



**CIRCULAR FOR CLASSES NURSERY TO XII**

TIS/ VV/ 2023-24/56

July'23

Dear Parents,

We have always endeavoured to provide your ward a secure environment in the school. This, however, is not possible without your cooperation. We would like to remind you of a few points that have been emphasized in the past too.

If your ward travels by a private van, please ensure that:

1. the van is well maintained, and running on company fitted CNG.
2. the van driver and conductor have to be licensed and experienced.
3. that you have the telephone number and other contact details of the owner, driver and conductor of the van.
4. that you have all the details of the route covered by the van.

We appreciate that in response to our previous reminders, a large number of parents now park their cars away from the school and encourage their wards to walk to the school gate. However, there are still many who insist on parking in front of the gate.

1. We would like to reiterate that the main gate is where the majority of the students enter and disperse and thus it is necessary that the approach to this gate be kept free and open, for the safety of students.
2. The area around the school is a **NO HONKING** zone. We request you to refrain from blowing the horn in the vicinity of the school.
3. Overcrowded vans are a threat to your ward's safety, so as far as possible, try to have your ward travel by the school bus.
4. **In case your ward travels by private transport, please fill in the undertaking and send it back to the class teacher latest by Monday, 31 July 2023.**

(Dr. Parul Tyagi)  
PRINCIPAL

**UNDERTAKING**

I, \_\_\_\_\_ (mother/ father/ guardian) of \_\_\_\_\_ studying in \_\_\_\_\_ hereby state that my ward will not use the school bus/ school appointed hired bus.

I have made the following arrangement for dropping and picking my ward to and from the school w.e.f. April 2023. (Please tick the relevant box)

1. Pickup personally ☐
2. Pickup by the personal Car by Driver (please fill the attached Proforma) ☐
3. Pickup by the hired Van (please fill the attached Proforma) ☐

Whether my child is dropped personally or through my appointed personal transporter/ private van, I categorically state herewith, and undertake that the school authorities hold and bear no responsibility whatsoever in case of any possible mishap during the transit of my ward to and from the school.

\_\_\_\_\_  
SIGNATURE OF THE PARENT/ GUARDIAN

\_\_\_\_\_  
DATE

(Please fill one of these as per the arrangement, and strike the other)

**AUTHORISATION LETTER (for Personal Driver)**

I, parent of.....of class/ sec.....hereby authorise my  
driver..... to pick up my ward from the school at dispersal time,

His photograph is attested by me below.

Affix photo of  
the Driver

Parent signature with date.....

Name.....

Contact No (Parent).....

Contact No (Driver).....

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**AUTHORISATION LETTER (for Van Driver)**

I, parent of.....of class/ sec.....hereby authorise  
Mr..... Driver of Van No. .... to pick up my ward from school at dispersal  
time.

His/ her photograph is attested by me below.

Affix photo of  
the Driver

Parent signature with date.....

Name.....

Contact No (Parent).....

Contact No (Van Driver).....