students who repeatedly break the school bus rules or behave in a manner that threatens the safety of others on the bus will result in issuing a warning letter and denied the privilege to use the school bus services (if required) after evaluation. If a student damages school bus equipment or fixtures, financial liabilities for any damages will be incurred and will be paid by the parent.**

To ensure the safety of all students on the bus, students should abide by the following rules:

- Arrive on time for the bus; and board and disembark the bus in a safe and proper manner.
- Always remain seated with the seat belt on until dismissed.
- Sit quietly and refrain from disturbing others.
- Be polite and respectful with other students, the bus driver and bus assistant.
- Refrain from pushing or fighting with others.
- Refrain from any behavior that might endanger the safety of others.
- Refrain tampering with or damaging bus equipment, including scribbling on bus walls or seats.
- Refrain from eating or drinking on the bus.
- Refrain from littering in the school and throwing objects in and out of the bus.
- Respect and follow the instructions of the driver and bus assistant.

### Deadline Dates & Communication

1. Deadlines:
  - Enrollment in Bus Transportation Services for MAS existing and new students: **25<sup>th</sup> June 2025.**
  - Change in residential address: **20<sup>th</sup> August 2025.**
2. Please communicate cancellations or any changes to your residential address or bus stop locations to the Bus Supervisor in writing or by email. ([transport@almaaref.ae](mailto:transport@almaaref.ae))
3. For any suggestions or complaints, please email to Manager Operations ([syed.moosavi@almaaref.ae](mailto:syed.moosavi@almaaref.ae)).

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☒ I have read, understood, and agree to abide by all the above mentioned.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_