



Soneike Private School

Parent Agreement for Soneike Private School Bus Service

This Transport Service Agreement ("Agreement") is formally entered into between **Soneike Private School** (hereinafter referred to as "the School") and the **Parent/Legal Guardian** (hereinafter referred to as "the Parent") of the registered student, governing the provision and utilization of the optional School Bus Service.

1. Service Provision and Scope

1.1. Scope of Service

The School provides an optional, non-guaranteed, scheduled bus transport service for enrolled students. Service eligibility is determined by the student's residential address falling within specific predefined radii from the School premises (currently 3km, 5km, 8km, and 10km).

1.2. Operational Schedule

The service operates exclusively during official School Term dates and strictly excludes all public holidays, weekends, and designated School holidays.

1.3. Route Management and Optimization

Service routes, pick-up, and drop-off schedules are determined solely by the School with a focus on maximizing efficiency, time management, and safety for all students. Parents acknowledge that all established routes and schedules are subject to change without prior notice based on annual student registration, prevailing road conditions, and continuous operational review. The School currently endeavors to provide a door-to-door transportation service for all enrolled students.

2. Eligibility, Registration, and Enrollment

2.1. Annual Registration Requirement

Registration for the transport service is mandatory on an annual basis. The completed registration form and acceptance of this Agreement must be processed before the commencement of the relevant academic year or term.

2.2. Enrollment Conditions

Service enrollment is contingent upon the availability of seating capacity on the designated route. The School reserves the absolute right to decline or revoke the service, either temporarily or permanently, due to operational capacity constraints, safety concerns, or any breach of the terms outlined in this Agreement.

3. Financial Terms and Payment Obligations

3.1. Fee Structure

Transport service fees are structured based on the chosen transport radius and the required service frequency (Two-way or One-way). A detailed schedule of the current fees is provided in Section 6 (Pricing Structure).

3.2. Payment Terms

All service fees are payable in advance, strictly in accordance with the School's published payment schedule (e.g., termly or annually).

3.3. Non-Refundable Policy

All fees are strictly non-refundable. No refunds, credits, or fee adjustments will be issued for non-usage of the service resulting from, but not limited to, student illness, disciplinary suspension, family-scheduled holidays, or early voluntary withdrawal from the service during a pre-paid payment period.

3.4. Suspension of Service

Failure to remit bus service fees by the specified due date constitutes a material breach of this Agreement and will result in the immediate and automatic suspension of the transport service until the outstanding balance is settled in full.

4. Parent/Legal Guardian Responsibilities

4.1. Punctuality

The Parent must ensure that the student is present and prepared at the designated pickup point a minimum of five (5) minutes prior to the scheduled time. To maintain the route schedule, drivers are strictly instructed not to wait longer than two (2) minutes past the scheduled pickup time.

4.2. Supervision and Collection (Primary Students)

For all students aged 1 through Grade 7 (Primary School level), the Parent or a formally designated responsible adult must be visibly present at the drop-off point to receive the student. Failure of an authorized adult to be present will trigger the Uncollected

Children Protocol (Section 4.5), and the Parent assumes full financial and logistical responsibility.

4.3. Communication of Changes

Any alteration to the student's regular transport requirements (e.g., absence, temporary alternate pickup/drop-off arrangements) must be communicated in writing to the School Transport Coordinator, and **not** directly to the driver, with a minimum of twenty-four (24) hours' advance notice.

4.4. Address Updates

The Parent must immediately notify the School in writing of any change to the student's permanent residential address. The continuation of service at the new address is subject to assessment of route feasibility and may result in an adjustment of the service fees.

4.5. Uncollected Children Protocol

In the event that the requirement in Section 4.2 is not met, the bus driver will return the uncollected primary student to the School's aftercare facility. The Parent is required to arrange immediate collection from the aftercare facility and will be held liable for any associated aftercare fees, administrative penalties, or late collection charges incurred.

5. Student Conduct and Discipline

5.1. Compliance and Adherence

Students are required to strictly comply with the Soneike Private School Code of Conduct, the specific rules for bus travel, and all directives issued by the assigned bus driver and/or bus monitor/helper.

5.2. Prohibited Conduct

Any disruptive, disrespectful, dangerous, or destructive behavior is strictly prohibited. This includes, but is not limited to, standing while the bus is in motion, unauthorized disposal of objects, physical altercations, and deliberate damage to the vehicle.

5.3. Service Suspension or Withdrawal

The School reserves the unilateral right to suspend or permanently withdraw the transport service for any student who commits a serious breach of the rules of conduct. No refund of pre-paid fees will be granted in cases of disciplinary withdrawal.

5.4. Responsibility for Damages

The Parent/Student shall be financially responsible for the full cost of repair or replacement for any damage caused to the transport vehicle by the student's willful or negligent actions.

Child's Transport Details

Parents must accurately provide the following mandatory details regarding the child's transport arrangement.

Detail	Information Provided by Parent
Child's Residential Address	
Chosen Transport Radius (3km, 5km, 8km, or 10km)	
Required Service (Two-way or One-way)	
Emergency Contact Name	
Emergency Contact Number	
Existing Medical Conditions/Allergies	

Safety, Emergency Protocols, and Personnel

Emergency Procedures

In the event of a transport-related emergency (e.g., accident, mechanical failure), the School will rigorously follow established safety protocols to ensure the immediate

well-being of all passengers. Parents will be officially notified through the designated communication channel as soon as the children's safety and operational management have been secured.

Responsibilities of Stakeholders

Role	Responsibilities
Parent/Guardian	Ensuring the child's safe hand-off at the pick-up point and successful reception at the drop-off point (Sec. 4.2). Providing and maintaining up-to-date contact and critical emergency details with the School.
Bus Driver	Ensuring the safe operation of the vehicle, adherence to all national traffic laws and regulations, and the overall safety of children while aboard the bus.
Bus Helper/Monitor	Assisting the Bus Driver, actively supervising children, and ensuring students comply with conduct rules (Sec. 5).

Alternative Transport Contingency

The School maintains robust contingency plans for unforeseen operational interruptions, such as mechanical failure of the primary transport vehicle:

- **Vehicle Substitution:** The School's branded fleet of Avanza vehicles (or equivalent approved transport) will be deployed as alternative transport to ensure the continuity of the scheduled route and the safe conveyance of students.
- **Commitment:** The School guarantees that safe and suitable alternative transport will be made available to minimize disruption to the service schedule.

Driver and Helper Professionalism

All transport personnel are required to adhere to the following professional standards:

- **Appearance and Conduct:** Maintaining a neat, professional appearance in the official company uniform, and exhibiting respectful and courteous behavior towards all students and Parents/Guardians.
- **Environment:** Maintaining a safe, clean, and orderly environment within the bus.
- **Operational Focus:** Maintaining strict focus on the safe and efficient transportation of children. Transport personnel are explicitly prohibited from engaging in school administrative matters or financial transactions unrelated to the immediate transport operation.

Lost and Found Protocol

- **Notification:** All items found on the bus will be communicated via the designated transport WhatsApp group following the completion of the final drop-off run for the day.
- **Holding Period:** Lost items will be retained on the School bus for a period of one (1) week.
- **Collection:** Parents are responsible for monitoring the communication channel and arranging the direct collection of lost items from the bus within the one-week holding period.
- **Unclaimed Items:** Items not collected after the one-week period will be formally transferred to the Fleet Manager, Zanrich Engelbrecht. The School explicitly disclaims responsibility for items not retrieved by the Parent after this final transfer.

6. Pricing Structure

The monthly fee for the required transportation service is detailed below.

Service Detail	Monthly Fee (2026)
Kiddies Planet	R1050 per month
Other Schools (2-Way Trip)	
Within 3km radius	R750 per month
Within 5km radius	R850 per month
Within 8km radius	R900 per month

Service Detail	Monthly Fee (2026)
Within 10km radius	R1050 per month
One-Way Trip Only	R600 per month

Please Note: Transport service provision is conditional upon a minimum enrollment of five (5) children residing within the same designated radius. Application for the service does not constitute an acceptance or guarantee of placement; applicants will receive formal notification regarding the outcome of their application.

7. Disclaimer and Limitation of Liability

Soneike Private School is committed to providing a secure and reliable transportation service. However, by executing this Agreement, the Parent/Legal Guardian expressly acknowledges and accepts that Soneike Private School, its employees, drivers, and associated helpers shall not be held liable for any injuries, losses, or damage to property arising out of or in connection with the bus service, save and except in instances of proven gross negligence or willful misconduct directly attributable to the School.

8. Acceptance and Signature

I, the undersigned Parent/Legal Guardian, confirm that I have fully read, comprehensively understood, and unequivocally agree to comply with and abide by all terms and conditions stipulated within this Soneike Private School Transport Service Agreement.

Detail	Signature	Date
Student Name		
Parent/Guardian Name		
Parent/Guardian Signature		

For School Use Only:

Reviewed By:	Date Service Commences:	Route No.: