

ION No.09/2024-25

Date : 24 April, 2024

**MANDATORY BUS DUTY ASSIGNMENT**

Dear Teachers,

It has been observed that there is a recurring trend of teachers skipping their assigned bus duties without prior notice or valid justification. As a reminder, bus duty assignments are crucial for ensuring the safety and well-being of our students during transportation to and from school.

Henceforth, it is imperative that all teachers adhere strictly to their designated bus duty schedules. No exceptions will be permitted without prior authorization from the Principal.

Furthermore, any engagements or commitments that may conflict with bus duty assignments must be planned well in advance and communicated through the reporting officer to the Principal. Any deviation from this protocol will call for an explanation.

Mutual changes of duties between teachers are strictly prohibited. In the event of an emergency requiring a change in duties, permission must be sought directly from the Principal through the Transport Incharge

Your cooperation in this matter is greatly appreciated as we strive to maintain a safe and efficient school environment for our students.



**Asha Prabhakar**  
(Principal)

Kindness, Resilience, Respect



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