



School transportation will be available to all students interested in availing the same.

**For the academic year 2024-25, Buses (AC) will be provided on all the routes.
Parents will be provided with a free app to track the movement of the buses of their wards.**

- Application form for transport can be downloaded from 4th April 2024 onwards from the NHG website www.newhorizongurukul.in , under Campus->Transport tab
- **Before doing online payment it is mandatory to fill the Bus Application Form in concurrence with the transport team.**
- Parents who want to avail the facility for their wards for the next academic session are requested to enroll and make payment on or before 30th April 2024 (Mandatory). For payments made after 30th April, confirmation will be given only on the availability of seats.
- **Transport fees will have to be paid in ONE installment .Please submit the duly filled in application along with the fee challan/FEE PAID RECEIPT / SCREEN SHOT to the transport desk (at NEW HORIZON GURUKUL transport office) for registration /confirmation (MANDATORY) and get the same acknowledged.**
- **Parents must fill in the required details to ensure that the route and route list information is correct that will be uploaded on the NHG website.**
- Transport fees can be paid .
 - a. By cheque/ DD, at the school counter drawn in favour of “ New Horizon Gurukul” enclosing the fee challan. The name of the student, admission number, class with section, challan No. And the contact number of the parent on the back of the cheque/DD. In case the cheque is returned for whatever reason, cheque handling charges of Rs. 1000/- per cheque is payable. Post dated cheque will not be acceptable.
 - b. Online through Edumerge portal
 - (i) Click on Fees Tab
 - (ii) Select the appropriate / applicable Zone & make payment.
 - (iii) A receipt will be displayed, save and print it
- **Transport fees once paid is not refundable OR adjusted to other activities under any circumstances.**
- Details of route number, pick-up and drop-off points, timing etc. Will be available on our website – **TRANSPORT TAB** from 6^h May 2024 onwards.
- The transport help desk may be contacted to choose the correct / appropriate Zone between 9:30am – 3pm from (Monday to Saturday) Transport Helpline Numbers are mentioned below:

- ✓ 9844800606, 9844800637, 9844800641, 9886516693
- ✓ Toll free number: 18001031314

E Mail id: transport@newhorizongurukul.in, transport.nhg@royaltourist.in

Parents are requested to check with the transport desk before finalizing your zone.

Zone wise Transport Fees Structure

Zone	KMS	AMOUNT
Zone-1	0 TO 3	38700
Zone-2	3 TO 5	44100
Zone-3	5 TO 10	54400
Zone-4	10 TO 15	60400
Zone-5	15 TO 20	62500

BUS RULES AND REGULATIONS

- It is mandatory to fill the application form with complete details like class, section, address, and landmark and the **form must be submitted** to the transport dept **on or before 29th April 2024**.
- **It is mandatory that any online payment be reported to transport department.**
- Route list & details will be uploaded. Pickup and drop points will be finalized by the transport department.
- Transport department **will not** allow any bus attendant to help children cross the roads. Parents are requested to pick up their children from the allotted Pickup and drop points.
- Temporary Pickup and drop points, for what so ever reasons, will not be considered.
- Parents should **adhere to any re-alignment in routes due to changes happening beyond the control of transport dept.** (EX: digging work, U turn, Left turn, No entry, or any other deviation etc).
- If a student misses the regular bus she/he will not be allowed to board any other bus.
- Parents are strictly not allowed to board the bus for any reasons.
- **One way transport facility is not provided.**
- Parents should consult the transport department or administrator for any kind of requirement/issues and are not to interact with drivers/ bus attendant.
- Usage of transport facility without payment will be escalated to the school management for suitable action.
- **The school should be notified in writing of the change of address and it will be considered on or before 31st August 2024, subject to seat availability.** The difference on the higher side must be paid by the parents. In this regard, the decision of the accounts and transport department will be final.
- A student using the school bus is expected to be at the **bus stop at least 10 minutes before the scheduled arrival of the bus. Buses will not wait for late comers.** Students have to be on the correct side of the arriving bus.
- Students are allowed to use **only their allotted bus and bus stop.** No changes will be allowed without prior permission of the school.
- Parents can avail the GPS facility by reaching the transport desk.
- Day care transport facility will be given from August 2024.

BUS DISCIPLINE

- Students will sit in the seats allotted to them and are responsible for the area in which they sit at. Any damage inflicted to the bus will be paid for by the student(s) responsible.
- Attendance will be taken during the bus departure by school staff, who will remain until the bus departs.
- No students should come near the entry/exit door of the bus until it comes to a complete halt.
- All the students must occupy the seats allotted immediately after boarding the respective buses.
- Harassment, aggressive behavior, bullying, shouting, fighting, abusive language or violent conduct towards the driver / attendant or other students is strictly prohibited. Students who commit such acts will be dealt through series notes and will not be allowed to use transport facilities.
- Consumption of edibles is not permitted in the bus.
- Tampering with emergency door, fire extinguishers, windows, bus seats or any other equipment is prohibited.
- No student is allowed to enter the driver's cabin in the bus.
- Parents/guardians of students shall not compel the bus employee to divert any route or change any pick-up or drop-off point allotted at the beginning of the year.
- Indiscipline /misbehavior in the bus or non-payment of bus fees may lead to cancellation of the bus facility for the student. Bus facility is a privilege for any person desiring to avail the facility.
- The school retains the right to deny the facility to anyone without providing any reason whatsoever.
- Any indiscipline in the bus will be reported to the school transport department for necessary action.
- The bus route may be altered temporarily if the road condition hinders smooth plying of buses and in such cases parents are requested to cooperate with the transport department.
- The student must display his/ her ID cards at the entry.

ASSISTANCE & GRIEVANCES

- ✓ Students may avail the school transport, subject to the availability of seats in case of relocation.
- ✓ Parents should consult the School’s transport in-charge for necessary details or any changes desired.
- ✓ In the event of change in residential address or telephone /mobile nos., please intimate the school transport in-charge in writing.
- ✓ The change of route, subject to availability, will require minimum three days’ time, after Request received from parent through diary note and a mail to transport department. (Mail Id: transport@newhorizongurukul.in , transport.nhg@royaltourist.in)
- ✓ Parents/Guardians of students should not board the bus to resolve any issues. Kindly reach or contact the school transport department.
- ✓ Parents having any complaints regarding the bus facility, should contact the school transport department, and should desist from talking to the bus attendant or driver.

BUS FEES PAYMENT

- ✓ Transport fees shall have to be paid in ONE installment. Fees can be paid either **DD or cheque** drawn in favor of “**NEW HORIZON GURUKUL**”. Fees can also be paid online.
- ✓ Bus fee is not refundable under any circumstances.
- ✓ **It is mandatory for existing and new students to submit the application form to the transport desk after making transport payment by filling the details.**

Parent’s Name:.....

Parent’s Signature:.....

Date:

Transport Helpline Numbers

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| <ul style="list-style-type: none">✓ 9844800606, 9844800637, 9844800641, Cluster Head 9844800622✓ Toll free number: 18001031314, CRO 7892378950 |
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Bus Application Form 2024-25

**Bellandur Post, Outer Ring Road, Behind New Horizon College of Engineering, Near Marathahalli,
Bangalore - 560103**

Full Name of the Student :

Class and Section :

Admission No. :

Father's Name : Contact No :

Mother's Name : Contact No :

Pick up And Drop Address :

Signature of Parent:

To be filled by Transport Department before paying fees in accounts

Zone :

Full Term Amount :

Approved By Transport Manager :

Fees paid details

Challan No :

Challan Date :

ZONE WISE TRANSPORT FEES STRUCTURE

	Zone	Kms	Amount		Zone	Kms	Amount
	Zone-1	0 TO 3	Rs. 38,700		Zone-4	10 TO 15	Rs. 60,400
	Zone-2	3 TO 5	Rs. 44,100		Zone-5	15 TO 20	Rs. 62,500
	Zone-3	5 TO 10	Rs. 54,400				

ACKNOWLEDGEMENT COPY FOR PARENTS

APPLICATION FORM NUMBER :

Amount paid :

Challan No. And Date :

Transport In-charge Signature :