



## BUS APPLICATION/BUS CONTRACT

School Year 2016 - 17

By signing the bus application, a contract is deemed to exist for the entire semester of two terms. Parents agree to the attached Terms & Conditions of Bus Service offered by IST.

Child's Family Name: \_\_\_\_\_

Child's First Name: \_\_\_\_\_

Grade and class \_\_\_\_\_

PHOTO of Child

(attach to form or submit  
via email to  
busservice@istafrica.com)

### Address where student lives / will be living:

Street/House No.: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My Child requests transportation as of: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

### Bus Pick up / Drop-off (check one option only):

- From Secondary Campus to Elementary and return (for Elementary students)
- From Elementary Campus to Secondary one way - mornings (for Secondary students drop off only)
- From Elementary Campus to Secondary and return (for Secondary students)
- From Elementary Campus to Secondary one way - afternoons (for Elementary students drop off only)
- From residences in Masaki to Secondary Campus main car park - mornings  
(For Secondary students)
- To residences in Masaki from Secondary Campus main car park - afternoons  
(For Secondary students)



**The fees charged are (subject to change any time):**

**Elementary Students: (Masaki Residents)**

- Tshs 8,000/- +VAT per return trip per student for **Elementary students** (two ways, from the Secondary Campus to the Elementary Campus and returning) while
- Tshs 4,000/- +VAT one way per student From Elementary Campus to Secondary one way - **afternoons (for Elementary students drop off only)**
- Tshs 4,000/- +VAT one way per student From Secondary to Elementary Campus one way - **Mornings (for Elementary students drop off only)**

**Secondary students: (Upanga residents)**

- Tshs 4,000/- +VAT one way per student will be for **Secondary students** (one way only, from the Secondary Campus to the Elementary Campus) **Afternoons** and
- Tshs 4,000/- +VAT one way per student will be for **Secondary students** (one way only, from the Elementary Campus to the Secondary Campus) **Mornings** and
- Tshs 8,000/- +VAT per return trip per student for **Secondary students** (two ways, from the Elementary Campus to the Secondary Campus and returning).

**Secondary Students (Masaki Residents)**

- Tshs 2,500/- + VAT per trip and Tshs 5,000/- +VAT per return trip from residential areas of Masaki/Msasani Peninsular to the Secondary Campus and back.

**Payment of Bus Fees:**

Please choose option of payment:

- By Parents     By Sponsoring Institution  
 Cheque     Transfer

**Note the pick-up and drop off locations detailed in the Terms and Conditions.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature



**Important Information:**

- Please see the Bus Service Terms & Conditions and Bus Regulations attached.
- Applications to use the Bus Service must be made in advance. All applications are subject to a seat being available and acceptance by IST.
- IST reserves the right to reject applications without giving any reasons, whatsoever. Approvals for applications are granted at the sole discretion of IST.
- **Your application may take up to two weeks to be processed.** You will be informed whether your application has been accepted or rejected by the end of that period.
- Upon acceptance of your application, IST will provide your child with bus service subject to the Bus Service Terms & Conditions being complied with in full.
- Only students whose applications have been accepted are permitted to use the bus service.
- Payment of the bus service charges must be made by way of a cheque or bank transfer in favour of “**International School of Tanganyika Ltd**”. Payment is due in full within two weeks of receipt of invoice issued by IST.
- **Please note in particular clause 7 of the ‘Bus Service Terms & Conditions’ which excludes and limits IST’s liability.**
- Parents must attach the child’s photo to the application form or submit the photo via email to [busservice@istafrica.com](mailto:busservice@istafrica.com).
- Registration will only be considered complete on receiving a signed registration form as indication of acceptance of all terms and conditions to do with Bus Service.
- Scan and send signed form to [busservice@istafrica.com](mailto:busservice@istafrica.com) or bring hard copy to the Administration Building receptionist (Upanga, Gate 5) and sign the time of delivering the application in the Bus Service register.
- Due to limited seats, applications will be processed according to a first-come, first-served procedure.

**This registration form cannot be processed unless it is signed. By signing, you agree to the terms and conditions of the waiver and indemnity form attached.**

**I confirm that I have read and understood the Bus Service Terms & Conditions and the Bus Regulations attached.**

**Name of the Parent/Guardian:** \_\_\_\_\_  
Surname First Name

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For official Use Only:**

Payment Received: \_\_\_\_\_ (Yes/No); Receipt No: \_\_\_\_\_

Application confirmed: \_\_\_\_\_ (Yes/No)

\_\_\_\_\_  
**Date of Acceptance**

\_\_\_\_\_  
**International School of Tanganyika Ltd**  
Authorized Signatory

Please return this form by fax or email, or physically to:

**Bus Service Coordinator**  
**International School of Tanganyika Ltd**  
**P.O. Box 2651, United Nations Road**  
**Dar es Salaam**

**Tel: +255 684 228 882/3**  
**Fax: + 255 22 2152077**  
**Email: [busservice@istafrica.com](mailto:busservice@istafrica.com)**



### From the Elementary to the Secondary Campus and return.

The bus:

- is provided by a third party contractor and not owned by IST.
- leaves from the **Administration (Gate 5) car park** at 7.00 am.
- drops students at the **main Secondary car park (Haile Selassie Road)** in the mornings.
- leaves from the **main Secondary car park (Haile Selassie Road)** at 4.00 pm.
- is open to students in Grades 6 to 12.

### From the Secondary to the Elementary Campus and return

The bus:

- is provided by a third party contractor and not owned by IST.
- leaves from the main Secondary car park (Haile Selassie Road) at 6.30 am. Parents should enter the car park to drop their children inside the campus compound and not drop their children outside of the gate.
- drops students at the Administration (Upanga, Gate 5) car park in the mornings.
- leaves from the Administration (Upanga, Gate 5) car park at 1.55 pm for those students who do not have after school activities and at 2:50pm for those students who do have ASAs.
- drops students at the main Secondary car park (Haile Selassie Road). Students must be picked up when the bus arrives because there are no waiting facilities for Elementary students on the Secondary campus.
- is open to students in Grades 3 to 5.

### From Residences in Masaki to Secondary Campus one way

The bus:

- will begin from a point which will be determined later and pass through residential streets according to the received applications.
- will start at 7.00am and is expected to rotate picking students along the way and be done within not more than 20 minutes.
- the start point will be alternated in order to avoid having one student always last or first to be picked up.
- drops students at the main Secondary car park (Haile Selassie Road) in the mornings.
- will provide return transportation in the afternoon leaving school at 2:45pm on days for students who don't have after school activities and 4pm for those who have ASAs.
- is open to students in Grades 6 to 12.

### After ASAs bus service:

We have a bus scheduled for children who are leaving school after ASAs for all above routes:

1. Elementary students Grades 3-5 returning to the Secondary Campus after school ASAs will leave the Elementary Campus at 2.50pm
2. Secondary students returning to the Elementary Campus after school ASAs will leave the Secondary Campus at 4pm
3. Secondary students: Residential areas of Masaki/Msarani Peninsular to the Secondary Campus and back after school ASAs will leave the Secondary Campus at 4pm



## **BUS SERVICE TERMS & CONDITIONS**

### **1. The Bus Service**

- 1.1. The International School of Tanganyika Ltd (IST)/Bus Contractor shall provide bus transport services to and from (“the Bus Service”) the campuses as stated in the application form (“the Application”) completed and signed by the child’s parents or guardian (“the Parents”) for the child as stated in the Application or such other date as may be agreed by the parties and continuing unless and until terminated pursuant to clause 9 (“the term”).
- 1.2. For the avoidance of doubt, the Bus Service shall not be provided during school holidays and non-school days.
- 1.3. IST may sub-contract or appoint any third party to provide the Bus Service.

### **2. Bus Service Charges**

- 2.1. In consideration of the Bus Service for the Student, the Parents shall pay IST bus service charges (“the Bus Service Charges”) as described in Clause 2.2.
- 2.2. IST shall issue an invoice to the Parents stating the Bus Service Charges payable for that current academic semester or part thereof, as the case may be, and the Parents shall within 2 weeks of receipt of the invoice make or procure payment of the Bus Service Charges payable for that current academic semester. Fees shall be charged in full for the whole semester regardless of the students start or end date.
- 2.3. Under no circumstances shall there be any refunds of the Bus Service Charges save for the situation stated in Clause 9.1.

### **3. The Bus/Pick-up/Drop-off**

- 3.1. IST will designate the bus, the appropriate pick-up and/or drop-off point and prescribe an appropriate pick-up and/or drop-off time for the Student.
- 3.2. The Student shall only take the bus that has been designated to him/her and shall only be picked-up and/or dropped-off by the bus at the designated pick-up and/or drop-off points.
- 3.3. The bus, pick-up/drop-off times are subject to change at the sole and absolute discretion of IST.

### **4. Bus Regulations**

- 4.1. The Parents shall ensure that they and the Student observe and comply with the Bus Regulations and Bus Service Rules below. These may be amended from time to time by IST at its sole and absolute discretion.

### **5. Medical Emergency**

In the event of a medical emergency, IST shall arrange for immediate medical attention for the Student as may be reasonable and available in the circumstances and the Parents undertake to pay the medical fees and incidental charges in respect of such medical attention.

### **6. Insurance**

IST shall, at its own expense, at all times during the semester take out and maintain appropriate liability insurance arising out of the school’s negligence during the provision of Bus Service.

### **7. Exclusion/Limitation of Liability**

- 7.1. Except in relation to liability for death or personal injury due to the school’s negligence, IST shall be under no liability to the Student and/or Parents in respect of any loss or damage which may be suffered, or incurred or which may arise directly or indirectly in respect of the provision of the Bus



Service, or in respect of a failure or omission on the part of IST to comply with its obligations under the Terms & Conditions.

7.2. Without prejudice to clause 7.1, IST will not be liable to the Student and/or the Parents for the acts, defaults and neglect of any sub-contractor or third party or any employee or agent of the sub-contractor or the third party who may have been appointed pursuant to clause 1.3.

## 8. Indemnity

The Parents shall indemnify IST against all proceedings, costs, expenses, liabilities, injury, death, loss or damage arising out of breach or negligent performance or failure in performance by Parents and/or Student of the Terms & Conditions.

## 9. Termination

9.1. IST or the Parents may terminate the Bus Service by giving 1 month's written notice to the other. No refund shall apply if the Parent serves a notice of termination. If the termination is issued by IST, then IST will make a refund of the Bus service Charges, that have been paid pursuant to clause 2, pro-rated accordingly for the unexpired portion of the current academic semester or part thereof from the date following the expiry of the 1 months' notice to the last date of that current academic semester. A refund of the balance fare will be issued after deducting administration costs.

9.2. Without prejudice to the foregoing and to any rights which IST may have under the Terms & Conditions or the law, IST may terminate, or at its sole and absolute discretion, suspend for such period as it may determine, the Bus Service immediately by notice in writing if the Student and/or Parents materially breach any of the Terms & Conditions or fail to observe and comply with any of the Regulations. No refunds shall apply in such cases.

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## BUS RULES & REGULATIONS

1. No eating, drinking or littering on the bus is permitted.
2. Seat belts must be fastened at all times and must not be removed until the bus has come to a complete stop.
3. Students must speak softly and not make excessive noise.
4. Students must form polite queues and wait for their turn to board the bus and be seated.
5. Students must be courteous and respectful to everyone, including the bus driver/attendant and fellow students. Fighting, bullying, offensive language or unruly behavior will be reported to the School and subsequent disciplinary action may be taken. A student with repeated misconduct will be suspended from the use of the Bus Service.
6. Students must be punctual when boarding the bus.
7. Adults and/or visitors (including students who are going on a play date) are not allowed to travel on the bus with students.
8. Reservation of seats is strictly not allowed.
9. Each student is entitled to one seat only and school bags should be placed in a way that it does not obstruct the movement of others on the bus.
10. Sharp and potentially hazardous items such as pen knives and aerosol sprays are prohibited on the bus; stationery and toys must be kept in school bags.
11. Changing of clothes on the bus is not permitted.
12. Pets are not allowed on the bus.
13. Students will board and alight from the bus at pre-designated points which are safe and convenient. However, IST/Bus Contractor reserves the right to designate the final pick-up and drop off points in compliance with traffic and safety rules, size of the bus and road conditions.
14. Chaperons will be provided during the bus service but we do not guarantee that there will be chaperon service all the time.



15. Due to limited seats, applications will be processed according to first come first served procedure.

All bus riders must obey the above-stated bus rules and regulations. Failure to follow may result in suspension or termination from riding on the buses. The Bus Contractor will inform the School if there is any serious breach of the bus behavior regulations. After investigation of the event, the School Management will have the discretion to either suspend or terminate the bus service to the student. Please note that there will be no refund of bus fees for any period of suspension or termination of the bus service.

**Further Explanatory Notes:**

<p>For safety and security purposes, all children must wear seatbelt once they board the bus. The only exception is when they get on or off the bus.</p>	<p>All children are expected to behave in a responsible and courteous manner while riding on the bus. Children are also expected to use acceptable language and speak softly so as not to distract the bus driver from the road. This is to ensure a safe and comfortable ride for all.</p>
<p>All children are responsible for keeping track of their belongings; including disposing their trash. For hygiene purposes as well as safety consideration (e.g. eating lollipop with a long stick when the bus may make sudden stops), eating and drinking is prohibited on the bus. The School does not take any responsibility for items lost on the bus.</p>	<p>Children are required to be punctual for their school buses pick up. We seek parents' assistance to reach the waiting point earlier to avoid the bus waiting for them as this will result in a delay. Parents of young children are required to ensure that someone (a family member or helper) meets the child at the drop-off point.</p>
<p>Children may be moved from one bus to another to accommodate changes in traffic conditions, students' cohort and changes in bus routing.</p>	<p>We seek parents' understanding to deal only with the Bus service Coordinator (Maureen Gideon) and NOT directly with the bus driver or bus attendant. This is to avoid any unnecessary miscommunication.</p>