

**WOODGROVE PRIMARY SCHOOL - SCHOOL BUS REGISTRATION 2024****1. SCHOOL BUS TRANSPORT**

Our Company is the authorized school bus contractor offering school bus service for your children studying in Woodgrove Primary School. To register, please complete the registration form attached and return to bus attendant, fax or email it to us by *30 November 2023*. Parents will be informed by telephone of the individual pick up time & bus no. after *20 December 2023*. For enquiries, please contact Mr Yeo Kah Hua at **Tel : 6269 4708 or H/P 9632 7095 / In-charge person: 9640 9551 (Ms Irene)**

**2. TRANSPORT FEES**

- All fees are payable directly to the bus attendant or driver **by the 5th of each month**.
- The annual bus fares will be collected over 9 months in January, February, March, April, May, July, August, September and October. There will be no collections for the months of June, November and December.

**3. TERMINATION OF SERVICE**

- One month's prior notice in writing must be given for termination of our service.
- **Failing to pay 2 consecutive months transport fee will lead to termination of service with us.**

**4. SAFETY GUIDELINES FOR STUDENTS**

- a) Students should not get off the bus except when they have reached the school or their own home.
- b) Students must be seated with the safety belts on at all times when the bus is moving.
- c) No hands or other parts of the body must be out of the window.
- d) Students must not be rude to the bus drivers and attendant.
- e) Shouting, fighting, bullying, rude gestures and bad language are not allowed.
- f) Drinking or eating on the bus is not allowed (except plain water).
- g) Dangerous and sharp objects should not be carried on the bus. Pens, pencils, toys etc. should be kept inside the school bag.
- h) Student who is injured or sick should report to the school teachers immediately upon reaching the school.
- i) After school, students must go straight to the foyer. Under any circumstances, once in the bus, if he/she has to leave the bus, please inform the bus driver or bus attendant.
- j) Students aged less than 12 years are to be seated 3 persons to 2 adult seats.
- k) Students who missed the bus after school, must report to the school's main office immediately.
- l) If the school bus breaks down, students should remain in the bus until other alternative arrangements are made.
- m) Students must wait for the school bus before the stipulated waiting time at the specified pick-up point.
- n) 15 minutes allowance should be given to the drivers for unforeseen traffic/ other circumstances.
- o) Parents should not be involved in disputes among students.
- p) Parents must provide us a valid contact number at all times for better 2-way communications.
- q) Parents must give prompt update of their child/children's absence from school at least 1 day in advance to us.

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**Please tick if applicable :**

New Student

Existing Student Taking School Bus

Change of Address

**Due to LTA requirements, we need all the student particulars. Parent please kindly fill up the full detail for us :-**

Name of Student : \_\_\_\_\_

(Full Name in BLOCK LETTERS - as in birth certificate)

Date Of Birth : \_\_\_\_\_ Age : \_\_\_\_\_ Class (2024) : \_\_\_\_\_

Home Address : \_\_\_\_\_  
\_\_\_\_\_

Contact number : Home \_\_\_\_\_ Office : \_\_\_\_\_  
Handphone: \_\_\_\_\_ Other : \_\_\_\_\_

Date of Commencement : \_\_\_\_\_

Journeys Required (please tick accordingly) :

Two-way

One-way (To School)

One-way (Back Home)

To and From School Inclusive of Supplementary Class / CCA.

**If pick-up / drop-off addresses are different from the above address, please indicate :**

Pick-up address : \_\_\_\_\_

Drop-off address : \_\_\_\_\_

**We hereby agree to accept the Terms 2, 3 & 4 stated in "Parent's Copy" of Aik Shen Bus Service registration information.**

\_\_\_\_\_  
Signature of Parent / Guardian :

\_\_\_\_\_  
Name of Parent / Guardian:

\_\_\_\_\_  
Date :