Circular No.: SGS/Admin./PC066/2026-27
Date: Monday, 02 November 2026

Sub: Arrival at School Bus Stops

Dear Parents,

During a recent review of school bus return timings to school after operating its scheduled route, it was observed that, apart from traffic conditions, the single biggest reason for buses arriving late was occurring because some students are not reaching their designated stops on time for morning pick-up. In the evening, delays are being caused by parents or authorised guardians not arriving at the stops on time to receive their children. This affects the schedule of the entire route and causes inconvenience to other students and their families.

Parents are requested to ensure that their children reach the designated stop at least five minutes before the scheduled morning pick-up time. A parent or authorised guardian must also be present at the stop before the scheduled evening drop-off time.

If a bus is delayed due to traffic or any other unavoidable reason, parents will be informed accordingly. If a parent or guardian expects to be delayed in reaching the stop, they should immediately contact the bus driver or the Transport Incharge.

Parents are also requested to actively use the school bus tracking app to monitor the bus's arrival and departure. This will help avoid confusion and minimise delays.

Your cooperation is essential in helping us maintain a safe, efficient, and punctual transport service for all students.

With warm regards,

Miti Dhingra
Principal