

# 2024 Bus Registration Form



Application and indemnity forms are available from the Admin Office, as well as the website. The indemnity form is to be completed at the beginning of each year and is applicable for the full 2024 year.

**Learners are required to register for the whole year and must give a month's notice if they no longer 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 **R1360** from January to November (11 months) or **R1495** from February to October (10 months) for both morning and afternoon trips, or **R800** from February to November (10 months) or **R730** from January to November (11 months) for one way only.

## **Bus Route Timetable**

Knights offers a morning and afternoon bus service from **Broadacres, Bel Air Mall and Douglasdale Shopping Centre.**

### **Departure times from venue:**

**Broadacres:** 06h00 (BP Garage)  
**Douglasdale:** 06h15 (outside Clicks)  
**Bel Air:** 06h30 (outside Steers)

**Leaving Knights:** 16h00 Monday to Friday and at 12h15 on break up days

### **Arrival times at venue: (approximate times based on traffic)**

**Bel Air and Boskruin** between 16h20 and 16h30  
**Douglasdale** around 16h45 (times are subject to traffic conditions)  
**Broadacres:** approximately 17h00

## **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, which will be charged separately. Lunch is served from Monday to Friday and any child who is registered for the afternoon bus and lunch may collect their lunch even if they are not using the bus that afternoon.

## **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 drop off point at least 5 minutes before the scheduled time as the bus drivers operate on a very tight schedule. Please ensure that your child is on the bus before you leave the shopping centre.
4. If an adult is not at the collection point to receive the children the driver has been instructed to bring them back to school.
5. The driver is in charge of the learners on the bus and they are to listen to their instructions at all times.
6. Children are required to remain seated at all times while the bus is in motion.
7. 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 bus 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.

## ***Parental Responsibility and Learner Safety***

- Please ensure that you are at the pick-up point 5 minutes before the bus is due to stop.
- 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 are to remain with the learner until he/she has safely entered the bus.
- Children will not be allowed to exit the bus unless there is an adult to collect them and will be returned to Knights if their parent/guardian has not arrived to collect them.
- Parents have a duty to read through the learner responsibilities with their child and explain its importance and consequences for not adhering to it.

## ***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 before, during and as they disembark.

## ***Learner Responsibility***

Learners should understand and adhere to the following Bus rules:

- 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.
- Treat the drivers with respect and follow their instructions.
- Remain seated whilst in transit 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, learners are to 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 principal.
- Ensure that you have collected all your belongings before you disembark.

# Knights Bus Service Application Form 2024



Date of application:

DD	MM	YYYY
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Pick up Point:

Bel Air Mall

Douglasdale

Broadacres

Morning

Morning

Morning

Afternoon

Afternoon

Afternoon

Learner Information:

Surname: \_\_\_\_\_

Date to commence service:

DD	MM	YYYY
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First name: 1: \_\_\_\_\_

Grade (2024): \_\_\_\_\_

First Name: 2: \_\_\_\_\_

Grade (2024): \_\_\_\_\_

First Name: 3: \_\_\_\_\_

Grade (2024): \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_



**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 my child/children use the bus service for 2024 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 Schippers) 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: \_\_\_\_\_