



## SCHOOL BUS SERVICE APPLICATION FORM

To register for the school bus service, please fill in the form and email to [bussing.haanusha@gmail.com](mailto:bussing.haanusha@gmail.com) or drop it at the Administration Office at Nexus International School, Putrajaya.

<input type="checkbox"/> NEW APPLICATION <input type="checkbox"/> UPDATE APPLICATION	COMMENCEMENT DATE _____
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Latest Picture
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### CONTACT INFORMATION

FATHER'S NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ H/P: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ H/P: \_\_\_\_\_

Home Address: _____ _____ _____ _____	Guardian's Name: _____  Mobile No: _____  Landline: _____
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### Student's Information

No	Name	Identification No	Gender	Class/Grade

**Billing Information ( ) Parents ( ) Company      Signed By**

Company: _____	Signed By: _____
Company Address: _____	Name: _____
Person in Charge Email: _____	Date: _____

**Important Information**

1. The School Bus Service is provided by Haanusha Travel & Tour Agency Sdn Bhd (756535-V), addressed at 52A-02-02, Lorong Batu Nilam 4A, Bandar Bukit Tinggi, 41200 Klang, Selangor. Contact Person: Mr.Magen(6013 6344 379) email at [bussing.haanusha@gmail.com](mailto:bussing.haanusha@gmail.com)
2. Haanusha Travel will handle the application and coordination of the school bus and also the collection of the bus service fee.
3. Application for school bus service must be forwarded to Haanusha Travel via email latest by 2 weeks prior to the requested commencement date. Application form can also be sent by hand to the Administration Office at Nexus International School,Putrajaya.
4. Processing of the application may take up to fourteen (14) working days. School bus service will be provided depending on the seats availability.
5. Upon confirmation of the bus service availability, the parents are required to make payment before commence using the school bus. Payments for the school bus service are based on monthly basis. An official receipt will be issued upon payment received.
6. Parents are required to make full payment for the school bus service before the school term commences, within 2 weeks upon receiving the invoice.
7. School bus service discontinuation - The parents are required to provide at least one (1) month notice to Haanusha Travel. Any claim will not be entertained without ample notice provided.
8. Pro-rated school bus fee is upon discretion of Haanusha Travel.
9. Students taking the school bus are required to observe and adhere to the school bus rules and regulation. A copy of the rules and regulation will be provided to both students and parents upon commencing school bus service.
10. Haanusha Travel will not hesitate to prohibit the students from taking the school bus for two weeks should the students violate any of the stipulated rules and regulation.

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

Name of Parent's/Guardian:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Passport/NRIC No:

\_\_\_\_\_

Date:

\_\_\_\_\_

## Parent's Copy

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4. Processing of the application may take up to fourteen (14) working days. School bus service will be provided depending on the seats availability.
5. Upon confirmation of the bus service availability, the parents are required to make payment before commence using the school bus. Payments for the school bus service are based on term basis. An official receipt will be issued upon payment received.
6. Parents are required to make full payment for the school bus service before the school term commences, within 2 weeks upon receiving the invoice.
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## **Bus Rules & Regulations**

### **Student School Bus Safety**

Student safety is the primary concern of the school.

Parents must give full cooperation to Haanusha Travel in transporting the students to and from home.

### **Service Parameters**

#### **Eligibility :**

Transportation is made available for all students whom school bus fees are paid for. Students are not allowed to take the school bus service if they are registered with Haanusha Travel. Drop off for students will ONLY be at the School, or their respective drop off locations. No provision can be made for students taking their friends home who are not registered with the school bus operator or from other bus route. It is the responsibility of the parents to make alternative arrangements and to notify the school.

#### **Pick Up Time :**

Students are required to arrive at the pick up points 5 minutes earlier from the scheduled pick up time. School bus will load students and depart from the pick up point at the scheduled time. A grace period of 2 minutes will be provided and once the 2 minutes is up, school bus will proceed immediately to the next point. Any late comers will not be entertained and the parents will be required to send the students to the nearest pick up point or directly to school. School buses will wait for 10 minutes at the school in the afternoon for students to board. Students are expected to proceed immediately to their respective buses. Bus drivers have been instructed not to stop or open the door apart from the agreed drop off locations. Should a student wish to exit at another designated drop off point, they are required to provide prior written consent from their parents/guardian.

#### **Bus Route :**

Bus routes are arranged in consideration of students' safety while maximizing vehicle efficiency and minimizing travel time. The school bus will only stop at the official drop off and pick up locations as agreed.

### **How Parents Can Help**

Update latest contact information to the school bus operator.

Have your child to complete an after school activity sheet if they are attending any after school activities.

Escort child to 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.

Having your child ready to board the school bus within five minutes of the schedule time every morning.

Teach your child to adhere to school bus rules and regulations.

To notify both school and bus 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.

### **Student Conducts on School Bus**

Students are expected to be courteous and respectful towards the bus driver, bus attendant and fellow students.

Rudeness to drivers, bus attendants or fellow students are not allowed.

Any misbehavior will be reported to the School Administrative Coordinator, who will notify the Administration Manager.

The following rules listed below will be made posted on all buses:

- a Observe same conduct as in the classroom.
- b Be courteous, use no profane language, and speak in a quiet tone voice.
- c Do not eat or drink on the bus.
- d Keep the bus clean.
- e Cooperate with the driver and bus attendant.
- f Illegal / dangerous items are prohibited on the school bus (tobacco, alcohol, drugs, weapons, explosive devices, etc.)
- g Do not be destructive.
- h Stay seated and buckle on your seatbelts.
- i Keep head, hands and feet inside bus.
- j Keep hands and feet to yourself.
- k Bus drivers and bus attendants are authorized to assign seats.