



Transport Area Change Form

Application Date .....

Name of School.....

Name of the child .....

ID Number ..... Class ..... Section ..... Old Bus Number .....

Present Area for Pick Up / Drop Off .....

Area Change for Pick Up / Drop Off .....

Change Location with effect from ..... (Date) New Bus Number .....

Signature of the parent with name .....

E-mail Id : .....

Telephone: Contact No 1 ..... Contact No 2 .....

**Terms & Conditions for Area Change**

1. Parents should provide the Area Change form (available at the STS counter in the school or website) at least two-weeks' in advance. The parent will then be informed of the availability of seats and routes by the STS representative accordingly.
2. The old ID card should be returned to STS and a new card will be issued at a charge of AED 20/- for the area change.
3. STS reserves the right to decline any provision of service. Allocation of the buses will be based on seat availability and route coverage.

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STS Representative



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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
1.0	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	Addition of Terms and Conditions	QA	FM	FD	12.09.2018
2.0	Revised the document code and linked the form to Student Management process.	QHSE	FM	FD	08.07.2019