

## Terms and Conditions for School Bus Service Opt-in Opt-Out

**Please read all the terms and conditions before you agree.**

Confirmation of transport will be provided based on seat availability and route planning. Our team will confirm with you accordingly.

1. **Pick-up and Drop-off Points:** Buses will have designated pick-up and drop-off points (which may not be door-to-door). Please ensure your child arrives at the stop on time in the morning. For afternoon drop-offs, someone should be available to receive your child at the designated stop. If no authorized person is available, we will bring the student back to school for safety reasons.
0. **Timeliness:** Buses will operate on a strict schedule. Please ensure your child is ready at the stop at least 3 minutes before the scheduled pick-up time. The bus will not wait more than two minutes.
0. **Behaviors and Discipline:** Students are expected to follow the bus rules, which include respecting the driver, nannies, and fellow students; remaining seated while the bus is in motion; and refraining from any disruptive behavior. Eating, using iPads, changing seats, etc., are not allowed on the bus. All bus rules will be enforced and consequences for breaking rules will be subject to Principal discretion.
0. **Safety:** Seat belts, where provided, must be worn at all times. Students should not engage in any activities that could distract the driver.
0. **Communication:** Any changes in scheduled pick-up and drop-off times should be communicated to the school at least 2 hours in advance. Last-minute notifications may not be accommodated.
0. **Fees and Payments:**
  - o Bus fees should be paid on a termly basis in advance.
  - o The same fee applies for one-way or two-way (pick-up and drop-off) services.
  - o Non-payment of fees will result in the cancellation of the seat and immediate cessation of services.
  - o A minimum of one month's fee will be charged if a student uses the service for a single day. No prorated fees will be considered.
  - o To cancel bus service, you must inform the school one month prior; otherwise, the entire month will be chargeable. Resumption of bus services after cancellation is subject to seat availability.
  - o Refunds of transport fees are based on your notification to the school a month in advance and will be calculated based on any additional fees paid. Refunds are applicable only if all other dues are settled, or the excess transport fee will be adjusted against other dues.

**07. Emergency Procedures:** Students are expected to follow emergency procedures guided and instructed by nannies/drivers.

1. **Route Planning:** Route planning will be done by the school's transport management with the child's travel time in mind.
2. **Route Changes and Notifications:** Occasionally, routes and schedules may change due to weather, route planning, or other unforeseen circumstances. The transport team will keep you notified.
3. Any transport-related concerns or discussions should be coordinated with Mr. Mohamed Nadeem Email: [operations.riyadh@owis.org](mailto:operations.riyadh@owis.org) Mobile: +966 552 515 875

Transport services will be confirmed after school approval. The school reserves the right to change timings, seats, routes, and deny services if school policies are not followed.

Please confirm your understanding and agreement with these terms. If you have any questions or concerns, please do not hesitate to contact us.