



Undertaking by Parent – Drop Off (Grades 1 to 3 / Year 2 to 4)

I, _____, parent of _____ ID no _____ studying in Grade / Year ____ in _____ School would like my son / daughter to be dropped off at _____ (Residence / Drop off Point) on return from school –

If accompanied by my elder son/daughter _____ studying in Grade / Year _____ (only Grades 4 / Year 5 and above are allowed to accompany child).

(Please tick the relevant box)

I understand that as a security and safety measure for my child, the Terms & Conditions of School Transport Services LLC makes it obligatory for me to be personally present or to arrange for an authorized person to receive the student, by presenting the Guardian Card at the residence or drop off point.

In the event where no authorized person is physically present to receive the child, STS is authorized to drop the child at the above point, providing the conditions outlined above are met.

If the conditions above are not met our child will be returned to the school and it is our responsibility to arrange collection of our child from the school premises.

I understand that School Transport Services LLC (STS) are not responsible for my child’s safety after he / she is dropped off from the bus. I further undertake to indemnify STS, the School or any of its affiliates, employees, directors, etc from and against any and all claims, losses and liability for damages, resulting under such circumstances.

Signature of Parent

Date: _____

Signature of STS Representative

Signature of Manager – School Operations

Date: _____



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Revision History

Version	Description of Change	Prepared / Updated By	Reviewed By	Approved By	Date
1.0	Initial release	DC	QA	MD	10.03.2010
1.1	Change in office address & contact	DC	QA	MD	07.07.2011
1.0	Document format of the existing form is changed to align with the Control of Documented Information Procedure	QA	QA	MD	08.03.2017
1.1	Revised to meet the KHDA age group requirements	QA	QA	MD	04.04.2018
1.2	Revised the form to suite the organizational requirements	QHSE	OP	MD	09.09.2018
1.3	Revised the form to suite the organizational requirements	QHSE	FM	FD	29.10.2018
2.0	Revised the document code and linked the form to Student Management process	QHSE	FM	FD	08.07.2019