

**IMPORTANT ADVISORY**  
**(for students travelling by private cabs)**

Dear Parent

Greetings!

The safety and well-being of our students is our highest priority. Several of our students commute to and from school through private cabs/vans arranged independently by parents. Since these transport services are not operated by the school, we request all parents to strictly adhere to the following safety guidelines to ensure the safe transportation of their wards.

**Guidelines for Parents**

1. **Driver Verification:** Parents are requested to submit the following details of the private cab/van driver to the school office like Driver's Name, Mobile Number, Vehicle Registration Number, Copy of Driving Licence, **Valid Police Verification (PCC)**, Aadhaar Card, & recent Photograph of the Driver. Any change in the driver or vehicle must be informed to the school immediately.
2. **Arrival Time at School:** Please ensure that the private cab/van arrives at the school no earlier than 15 minutes before the commencement of school, and that drivers do not wait outside the school premises for extended periods.
3. **Lady Attendant:** Parents are advised to ensure that a **lady attendant or mother volunteer** accompanies the children in the cab/van, especially when girl students or young children are travelling.
4. **Vehicle Capacity:** The number of children travelling in the cab/van must not exceed the seating capacity prescribed by the Regional Transport Authority (RTO), and overloading of the vehicle is strictly prohibited.
5. **Vehicle Safety:** Parents are requested to ensure that the private cab/van used for transporting their ward is roadworthy, well-maintained, and driven only by a licensed driver. The vehicle must possess valid Registration Certificate (RC), Fitness Certificate, Insurance, Pollution Under Control (PUC) Certificate, and Permit, wherever applicable. It should also be equipped with functional seat belts (where provided), a first-aid box, and a fire extinguisher to ensure the safety of all children.
6. **Breath Analyser Test:** The school reserves the right to conduct a breath analyser test of any private cab/van driver at any time. Drivers found under the influence of alcohol or refusing the test may be denied entry to the school premises, and parents will be required to arrange alternate transport immediately.
7. **Emergency Contact:** Parents must share updated emergency contact numbers with the driver and ensure that the school also has current contact details.
8. **School Record:** The school maintains a register of students travelling by private cabs/vans. Parents are requested to provide complete transport details at the beginning of the academic session and inform the school immediately of any changes.

Parents are requested to submit the driver's and vehicle's details along with the required supporting documents to the School Office on a Rs 10/- affidavit duly notarised at the earliest. Any change in the transport arrangement during the academic session must be communicated to the School Office without delay.

Your cooperation in complying with these guidelines is essential. Together, let us continue to provide our children with a safe and nurturing environment both within and beyond the school premises.

Regards  
Team GDGPS Dwarka