

2019 Bus Registration Form

Bus Route Timetable

Knights is offering a morning and afternoon bus service from **Bel Air Mall, Douglasdale Shopping Centre** and **Boskruin** Shopping centre. Departure times are strictly as follows:

Bel Air: 06h30 outside Steers

Douglasdale: 06h15 outside Clicks

Boskruin: 06h45 outside KFC

Knights: 16h00 to be at Bel Air and Boskruin between 16h20 and 16h30, and Douglasdale around 16h45

Bus Application

Application and indemnity forms are available from the Admin Office. The indemnity form is to be completed at the beginning of each year and is applicable for the full 2019 year.

Learners are required to register for the whole year, but must give a month's notice if they don't wish to use the bus.

The termly charge for the bus will be billed monthly on your school fees invoice at a fixed amount of R737 from February to November for both morning and afternoon trips, or R400 from February to November for one way only.

Aftercare

All children registered for the bus service will be required to wait in Aftercare after extra murals until the bus leaves at 4pm. There is no charge for the bus children unless they have lunch.

Lost Property

The driver will keep lost property left on the bus to be collected the next morning. Anything not collected will be returned to the school's lost property.

General

1. The drivers each have a mobile phone, so that the school can contact them.
2. The bus will leave promptly each day.
3. Please ensure you are at the stop at least 5 minutes before the scheduled time as the bus drivers operate on a very tight schedule and cannot wait for you. The onus will be on you to ensure that your child is on the bus before you leave the shopping centre.
4. Drivers are on a tight time schedule and are instructed not to wait for learners who must be at the collection points 5 minutes ahead of time.
5. If an adult is not at the collection point (Bel Airs or Boskruin) to receive the children under the age of 9 the driver has been instructed to bring them back to school. This is for their safety.
6. The driver and allocated bus monitors are in charge of the learners on the bus and they are to listen to their instructions at all times. Children are required to remain seated **at all times** while the bus is in motion. **Eating or drinking on the bus is not permitted.**

The Bus Users' Policy has been put in place to assist Knights in providing a safe and efficient service for learners. These rules are to be obeyed by all bus users. Failure to do so will result in disciplinary action, and serious and/or continued misconduct will result in the suspension of the bus service.

Application for the Bus Service

Parents who wish to apply for a seat on the Knights Bus for transport to school must fill out an Application and Indemnity form.

Learners are to be at their particular stop at least 5 minutes before the scheduled bus time to allow for variation in traffic conditions as well as to ensure their safety. Parents of children under the age of 9 are requested to wait at the bus stop until their children have boarded the bus - unless a responsible older child accompanies them.

Parental Responsibility and Learner Safety

Parents are responsible for the safety of their children whilst they wait at the collection points and immediately prior to boarding school transport vehicles each morning. Parents have a duty to read through the code of conduct with their child and explain its importance and consequences for not adhering to it. **Children under the age of 9 must be physically collected from the bus** – they will not be allowed to exit the bus unless there is an adult to collect them and will be returned to Knights. Parents must instruct their children in respect of what they require once the children have been dropped at Bel Air, Douglasdale or Boskruin.

Bus Driver Responsibility

The driver's primary job is to operate the bus safely. All learners are required to respect and obey the driver's instructions at all times. The driver has sole responsibility of all the learners in the bus during the journey.

Learner Responsibility

Learners should understand and adhere to the Bus rules.

Seat Belts

In seats where seat belts are available learners are required to wear seat belts at all times. Learners may not stand. They are to be seated at all times in transit.

Bus Rules

- Please ensure that you are at the pick-up point 5 minutes before the bus is due to stop.
- Wait in an orderly, courteous and calm manner.
- Keep away from the kerb and well clear of other traffic.
- Only board the bus when it is stationary.
- Parents are to remain with the learner until he/she has safely entered the bus.
- Treat the drivers with respect and follow their instructions.
- Remain seated and always use the seatbelt provided.
- Do not distract the driver, except in an emergency.
- Treat other learners with care and respect.
- Do not eat or drink on the bus.
- Do not drop any litter.
- Do not throw any objects in the bus or out of the windows.
- Do not vandalise the vehicle or the property of others. If damage to the bus has been reported, the parents or guardians may have to pay for the damage caused.
- If the bus breaks down or is in an accident, you should follow the driver's instructions and stay with the bus until another one arrives.
- If you see other learners behaving inappropriately tell the driver or your teacher or school head.
- Ensure that you have collected all your belongings before you disembark.
- Check that it is safe to cross the car park.

Knights Bus Service Application and Indemnity Form 2019



Date of application:

DD	MM	YYYY
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Pick up Point:

Bel Air	<input type="checkbox"/>	Boskruin	<input type="checkbox"/>	Douglasdale	<input type="checkbox"/>
Morning	___	Morning	___	Morning	___
Afternoon	___	Afternoon	___	Afternoon	___

Learner Information:

Surname: _____ Date to commence service:

DD	MM	YYYY
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First name: 1: _____ Grade (2019): _____

First Name: 2: _____ Grade (2019): _____

First Name: 3: _____ Grade (2019): _____

Contact Details:

Mother's name: _____

Cell phone: _____ Work phone: _____

Email address: _____

Home phone: _____

Father's name: _____

Cell phone: _____ Work phone: _____

Email address: _____

Home phone: _____

Residential Address: _____

Postal Address: _____

_____ Code: _____

Bus Service Indemnity

Full Names of Learners and dates of birth:

Learner 1: _____

DD	MM	YYYY
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Learner 2: _____

DD	MM	YYYY
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Learner 3: _____

DD	MM	YYYY
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The following information is required in the event of your child needing medical assistance:

Does your child have any allergies or chronic illness? If YES please give details.

Learner 1: _____ YES NO

Learner 2: _____ YES NO

Learner 3: _____ YES NO

Do you belong to a medical aid scheme? YES NO

Name of Medical Aid Scheme: _____

Membership Number: _____

DECLARATION TO BE COMPLETED BY PARENT/GUARDIAN

I, _____ (please print) in my capacity as parent/guardian of the child/children listed above request that a bus ticket be issued to my child/children for 2019 and request that the school debit my account accordingly. I undertake to give Knights a month’s notice should I wish to cancel this service, failing which, billing will continue for the following month.

I hereby indemnify Knights Preparatory School from any responsibility regarding loss or damage to any property or any injury to the said learners from the time he/she leaves home until he/she arrives at school.

I acknowledge that Knights requires that all learners behave appropriately on the bus and that in the event of serious and/or continued misconduct bus services will be suspended.

I hereby designate the Principal (Mrs McMenamin) or anyone appointed by her to act in *loco parentis* (in the place of the parent) on my behalf, and, should it be necessary, to procure medical or other assistance on my behalf and at my expense.

I have read and understood the bus rules and have educated my child/children appropriately.

Full Name of Parent/Guardian: _____

ID Number:

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Signature of Parent/Guardian: _____