

Undertaking for Availing / Not Availing Optional Transport Facilities

To
The Principal
Kanasu World School, Surat

I,
(PARENT NAME IN BLOCKS)

Parent of:
(STUDENT NAME IN BLOCKS)

Class: Adm. No.:

Below, please Tick the applicable [✓] and Strike out what is not applicable:

hereby state that my ward will be availing optional Transport Facility to and from school for the Academic Session 2026-27:

- 1. **Bus Stop No.:**
- 2. **Bus Stop Name:**

hereby state that my ward will not be availing optional Transport Facility to and from school for the Academic Session 2026-27.

KWS Rules & Regulations Pertaining to Optional Transport Facility

KWS offers optional Transport facilities via outsourced contract. KWS however, is responsible for the school transport system following safe operational guidelines. Parents may avail of the optional Transport facility, if seats are available and subject to the following transport policies:

- 1. Parents who wish to request the creation of a new Designated Stop may apply for the same to the KWS Transport Committee, but Transport Routes with Designated Stops are decided by KWS, ensuring the convenience and safety of students and logistical efficiency. No Designated Stop may be created to accommodate the individual convenience of any new admission.
- 2. KWS Transport facility may be applied for only through the prescribed **Availing Optional Transport Facility Undertaking** form on our website. The filled-in application form, along with a new set of photographs and the quarterly Transport fee should be submitted to KWS by the fifth day of March, June, September, and December.
- 3. The approval of your application for KWS Transport is also subject to your signing an **Optional Transport Facilities Undertaking** to abide by all transport and safety guidelines. Any serious misbehaviour or indiscipline on your part may lead to cancellation of the optional Transport facility.

4. The optional Transport facility, may not be demanded only for a part of the Academic Session. Once availed, Transport facility will mandatorily be applicable for the complete upcoming Academic Session, including calendar vacations and holidays. Only for parental convenience, the actual total annual expenditure on Transport per student is divided into four equal quarterly instalments. Parents should, therefore, take into consideration the total annual facility charges when calculating Transport expenses.
5. Transport charges will be payable as per KWS rules. Once paid, neither partial nor full Transport fees may be refunded in case of withdrawal / cancellation of Admission or of Transport during the Academic Session. Moreover, requests for availing of or for discontinuation/ cancellation of Transport facility, in the middle of the Academic Session will not be accepted by KWS.
6. If you wish to change your Designated Stop or Transport Route, then a new application for the same, along with an application for new ID Cards must be submitted to KWS.
7. New parent and student ID Cards are mandatory with new Transport Route and will be issued only after surrender of the previous set of ID Cards.
8. Any change in transport is not effective till approved by KWS. Approved changes will become effective only from the 1st working day of the next calendar month following the date of application.
9. Each Transport route is supervised by a Teacher Escort. The daily transport operations are coordinated by the Transport Supervisor.
10. You must wear your Student ID Card and correct uniform to board the KWS vehicle.
11. Be at your Stop at least 10 minutes prior to the scheduled time of arrival of the vehicle. The KWS vehicle will not wait for latecomers, to avoid delaying the entire route.
12. You should wait on the correct side of the road of the arriving KWS vehicle. Do not board/leave the vehicle until it comes to a complete halt.
13. You are not allowed to board another KWS vehicle if you have missed your allotted vehicle. The drivers are authorized to stop vehicles only at the Designated Stop and are instructed only to obey KWS instruction. So, do not try to overtake and stop your vehicle in between Designated Stops as this will cause an accident. If you are unable to catch up with the vehicle by its last scheduled stop, then please drop your child punctually at KWS.
14. Do not play near, behind or under a parked KWS vehicle. Do not enter any parked vehicle without permission from your Teacher Escort. Do not touch the instruments panel of the vehicle.
15. Unruly behaviour like pushing, shouting and playing at the time of boarding / alighting or even within the KWS vehicle is dangerous as it will distract the driver's attention.
16. You should sit as directed by the Teacher Escort immediately after boarding your KWS vehicle. Do not change your seat without permission nor try to reserve any seat for friends.
17. Behave politely towards other students and all teachers commuting by KWS vehicle.
18. Do not stand or move around in the moving KWS vehicle. Do not place any part of your body outside the vehicle to prevent injury. Do not throw anything out of the vehicle window. Do not fall asleep as you may fall or hit your head.
19. Do not place your schoolbag or other belongings on the aisle of the KWS vehicle. Do not take anything out of your bag. Do not eat anything or discard trash or food inside the vehicle. Check that you have collected your belongings before getting off the vehicle.
20. A **parent or a responsible adult with the parent ID Card** must punctually drop or pick up the student at KWS / their Designated Stop.

21. To ensure student safety, it is mandatory for KWS to verify the Parent ID Card before dropping the student at the Designated Stop. Without checking and matching both parent and student ID Cards, no child up to Class 5 may be handed over to the parent / guardian. Parent ID Card is also advised for picking up the student from the Designated Stop.
22. In the absence of the parent/guardian with ID Card, the student will not be dropped at the Designated Stop but will be returned safely to KWS with telephonic intimation to the parents to come and collect their child.
23. The Teacher Escort is responsible for maintaining discipline in the KWS vehicle. Parents/Guardians are strictly forbidden to board the vehicle without the Escort Teacher's permission. In case of any problem, instead of arguing with the Escort Teacher, conductor or driver, please submit a written complaint to the Principal.
24. You may also telephonically report any deviance, offence or accident to the KWS Transport Supervisor.

Please note that KWS is not responsible for the safety of your child after handing over to the authorized person on production of parent ID Card, and once the student is outside the school campus/vehicle.

We as parents hereby also agree to follow and abide by the above and any other rules and regulations pertaining to transport, arrival and departure laid down by KWS from time to time.

Parent Signature:

Date: