***(Insert School name)* School Transport Policy**

Learners who use School transport will be picked up from designated pick-up points at the stipulated time as shall be defined and communicated from time to time. Parents/Guardians of any Learner who misses School transport due to lateness shall be responsible for getting the child to School.

School transport works on a defined schedule as it services many children and is therefore not able to wait for a Learner or Guardian. It is the responsibility of the Parent to ensure that there is someone to drop and/or meet the child at the designated pick-up/drop-off places. The School shall not be held responsible for a Learner’s whereabouts upon drop-off at the designated area.

The School shall take all necessary precautions to work according to stipulated time schedules. Parents may contact the School in case of any serious delays experienced for appropriate direction.

School transport fee is computed with due consideration of various factors including; distance, number of Learners on the route, availability of space, road infrastructure, etc. Costs shall be computed and communicated in advance of a new term.

The transport fee is paid in advance for every month. Learners who have not paid will not be picked.

A Learner who wishes to stop using School transport shall notify the School in writing at least one month prior to stopping. In the event of default and withdrawal without notice, such Learner will be required to make good such default before being allowed to resume the use of School transport.

Below is the school transport schedule.

*(Insert schedule here)*