



REQUISITION FOR SCHOOL TRANSPORT (2025-26)

Dear Parent,

The School provides Airconditioned transport facilities to students covering most of the areas/sectors across Noida, Indirapuram and the adjoining areas of Delhi.

For the purpose, the school operates a fleet of Outsourced and School owned buses on 26 routes for students of Classes I-XII and 6 routes for Pre Primary School.

The route planning is done for the Main Arterial Roads as buses cannot go into narrow colony roads and the school has limited bus stops to ensure timely arrival of the buses in school and reduce the travel time taken by the students.

The school deployed buses conform to all safety norms i.e. they are fitted with CCTV Cameras, have Fire Extinguishers and are provided with a First Aid Kit. The School Transport is GPS enabled so that the School and Parents can monitor the movement of buses. All buses have experienced staff, i.e. the Driver, Helper, Lady Guard /School Teacher travelling, both in the morning as well as afternoon routes.

The school has initiated planning the transport for the next academic session, i.e. 2025-26, parents of Classes Pre Primary to XII desirous of continuing with the school transport to fill up the Transport Requisition Form shared below and submit the duly filled form to the respective Class Teachers latest by 20th Feb, 24.(Please note that the availability of the transport facility for the new academic year is not guaranteed based on usage in the previous year. To secure the transport service, kindly ensure that the transport requisition form is submitted.

The link of the Form will also be circulated in all the class broadcast groups.

https://bbpsnoida.balbharati.org/wp-content/uploads/2025/02/Transport_Proforma.doc

Students who are currently NOT using the school bus facility but wish to use the same during the next academic session must fill up the Transport Requisition form and submit the hard copy to their Class Teachers /Transport Incharge, Mr. Ravindra.

https://bbpsnoida.balbharati.org/wp-content/uploads/2025/02/Transport_Proforma.doc

New admission cases who wish to avail school transport must definitely fill up the Transport Requisition Form

The details of existing bus routes along with the bus stops, the timings and the charges payable are given in the link for information of all parents.

<https://bbpsnoida.balbharati.org/wp-content/uploads/2025/02/final-bus-stop.pdf>

- a) While making choices, parents are requested to take into account the following information:
- b) Please specify the desired bus route and stop in the google form, after checking the school routes available on the school website.
- c) In case the bus stop that you wish to request, does not exist in the routes published on the website, please provide your complete residential address and nearest landmark and the school will try and may facilitate the request.

THE REVISED BUS ROUTES FOR SESSION 2025-26 WILL BE PUBLISHED ON THE SCHOOL WEBSITE LATEST BY 15 MARCH, 2025 BASED ON THE RESPONSES RECEIVED FROM THE PARENTS.

GUIDELINES FOR PARENTS OF STUDENTS USING SCHOOL TRANSPORT

As part of the commitment to ensure safety and well-being of all students, all stakeholders are requested to adhere to the important guidelines in order to ensure a smooth and disciplined experience for children during their journey to and from school.

Pick-Up and Drop-Off Protocols:

Students using school transport are not permitted to travel by any other route, except the Bus Route that has been allotted to them.

Designated Stops:

Students must board and alight the bus only at their assigned bus stops and not just anywhere as per his / her convenience. Requests for changes in the bus stop during the session should be communicated to the school administration in writing and will be subject to approval.

Students are expected to reach their bus stops 10 minutes before the arrival time of the bus. Delays in boarding the bus can disrupt the schedule for all students.

Parent ID Card Requirement:

Only parents carrying a valid Parent ID card or an authorised person carrying the Parent ID card is allowed to pick up children from their assigned bus stop.

Authorized Pick-Up:

Parents are requested to see that the children are escorted to and from the bus stop (s). Pre-Primary and Primary school students will not be dropped off at their bus stops by Lady Guards(s), if the guardian/parent is not present on the bus stand for pick up. Students will be brought back to the school in such cases and parents will be required to pick up the wards from school.

Classes VI to XII Students:

If parents of students in Classes VI to XII cannot be present at the bus stop for pick-up, they must submit an undertaking to the School Principal stating their unavailability, outlining the alternative pick-up arrangement.

Discipline During the Journey:

While Teacher-in-Charge for the Route / Lady Guard will be responsible for orderly behaviour in the bus. Indisciplined behaviour by any student in the school bus will invite disciplinary action and will make the student ineligible to use the school transport.

Seating and Behaviour:

Students are expected to remain seated throughout the journey and refrain from moving around in the bus. Standing or walking while the bus is in motion is strictly prohibited.

Respect and Courtesy:

Students should maintain respectful behaviour towards the bus driver, bus attendant, and fellow students. Bullying, teasing, or any form of inappropriate behavior will not be tolerated.

Use of Electronic Devices:

The use of electronic devices is strictly prohibited in the school bus. Use of cellphones in the bus will result in confiscation by the bus attendant.

No Littering:

Students are encouraged to keep the bus clean and avoid littering. All waste should be disposed of properly in the bins provided.

Parental Responsibility:

Communication: If a child is not using the school transport on a particular day, parents must inform the School (bbpsnd@balbharati.org) > Class Teacher> Transport Incharge in advance.

Addressing Concerns: With regards to withdrawal of bus facility by a student, a month's notice is to be submitted by the parent. No bus withdrawal will be permitted in the 4th Quarter. Bus facility will be provided subject to availability of a seat in any route.

Any concerns related to bus routes, stops, or behaviour on the bus should be promptly communicated to the School Principal via email - bbpsnd@balbharati.org

The transport fee is applicable for 12 months, since we have a fleet of Lady Guards and other helpers hired to run the buses.

Asha Prabhakar
(Principal)

Kindness, Resilience, Respect



Copy to:
VPL / HMs/Transport I/C
Staff
Website I/C

