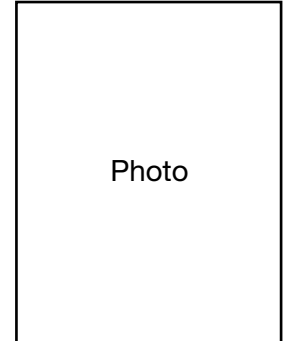




## Transport Application Form

New Application:	✓	Commencement Date: _____
Update Application:		



Contact Information:	
Parent/Guardian Name	:
	:
Phone Number	:
	:

Home Address:	Guardian Name:
	Mobile Number:
Postcode:	Landline:
State:	

Student Information:				
#	Name	Student Number	Gender	Year Group

Payment Mode:	
Payment Term:	Cheque   Bank Transfer
Bank Account Name	Silverbull Sdn Bhd
Bank Account Number	Ambank - 8881020933657

**Terms & Conditions:**

1. The School Transport Service is provided by Jai Migura Services (002161742-K), addressed at C16-5-3 Jalan Putra Permai 2, Taman Equine, 43300 Seri Kembangan. Contact Person: Mr Gopi Nuth (+60 10 778 1288)
2. Kingsgate International School will handle the application, coordination and also the collection of the transport service fee.
3. Application for the school transport service must be submitted to Kingsgate International School via email or by hand at least 2 weeks prior to the commencement date.
4. Processing the application may take up to fourteen (14) working days. School transport service will be provided depending on the seats availability.
5. Upon confirmation of the transport availability, the parents must make payment before the commencement date provided on the application form. Payment for school transport service are based on a per term basis. An official receipt will be will be issued upon payment received.
6. Parents are required to make full payment for the school transport service before the school term commences, within two (2) weeks upon receiving the invoice.
7. School Transport Service Discontinuation - The parents are required to provide at least one (1) month notice to Kingsgate International School in writing.
8. Pro-rated school transport fee is upon the discretion of Jai Migura Services.
9. Students taking the school transport are required to observe and adhere to the school transport rules and regulations. A copy of the rules and regulations will be provided to both students and parents upon the commencement of service.
10. Jai Migura Services will not hesitate to prohibit the students from taking the transport for two weeks should the student violate any of the stipulated rules and regulations.

\*Terms, conditions, support features, procedures and pricing are subject to change at any time without prior notice.

Name of Parent/Guardian:	Signature:
_____	_____
Passport/NRIC No.:	Date:
_____	_____

## **Parent Copy:**

### Terms & Conditions:

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## **Transport Rules and Regulations:**

### **Safety:**

Student safety is the primary focus for the school. Parents must give full cooperation to Jai Migura Service in transporting the students to and from school.

### **Pick Up and Drop Off Time:**

Students are required to arrive at the pick up points 10 minutes earlier from the scheduled pick up time. Transport will load students and depart from the pick up point at the scheduled time. A grace period of 5 minutes will be provided, upon which the transport will proceed immediately to the next point. Any late comers will not be entertained and parents will be required to find an alternative route to school.

### **Bus Route:**

Bus routes are arranged with the considerations of student safety whilst maximising transports efficiency and minimising travel time. Transport will only stop at the official drop off and pick up locations as agreed.

### **How Parents Can Help:**

Escort child to the bus stop to ensure pick up and drop off. The school bus driver will resume responsibility of transporting the child and it is the parents' responsibility to ensure the child's safety before and after.

To make sure your child is ready to board the school transport within 10 minutes of the scheduled time of arrival every morning. To notify both school and transport operator as early as possible in writing when your child is not attending school or when there is a change in their after school activity.

### **Insurance:**

The transporter will be providing insurance for students at all times while they are in the transport. Insurance covers only road traffic accidents.

### **Student Conduct on School Transport:**

Students are expected to be respectful towards the driver and fellow students. Any misbehaviour will be reported to the School Administration.

The following rules listed below will be posted on all transport vehicles:

1. Do not eat or drink on the van
2. Don't throw rubbish or litter in the vehicle. Keep the vehicle clean.
3. Cooperate with the driver and attendant.
4. All dangerous items are prohibited on the school transport
5. Stay seated and wear seat belt at all times.
6. Keep head, hands and feet to yourself and inside the bus at all times.
7. Drivers are authorised to assign seats.