



**GEMS** INTERNATIONAL SCHOOL  
CAIRO

**SCHOOL**  
**TRANSPORTATION**  
**APPLICATION FORM**  
**2022-2023**



## APPLICATION FORM

Name of Student

Student ID

Grade Group

### Brother(s)/ Sisters(s) in the school

Name of Student

Student ID

Grade Group

**Address** Area / District, Street, Building number & Nearest land mark

Father

Mother

**Map**

## Adults allowed to collect chil(ren) in the afternoon

Full Name

ID


## TERMS AND CONDITIONS

Please Read carefully

- The school bus is considered “an extension of the classroom.” That means we have the same standards of behavior as in the school. The school reserves the right to remove the offer of a bus service for any student who violates School-Based Rules or the Code of Conduct while on the bus, according to the provided report from the bus matron and school investigation.
- The declaration form should be signed, dated, and attached to this request. Failure to do so may result in the withdrawal of the school bus service. You are asked to explain and discuss our rules to your children and encourage them to follow them.
- This request is not a confirmation of acceptance. Please note that we may not be able to provide a certain service for some areas of the city due to insufficient demand and the unacceptable length of time that a student may have to spend on a school bus.
- The Transport Department also reserves the right to refuse transport services for routes that do not have a minimum number of students.
- Enrollment in the Transport Service is only necessary, once a year, upon the re-enrollment of the student (with school re-enrollment fees/ down payment). Therefore, routes are confirmed, and your child's space is guaranteed once bus fees are paid. Failure to do so may result in registering the student on a waiting list.
- After the settlement of the down payment amount, a remainder of the transportation fees payable over two installments in August and October will cover the academic year.

Down Payment for Bus Service Enrolment	April, 2022	Adjustable towards the 1st instalment of bus fees
1 <sup>st</sup> Instalment Covering service from 1st day of school till T2 midterm break	August, 2022	Remainder of the 50%
2 <sup>nd</sup> Instalment Covering service from 1st day of school till T2 midterm break	October, 2022	50% of bus fees



## TERMS AND CONDITIONS

- No enrollment is accepted for specific periods such as days or weeks. Requests for one-way transportation are subject to seat availability based on the desired journey.
- If you wish to withdraw from the Transport Service, you must submit a written notice prior to the academic term. Note that you can't claim the transportation fee after using the service.
- In case student address/ pickup or drop-off location is changed, a new request must be submitted, and bus service enrollment will be subject to the availability of seats on the new route.
- Our buses supervisors & drivers will only pick up children from the pick-up point and have been told to wait no more than 3 minutes after the pick-up/drop-off time, so make sure your child is at the bus pick-up point on time.
- For the ASA (After School Activities) the drop-off is a pooling point.
- Ensure an adult is at the place determined by the school to collect your child from the bus. If there is nobody there, then the child has to be sent back to school.
- Bus supervisors and drivers are prohibited from coordinating with parents to change the destination or pick-up points. In case this is required, parents must fill a new transportation request with the school transportation department. Buses are not permitted to change route nor to return to pick up the student. The bus will not return to deliver items left on the bus.
- Please contact the transportation department via email or mobile should there be any concerns or issues with the bus journey to or from school. Please do not contact bus supervisors directly.
- The school holds the right to terminate the contract in case of severe misconduct, several warnings, and after a thorough investigation.

**PLEASE FILL IN ALL INFORMATION AND RETURN THE FORM TO THE TRANSPORTATION OFFICE AT THE SCHOOL**

I hereby acknowledge that I have read, understand, and agree to the above terms & conditions relating to my child(ren) transportation service provided by the school.

**Parent's /  
Guardian's Name**

**Signature**

**Date**

## SCHOOL TRANSPORTATION DECLARATION FORM

- We will be on time for pickup in the morning, and ready to receive the children on time at the drop-off point.
- We will arrive at our bus on time after school.
- We will wear properly adjusted seat belts at all times.
- We will talk quietly and politely to one another.
- We will treat each other with respect. We will show respect and listen to the transport staff.
- We will keep the bus clean.
- We will always keep our hands and body parts inside the bus.
- We will follow the rules, so we do not distract the driver.
- We will only leave the bus at our designated stop.
- We will report any incident to our parents/teacher/transport department.
- We will use headphones to listen to music.
- We will ask the bus monitor if we need help while we are on the bus.
- We will inform the Transport Office 24 hours in advance if we are not going to use the bus.
- We will stay in the bus seats all the time.
- We will speak politely.
- We will respect the bus matron and driver at all times.
- We will not eat or drink on the bus, only water is acceptable.
- We will not take pictures or videos of others on the bus.
- We will keep the bus clean and tidy and take all our litter with us when we leave.

PLEASE FILL IN ALL INFORMATION AND RETURN THE FORM TO THE TRANSPORTATION OFFICE AT THE SCHOOL. I have discussed the above rules with my child and agree that my child will follow the rules as listed, or risk not being able to travel on school transport.

**Parent's/  
Gurdian's Name**

**Signature**

**Date**