



دي بي اس - مدرسة مونارك الدولية

DPS-MONARCH INTERNATIONAL SCHOOL

TRANSPORT INSTRUCTIONS

1. Parents should confirm the availability of transport and timings before the usage of our service.
2. Pickup /Drop off timings can be changed and informed by the transport dept.
3. The students are expected to wear their bus/ID cards regularly.
4. Students should be at the bus stop at least 5 minutes before the normal pickup times. Drivers or attenders will not give missed call prior to the bus arrivals. Parents are requested and responsible for bringing their wards to the bus pick-up point and making provisions for receiving them at the time of drop off.
5. At the time of boarding, please ensure that your child does not move towards the bus until it comes to a complete stand still.
6. School buses will bring students back to school in case parent is not there to receive students in their respective stop.
7. Students must maintain discipline while using the school transport. Indiscipline in the bus such as fighting, talking loudly, disturbing fellow passengers or damaging vehicle are not allowed to use the service and will be subject to disciplinary action including suspension of transport service.
8. Provide written note to the school, if your child is to return home by any other means and is not to take the bus home at all or in case of an early dispersal. Parents are advised to get the gate pass from the security guard before collecting your child. Parent should also inform the respective bus driver while come to collect the child.
9. Changes in Pick-up or Drop-off points will be accepted only on prior written permission. Kindly send a note to the administrative office.
- 10. Transport will provide services to your ward(s) as per mention address on the transport requisition form, it will not change frequently on daily basis as per your availability places. (Kindly check this point)**
11. Instructions by the Teachers travelling in the bus should be strictly followed.

12. The bus attendants and the drivers are fully authorized to guide your child inside the bus as well as report to the school office if your child is not following the above guidelines.
13. Due to the safety and security of the students, we do not allow students to go by taxi without an adult accompanying them. Therefore, either one of the parents should attend to the children in case of non-availability of the private transport /School transport.
14. Since the transport department is experiencing slow moving traffic during the students pick up and drop off due to the ongoing construction work in Qatar, Parents are requested to abide the timing and pick up and drop off location given by the respective driver.
15. Please note transport helpdesk will be available only during the school hours [7.00 am to 4.30 p.m.]. Parents are requested to drop an official email to transport after school hours.
16. For any updates on transport, kindly check the school website regularly.

TRANSPORT FEE POLICY

Greetings from DPS Monarch International School!

At the outset, we express our profound gratitude to all our parents for their continued support and cooperation. This is to inform you all that the school has reviewed and updated the Transport Fee policy. Accordingly, we would like to inform the parents that the transport can only be provided to the students based on the below mentioned terms & conditions.

- (1) Transport service is an optional service provided by DPS-MIS.
- (2) Transport service cannot be provided unless the transport policy is accepted by the parent.

- (3) Transport Fee dues, if any, must be fully paid before the start of the term in order to avail the service.
- (4) Transport Fee must be paid along with the tuition fees, to avail transport services.
- (5) In case of discontinuation of transport during the term after opting for the same, and failure to pay transport fees, same will be adjusted against any subsequent fee payment made by the parent, regardless of whether the transport service has been used on any day during the term. Please note that, once the transport fee is generated, the student becomes liable to pay the same for that term.
- (6) Parents In case of cancellation of the transport service after the payment of the transport fee, the same will not be refunded or adjusted or carried forward to the next term, regardless of whether the transport service has been availed or not on any day during the term.
- (7) If a parent wishes to change the residence area(zone) from “Inside Wakra” to “Outside Wakra” during the academic year, the changes in the transport fee will be calculated with effect from the current term, and the same will not be adjusted or carried forward to the next term.

Please note that before applying for any route change, the same must be confirmed with the transport Department about the availability of service/seat in that route. The Transport will only be provided if there is service/Seat.

For “Transport policy” related clarification or any route (new / change / discontinuance) related query, please email at “transport@dpsmisdoha.com”. (All transport related forms are available in the school website. (www.dpsmisdoha.com)).

For any fee related query, you can reach us at accounts@dpsmisdoha.com.