



American International School
المدرسة الأمريكية الدولية



ATHENA EDUCATION
For Social Grace

Staff Registration Form

Employee
Passport
Size Photo

Date: - _____

For Staff

Academic year _____ * Employee ID _____ Department _____

*Employee Name: _____

*Start Transportation Date _____ Emirates: - Dubai Sharjah

Pick-up/Drop-off Point: _____

Approx Pick-up time : _____ Approx Drop-off Point: _____

*Address: _____

*Landmark [Nearby Location] _____

I have read and understood Rules & Responsibilities given below for the school transport and confirm my acceptance

Rules & Responsibilities

- For the morning pick-up, be ready and prepared for the bus at the allotted time and location.
- Staff can opt for transport service only if they reside in the Route/Areas where School has transport service. The school cannot add any extra bus for an area where services are not provided.
- Staff transport departure time should be on time, which is approved by school management.
- It's mandatory for staff to complete & submit the staff transport registration form. Staff can use School transport once they have been allotted a bus number by their school transport department.
- The bus will depart at the given time even if the staff is not present. Staff then need to come to school under own arrangements and should inform the transport in charge of a drop-off service for that specific day.
- Staff need to inform the transport in charge in advance if he/she is going to use his/her own transport while leaving school.
- In case of cancellation / route change request form should be submitted 30 days prior to school transport department.
- In case staff wants to discontinue to use the service during the month, the charge would not be refunded for that month.
- Fees can be collected on a pro rata basis for new joiners and leaving staffs only.
- For Staff transport two-way and one-way charges would remain the same.
- Staff should pay transport charges monthly in advance.
- Staff Child(s) not allowed in the Staff bus.

Employee Name _____

Signature: _____

Mobile No _____

For Transport Department

Bus No _____ Route Name _____ Stop Name _____

Start Date of Transportation _____ Trip Type: - One-Way Two - Way

Transport In Charge: _____

Signature: _____ **Date:** _____