

TRANSPORTATION REQUEST  
TO / FROM  
EMIRATES INTERNATIONAL SCHOOL  
MEADOWS

No. EIS-M-2018-19-

Please complete and submit to Emirates International School / Diamondlease Office:-

Sr.	Name of Student	DOB	Father's Name	Mother's name	Grade	Gender	Sch. Reg. No.
1							
2							
3							
4							
Parents's E-ID No.							
Father's Company				Mobile No.			
Mother's Company				Mobile No.			
Residence Number				Email Id			
Residence Address							
Mode of Payment		Cheque/Credit Card		<b>PAYMENT IN ADVANCE/NON REFUNDABLE</b>			
FEE Receipt No (1) .....		Date .....		Amount .....		Bus Route No. ....	
FEE Receipt No (2) .....		Date .....		Amount .....		Bus Route No. ....	

Transport facility once availed will not be withdrawn during the Academic Year. In case of cancellation after making payment, no refund will be made for the unexpired portion. In genuine reasons of discontinuation due to transfer of school or family leaving UAE, at least 1 month notice should be given to Diamondlease with a copy of the School Transfer Certificate for considering refund request for the unexpired portion. In such cases of requests, an amount of AED 1,000 (two way) and AED 500 (one way) will be deducted as Administration charges.

- All Cheque payments are subject to Realisation.
- In case of bounced cheque an amount equivalent to 4% of the amount will be levied.
- Payment against bounced cheque will be accepted by charging Credit Card (With proper Authorisation of Card holder) or in Cash (after prior approval by Diamondlease Management).
- Pick/Drop off within Dubai maximum 90 minutes **(No time limit for ASA buses).**
- **PAYMENT IN ADVANCE / NON REFUNDABLE.**
- Please insist and obtain OFFICIAL RECEIPT for ALL PAYMENTS MADE TO DIAMONDLEASE.

Signature of Parent

Date

P.O. Box 32689, Dubai, U.A.E., E-mail: ops\_schools@diamondlease.com, Website: www.diamondlease.com

Head Office Dubai Investment Park: Sales: Tel: 04 8852677, Fax: 04 8852651, Service: Tel: 04 8852211, Fax: 04 8852641, Accounts: Tel: 04 8852200, Fax: 04 8852648, HR: Tel: 04 8852667, Fax: 04 8852648, DIFC: Tel: 04 4570374, Sheikh Zayed Road (Al-Quoz): Tel: 04 3394500, DIP Chauffeur: Tel: 04 8852111, Fax: 04 8852651, Used Car Showroom, Al Aweer: Tel: 04 3333056, Souq Al Haraj: 06 5528569, Knowledge Village: Tel: 04 4408955, Habtoor Grand: Tel: 04 3995049, Jebel Ali: Tel: 04 8848696, Silicon Oasis Tel: 04 3206174. Fujairah: Tel: 09 2232774, Fujairah (Sales): Tel: 09 2236896, Mussafah Service: Tel: 02 4411770, Mussafah(Sales): Tel: 02 4478608, Fax: 02 5575636, Sharjah: Tel: 06 5353871, Fax: 06 5353874, Ras Al Khaimah: Tel: 07 2353615, Toll Free: 800 37483, 24 Hours Emergency Service: 04 8852211

## STUDENT'S CODE OF CONDUCT

DIAMONDLEASE is proud to provide the transportation service for Emirates International School. In order to ensure that all students are transported comfortably, safely and in a timely manner, we request you to advise your child/ward to strictly adhere to the following rules:

- Be on time at the pick-up location (Residence/School) to avoid unnecessary delays.
- Be seated in a disciplined and orderly manner inside the bus.
- Be seated with seat belt fastened at all times.
- Do not standup or walk around while the bus is moving.
- Avoid use of bad language or making loud noises in the bus.
- Do not litter in bus.
- Keep the windows closed at all times.
- Remember to carry along all personal belongings before leaving the bus.
- Obey instructions given by the Bus Assistant.
- Not to play any kind of music in the bus.
- Assist younger students whenever necessary.
- Alert the Bus Assistant if any child has fallen asleep in the bus.
- Report to School Authorities any bad behaviour by other student(s) in the bus.
- Parents are required to inform the drivers/supervisors if a student is absent on a particular day. If a student does not want to use the return trip on any particular day the parent should hand in a written communication.
- In case of change of residence, provision of transport service will be subject to the availability of seats on established routes and should be inform by writing at least one week before to the concern supervisors.
- For safety reason, eating and drinking on the bus, other than water, will not be permitted.
- Parents or guardians shall compensate the company for any damages caused / sustained on the bus or to the other travellers as result of inappropriate behavior / actions by their child.
- In case of RF-ID card lost, AED 50 will be charged per card for replacement.
- In case of no recognised adult available to collect younger students, (EY 1 to Year 4), the bus will wait 5 minutes only. Following which the parents will be contacted and child will be returned to school.

***Note: In case a student consistently violates one or more of the above rules, the concerned parents will be notified in writing. After two such written warnings and in the interest of overall discipline and safety of the bus, the student may be disallowed from further use of the bus service.***

I have read & understood all of the above and acknowledge the same by signing this document.

Name of Parent: .....

Signature: ..... Date : ...../...../.....

### **Note**

- a. Please keep a copy of this document as a ready reference of the student's Code of Conduct.
- b. In case of any complaints, queries or further details please contact our Supervisor on Mobile: 056-8206422 Mr. Aamir (EIS Meadows)