



October 31, 2025

CIRCULAR FOR PARENTS OF ALL PRIVATE VAN USERS

Dear Parent

Security and safety of school children is our prime concern, for which all possible steps are being taken by the school. For the same purpose, we need your co-operation for ensuring safety of students travelling by private Vans/Cabs.

It is once again requested that all the guidelines issued by Hon'ble Supreme Court of India should be complied with by the Owner/Contractors of the Vans/Cabs hired by you.

Kindly ensure that the following measures have been undertaken:-

1. The van/cab is registered with Transport Department under the School Cab Scheme of the Private Motor Registration Act and a Fitness Certificate has been procured to operate the van. Parents should submit a copy of PUC, insurance and fitness certificates etc.
2. The registered vehicle is equipped with safety features including Speed Governors, GPRS devices, Fire Extinguisher and a First Aid Box.
3. The drop off time of the children at school by private cabs should be between 7:40am – 8:00am.
4. The pick-up time from the school should be five minutes prior to school dispersal time. Check the van driver, if he is late in picking your ward from the school in afternoon as children are susceptible to injury when they are left to their own beyond school hours. Vans should leave by 2:10 pm without fail.
5. Parents should provide private bus/ van/ cab driver's police verification document, the drivers' character and antecedent verification, the details of Vans/Cabs and Phone/Contact numbers of Contractor/Owner of such Vans/Cabs to school, if not submitted till now.

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6. A yellow strip mentioning "SCHOOL CAB" should be there on the vehicle.
7. Parents must ensure that a lady attendant/mother-volunteer should always accompany students in the van.
8. The maximum number of children in the van is limited as per norms based on type of vehicle (maximum 8 students are permitted to ferry).
9. Keep a regular check that van driver is not driving negligently or indulging in rash driving.
10. Parents to give prior intimation to the school regarding any change of driver / vehicle through authorization letter.
11. Encourage carpools instead of vans in the interest of your children.

Parents are advised to monitor the drivers deployed personally, to ensure the safety of the children. The safety of the child should be the topmost priority of any parent. As the guidelines of Hon'ble Supreme Court, it is mandatory for at least one parent to travel in the van along with children to monitor the driver and look after children travelling by van. We earnestly urge you to volunteers as escort parent in the vans hired by you.

The safety of the child travelling by private van engaged by you is your responsibility as the school is neither hiring such vans nor can possibly check that drivers are complying with Supreme Court Guidelines for safe transportation of children.

Soliciting your active involvement, cooperation and support for safety and security of all children. We request you submit van details of the driver.


SURUCHI GANDHI
(PRINCIPAL)

UNDERTAKING FOR PRIVATE TRANSPORT

The Principal
Bal Bharati Public School
Sector-12, Dwarka
New Delhi

I/We..... Mother/Father/Guardian
of..... Class/Section.....
Admission No.....
R/o

undertake to verify the antecedents of the van driver from the local police station and submit copy of the same to the school. Further, I/We understand and agree that my/our ward is availing the same solely at my / our discretion. I /We undertake that we will not hold the school responsible in an event of any deficiency of service or untoward incident on account of any negligence by the Van driver. I/We hereby specifically release, indemnify and hold the school free from liability for any claims arising out of such an accident.

DETAILS OF PRIVATE VAN DRIVER AND VEHICLE: (To be updated in case of any change)

Van No. :

Name of Van Driver :

Phone no. :

Driving Licence No.:

Valid upto :

Vehicle type & model :

Vehicle Regn. No. :

Aadhar Card No. of van driver:

Van run on CNG/Petrol/Diesel: If CNG, has it been endorsed in the RC: Yes/No

It has a valid Fitness Certificate No.: Valid upto:

I have gone through the copy of guidelines to be strictly followed for carrying school children to and from school in different categories of contact carriages Maxicabs, Motorcabs etc.

In case of any change in the above-mentioned van details, I will intimate the school immediately.

Date :

Name of parent :

Class of ward:.....

Signature :



PARENT VOLUNTEER DETAILS

Van number:

Name of Van driver:

Contact no. of Van driver:

Volunteer details:

Date	Day	Name of parent volunteer	Contact No. of parent volunteer	Name of the ward	Class and Section of your ward
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				

Date :

Name of parent :

Class of ward:.....

Signature :