

School Bus REQUEST FORM

If you would like to use this service, please fill out and submit the School Bus Request Form to our Reception.

STUDENT INFORMATION

Full Name

Sibling details (if any)

Class Parent's mobile number (If nobody arrives to pick up your child then the Bus Monitor will call this number.)

Starting date

Pick-up point (Please tick) ☐ District 7 ☐ Tao Dan Park ☐ District 2 ☐ Dam Sen Park

Pick-up & Drop-off address

Notes

SCHOOL BUS SERVICE REGULATIONS

Conduct

- Students must always listen to the directions of the Bus Monitor.
- Be quiet and only use indoor voices.
- Everyone must remain seated and wear a seatbelt while the bus is moving. The school's Positive Behavior Policy must be followed at all times.
- Students should not eat or drink (except pure water) on the bus. Windows must remain closed.
- Keep head, hands, arms inside the bus. Be respectful to others.
- To view full school bus policy, please [click here](#) or scan here.



Pick-up & Drop-off

- Students should be ready to be collected when the bus arrives at their house/pick-up place.
- Unfortunately, with many others to collect, the bus is unable to wait for lengthy periods (max 2 mins).
- When being dropped at home/drop-off point, students must exit the bus sensibly and then follow the bus monitor's instructions.
- Early Year and Primary students are to be received into their house by either their parents or their house staff.

Contact

- If the bus is unexpectedly delayed for more than 15 minutes, the Bus Monitor will contact parents to advise on the amended schedule.
- Parents must inform the Bus Monitor in advance if their students will not use the bus service on any occasion.
- Parents may contact the Bus Monitor or Reception with any questions or concerns.
- If you would like to cancel the bus service, please fill out and submit the [Bus Cancellation Form](#) to our Reception.

I fully understand that this request form does not guarantee my child a place for this bus service until the bus service fee has been paid in full.

Parent's signature

Parent's name

Date

* Please be advised that by providing your typed signature or e-signature you acknowledge and agree that it shall constitute your legally binding signature.