



Bus Service Request Form

To register your interest in the School Bus Service, please complete and sign this form and submit to Goh Transport : dcis@gohtpt.com.sg

Student Details

Family Name	<input type="text"/>	Start Date	<input type="text"/>
			dd / mm / yyyy
Name of Student 1	<input type="text"/>	Year	<input type="text"/>
Name of Student 2	<input type="text"/>	Year	<input type="text"/>
Name of Student 3	<input type="text"/>	Year	<input type="text"/>
Name of Student 4	<input type="text"/>	Year	<input type="text"/>

Address and additional details (condo / house)

Nearest Landmark

Invoice to be posted to

Please indicate whether you require a single or return journey: Pick up only Drop off only Return Service

Parent / Guardian Details

Parent / Guardian 1 Name

Phone No Email

Parent / Guardian 2 Name

Phone No Email

Other Approved Guardian / Helper Phone no

Email

Emergency Contact 1 Phone no

Emergency Contact 2 Phone no

Please tick below if your child is under 1.35cm and requires a booster seat: Yes No

Student Bus Rules

Our Expectations

1. Be polite and well-mannered always
2. Always think of others and be helpful
3. Be safe, stay safe and keep others safe
4. Show respect and act responsibly
5. Be on time please!

All of our buses will be closely monitored and any infractions will be reported to school management.

On GOH buses:

- we speak in a quiet voice and with respect to fellow students and adults;
- we use earphones when listening to music;
- we always stay in our seats with our belt fastened;
- if we drink water or eat food, we will throw away all of the rubbish and will refrain from making a mess on the bus;
- we always behave well so that we stay happy and safe;
- we always listen to the Bus Aunties and driver and follow their instructions;
- we walk to and from the bus thinking about keeping safe.

Using GOH buses safely:

- Students sit as quickly as possible upon entering the bus. Students are not to stand or move from place to place while the bus is in motion.
- Safety belts are always worn on the bus by all Students. The Bus Aunties will notify students every time they board the bus that they must wear their seats belts and signs will be prominently displayed.
- Should the Students require an age appropriate booster seat this must be provided by parents as per the Singapore guidelines.
- Indecent conduct or loud, disruptive or profane language will not be permitted.
- Play fighting and/or rough play is not permitted at any times.
- All parts of the student's body shall always remain inside the bus.
- No-one is to behave in any manner, which infringes upon the rights or wellbeing of any other Students or students. This would include any form or type of bullying.
- No-one is to behave in any manner, which distracts the driver and/or makes the bus journey unsafe.
- Malicious damage or vandalism will be paid for by the offender(s).
- GOH does not tolerate or permit any alcoholic drinks, tobacco, substances or potentially harmful devices (matches, lighters, pen knives) to be carried in the school bus. Students who do so will permanently be excluded from the bus service and potentially from school.
- Bags and sports equipment must be stored safely under the seat. Items are not left in the aisle.
- No student is to enter or leave the bus until it has come to a complete stop. Students may enter or leave the bus only with support assistant permission. Students are only allowed to leave buses at their designated bus stop.
- Students up to Year 6 must be met at the point of drop off point by a responsible and designated adult. If no-one is waiting for the student and the parents cannot be quickly contacted, the bus will return the student to school. Parents will have to then collect them from school. It is a parental responsibility to ensure an approved adult is there to meet the students at the drop off point. Student in Year 7 onwards may wait at collection/ drop off points alone.
- The school does not have any responsibility for students once they have left the school bus at the designated drop point.
- Pets and other animals are not allowed on the school bus under any circumstances.
- Students are to travel only on their own assigned school bus. NO non bus children can travel on the bus at any time.
- Any student who travels on the bus must adhere to school behavioral policy as they would at school. The privilege of riding the school bus may be denied to any student who does not conduct himself/herself in a safe and orderly fashion. Students who do not adhere to the policy will permanently be excluded from the bus service.

In the unlikely event of a break down and or emergency:

- Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver and/or Bus Aunties.
- If Students need to leave the bus, the bus driver/ Bus Aunties will find the safest place away from the traffic and other dangers.
- The driver will contact the police and emergency services as appropriate. Students would not normally be expected to do this.
- The Bus Aunties will contact the Goh Management team who will alert the schools management and inform them of the situation, they will then take the necessary steps to inform all relevant parties.

Parental Responsibility and Behaviour

As the parent / guardian of the registered student / students on the bus you are responsible for their behaviour on the bus and will be called upon to support at home if needed should your child / children be reported as misbehaving.

It is never acceptable to shout, scream or abuse the bus uncles or aunts – they are employed to ensure that your child / children are kept safe and as such they will report dangerous, disrespectful or abusive behavior. If you have concerns that you wish to raise then you may do so in a polite and respectful manner directly to the school management via email to Chantal.Bird@dovertcourt.edu.sg who will be able to support further with any concerns or queries.

It is also never acceptable for a parent/relative/guardian to get involved in students disputes by speaking to any students or threatening them in any manner, nor is it acceptable to enter the bus at any time

Parental support in following the behavioral guidelines is vital to ensure the safety of all students travelling home.

GOH Bus Rules Agreement Form

(Please sign and return to GOH Transport office)

I hereby acknowledge that I have read, understood and accept and will abide by the guidance and rules for the safe use of the school bus.

Parent Name

Signature

Date

Important information:

- Applications must be made at least two weeks prior to the proposed start date; all applications are subject to approval based on available spaces and route coverage.
- You will receive email confirmation once the bus application has been approved, this email will detail the bus number, timings and contact information for both the Bus Aunty (Monitor) and the Bus Uncle (Driver).
- Prompt payment of all invoices is appreciated and must be within two weeks after the invoice has been sent out, payment via cheque should be made out to GOH TRANSPORT SERVICES CO PTE LTD.
- Bank transfers can be made to the follow bank account:
 - Bank Name** OCBC Bank
 - Bank Code** 7339
 - Bank Branch** Sixth Avenue
 - Branch Code** 666
 - Bank Account Number** 666-827415-001
 - SWIFT Code** OCBCSGSG
- ECA Buses are not available for students in Year 1.
- There are no buses for ECAs which fall on Mondays.
- ECA buses are available on a 'Drop and Go' basis - should a parent or guardian not be at a designated drop-off point, the students will be dropped off unsupervised. By proceeding with the option of an ECA bus, it is deemed that the parent or guardian responsible agrees to this clause.
- Team matches are not covered by ECA buses nor are activities that end at 4.30pm.
- For existing bus students ECA places will be allocated for sports teams and by invite activities until the cut off date, thereafter late additions will not be covered by ECA buses.
- Peri-music activities are not covered within the ECA provision.

* Please note that whilst we aim to offer door to door services in some areas this will not be possible.