



GD GOENKA PUBLIC SCHOOL

Sector-69, Mohali

Email: info@gdgoenkamohali.com

School code: 20479

Affiliation No.: 1630488

Circular No. GD/PR/10/2025-26

11 April, 2025

Dear Parents,

This is to inform you that the school transport facility is available for Mohali, Kharar, Zirakpur, and Chandigarh. Please find below the details of the fee and bus protocols for the new academic session 2025-26.

Fee Amount: Quarterly bus charges for the session 2025-26

S. No.	Bus Routes	Amount Payable Monthly
1.	Mohali (0 - 3 km from the school)	₹2950
2.	Mohali (above 3 km from the school)	₹3250
3.	Kharar / Zirakpur	₹4400
4.	Chandigarh*	₹4400
*For selected sectors only		

Transport Fee Payment Schedule for session 2025 - 26

Schedule	Months	Due Dates
2 Months	From 15 April 2025 to May 2025	15 April 2025 to 25 April 2025
3 Months	July 2025 to September 2025	01 July 2025 to 10 July 2025
3 Months	October 2025 to December 2025	01 October 2025 to 10 October 2025
3 Months	January 2026 to March 2026	01 January 2026 to 10 January 2026

Bus Norms and Protocols:

We would like to ensure the provision of an efficient, organised, and safe transport facility for children. In order to achieve our objective, we would require your cooperation and support. You are requested, therefore, to kindly read the rules and regulations carefully and follow them consistently.

- All buses are air-conditioned and are equipped with GPS devices and CCTV cameras. The GPS bus tracking login details for parents are attached herewith.
- Female attendants are present on the bus before the first child is picked up and they de-board the bus only after the last child is dropped.
- Parents must report any change of address to the school office by way of an application addressed to the Principal, Mrs. Gurpreet Kaur Prakash, after which the change will be made. The driver or the nanny cannot make any personal changes without the permission of the school authorities.
- If you wish to avail the bus service in the middle of the session, please follow the school procedure. Please fill in and submit the Transport Form available at the school reception and wait for a minimum of 24 hours for the service to be activated.
- In case of a child discontinuing the bus service in the middle of the session, the fee for the following months will be reimbursed except for the month in which the child left. That month will require to be paid for.
- Since it is the start of a new session, the bus routes are being reviewed. Please be informed that the transport department requires some time (at least 1-2 weeks) to streamline the routes and timings at the start of each academic session. We look forward to your patience and cooperation during this time.**

7. In case a child discontinues the bus service without giving a written notification about the same to the principal, the fee will be charged for all the months till the notification is received. The child will only be considered as not availing of the bus service after the written notification is received by the school.
8. Kindly note that the children must be picked up from the stop by you personally, or by any other adult whom you may have assigned the task of doing so. Please ensure that all adults, including the parents of the concerned child, are carrying the Authorization Card with them, without which, the child will not be allowed to leave the bus and will be brought back to school.
9. The bus will not wait for parents who are late, and the children will be brought back to school. However, in case the bus reaches the stop earlier than the usual time, the driver will wait there, up to the given time, for the parents to pick up their children.
10. In the morning, the children must be waiting at the stop well in time to ensure that the bus reaches the school punctually each day. Any child who is not already there at the stop before the designated time of the bus arrival, will have to come to school in their personal transport as the bus will not wait for them.
11. The children will be picked up from and dropped off at the designated stops only and no door-to-door service will be permitted at any cost. The children will not be allowed to board any bus other than the one allotted to them. Additionally, they will not be allowed to board the bus from any other stop other than the one assigned to their route.
12. The parents must report any misbehaviour or mistakes committed by the students, drivers, and conductors to the school authorities and refrain from taking the matter into their own hands. The parents are strictly prohibited from entering the bus or speaking to the children.
13. On availing of the school transport facility your ward(s) is/are bound to follow the Transport Rules and Guidelines as suggested by the school and the school has the right to take appropriate action in case of any misconduct- of the child.
14. The bus routes will be fixed to include most areas and to provide transport facilities to as many children as possible. The travel time spent by each child on the bus will be kept in mind while fixing the routes.
15. The bus fee will be charged for 11 months.
16. No child will be permitted to board the bus if the school has not received the bus form and fees.
17. Taking the children off the bus enroute is not permitted without getting permission from the principal.
18. Parents are requested not to enter the school bus to see off and receive their ward. Please ensure that you do not try to overtake and stop the school bus to facilitate the boarding of your ward, as this endangers the safety of the bus occupants. This act would lead to strict disciplinary action.

Regards
Principal