

Transportation Form 2025-2026

Child's Information

Full Name: _____

Date of Birth: _____

First Language: _____

Other Language: _____

Class (if known): _____

Any Medical Conditions, please detail below:

Will you be providing your child with a booster seat? * ☐ Yes ☐ No

*Booster seat must be clearly identified with your child's name. Please refer to sample seats below.

Pick up and Drop off Information

Residential address: _____

Directions: _____

Sample of Booster Seat ALLOWED:



Sample of Booster Seat NOT ALLOWED:



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Pick Up Contact

Name	Relation	Contact Number	Emirates ID (for identification purposes)

Drop Off Contact

Name	Relation	Contact Number	Emirates ID (for identification purposes)

Child's Information

I authorise South View School to transport my child in the school bus to and from school based upon the designated pick up/drop off point provided and for the school representative to hand my child over to the persons listed above as pick up and drop off person. I understand and acknowledge that without my written authorisation, my child will not be released into the care of anybody other than the aforementioned people. I understand the school transport service is provided by a third - party transport company, and I agree and acknowledge that use of this transport service is at my own risk and subject to SouthView School terms and conditions printed overleaf.

Signature of Parent / Guardian:

Name of Parent / Guardian:

Email:

Date:



Transport Service Terms and Conditions

1. The school will set out the bus route and designate a suitable pick-up/drop-off point at/near to the address listed in this Transport Form (the 'Designated Point'). If your designated pick-up/drop-off point changes you will be required to complete a new transport form. **It will take 5 working days for changes to take effect. Therefore, please complete the new transport form in plenty of time before changing address.**
2. Either a parent or pick-up/drop-off contact person must put the child onto the bus at pick-up time and take the child from the bus at drop-off time. If there is delay on their part, Parent/Guardian should bring their child to school on their own accord, without holding the driver accountable.
3. The Bus Attendant will give a missed **call 5 minutes** before reaching the pickup/drop off point. The school bus cannot wait for any child or parent, and as such:
 - a. If the parent or pick-up/drop-off contact person is not at the Designated Point with the child at the allocated pick- up time, **the bus will only wait for a maximum of 2 minutes** before continuing its route.
 - b. If the parent or pick-up/drop-off contact person is not at the Designated Point at drop-off time the child will remain on the bus, and the bus will continue its route until all the remaining children have been dropped off, at which point the bus will return to school. Here, the Bus Attendant will hand over the child to our administration department. It will be the responsibility of the parent to arrange pick-up of their child from school.
4. In the event of a child being absent from school, parents are required to inform the Bus Attendant, at least **1-hour** prior designated pick-up time, via phone call or text message.
5. In case parents want to pick up their child from school themselves, parents should notify the Transport Coordinator and Reception at least **24 hours** in advance via email or phone call.
6. For safety purposes, requests for sudden changes in designated pick-up and drop-off person will not be allowed. Parent must send a formal letter to the Transport Coordinator and the School Manager at least 48 hours in advance, and provide clear copy of proof of identification such as Emirates ID.
7. In the event of any delay/variation to the route, the Bus Attendant will inform the parent or pick-up/drop-off person via telephone or text message.
8. The school accepts no responsibility for delays in pick-up or drop-off due to traffic, road works, adverse weather conditions or any other reason.
9. The school reserves the right to change the bus route, either temporarily or permanently, as necessary, and to discontinue the bus service from any area. **Timings are subject to change on any addition and deletion of picks or drops on a particular route.**
10. Bus timings are subject to change during the Holy month of Ramadan to align with the school's Ramadan timings.
11. For safety reasons and in compliance with RTA regulations, **the children are not allowed to eat and drink** on the bus, other than water.
12. Any child who is ill, injured, has a contagious disease or in any way appears to be unwell will not be permitted to use the bus until fully recovered. Parents may be asked to submit, in advance, a written doctor's note to that effect.
13. Parents are responsible for any accident/injury or damage caused by their child to the bus or any other passenger and may be asked to compensate the relevant party, accordingly. The school reserves the right to terminate a child's place on the bus for misconduct.
14. Students are expected to follow the instructions of bus assistants to ensure all students are safe throughout their journeys. **Students are prohibited from using electronic devices** on School transport unless agreed otherwise with a member of South View Senior Leadership Team. **Students are expected to always treat fellow students and bus staff with respect. The school reserves the right to terminate a child's place on the bus for any reason**, particularly if the above conditions are not met.
15. Parents who have concerns about their child's safety or wellbeing on the journey to or from school should immediately report these to: transport@southview.ae and scott.webster@southview.ae



Transport Service Terms and Conditions

16. If parents wish to discontinue their child's use of the school bus service, they are required to give one (1) month advance written notice to the school, specifying the exact date of discontinuance. From the date that a parent gives such notice, the school has the right to allocate that child's place on the bus to another child, effective as of the date specified in the notice.
17. The bus, driver and all passengers are fully insured in compliance with regulatory guidelines. However, please be aware that in the event of any accident/injury claim, the transport company's liability is limited to the compensation paid by their insurance company, as per the terms and conditions of their motor vehicle insurance.
18. The school accepts no liability for any accident or injury that may occur. Parents use the transport service at their own risk.
19. Parents will provide a copy of an Emirates ID for any person identified as contact person.
20. Your child will be issued with a school transport lanyard and ID card. This MUST be worn at all times whilst on the school bus. Should this lanyard be misplaced anywhere (including during the school day) there will be a cost of AED 50 to issue a replacement.
21. There will be no bus transport services arranged in the afternoon other than the agreed timings in case the child must attend any external or internal ECA commitments.
22. Parents/Guardians are responsible for safely bringing their child to the bus or designated pick-up point and after the child disembarks from the bus. Parents should make sure the child stays at least 10 feet away from the moving bus and should wait until the bus comes to a full stop before approaching it.
23. Parents will be held responsible for objects carried by the students on the bus. Any object too large to be carried by the student will not be transported on the school bus. Glass items are not permitted on the bus.
24. The school management reserves the right to discontinue or deny transport services of a child if the following conditions apply:
 - a. If a child is responsible for delaying the trip more than 3 times in a single academic year.
 - b. If a child breaks any safety rule and makes others prone to danger during the trip.
 - c. If a child alights from the bus before arriving to the specified drop-off point without prior consent.
25. **Students will be accommodated for the paid routes only (morning pick up and/or end of school day drop off). The service is NOT applicable for any emergencies occurring during the school day (Ex. child pick up from the clinic, etc.) It is the parent's responsibility to arrange for pick up during the day.**
26. In case of change of residence, provision of transport service will be subject to the availability of seats on established routes. The request needs to be put in writing at least 2 weeks before anticipated date of change. We CANNOT guarantee continued provision in the circumstance of student's residence changing.

Fees:

1. Parents are required to pay the fees for transportation in advance as per the fee structure.
2. The fees are payable in full for each term, irrespective of any holiday during this time.
3. There will be no discount if a child only travels one way on the bus and/or if the child cannot ride the bus in the afternoon due to external or internal ECA's.
4. Payment must be paid from the start of the school year and by the start of each term after that.
5. No refund is paid upon discontinuation of bus transport services other than as stipulated in the applicable Fee Payment Policy of the school.

