

# TRANSPORTATION ENROLLMENT PACKAGE 2025-2026



**Dear Parents,**

Thanks for your interest in Transportation Services with New Image Gulf States LLC.

In this Enrollment Package, kindly find our Transportation Policies and Application Package.

We trust the information below will help you with our enrollment procedure.

The School Bus Application Form must be completed. Please make sure you have read the whole package, and you have signed the Acceptance Receipt before you follow the submission process outlined.

We look forward to providing you with safe, professional, and reliable transportation for your children.

**Sincerely,**

**Jason Olley**  
**FM and Transportation Consultant**

## **TRANSPORTATION INFORMATION PACKAGE**

### **Enrollment Policies**

Enrollment for transportation is on a **term-by-term basis, three months on every term**. It is recommended that you submit your application for transportation to [cstrans.usi@newimagegulfstates.com](mailto:cstrans.usi@newimagegulfstates.com) at least one month prior to the start of school to ensure availability.

Students may enroll at any time during the school year, depending upon space availability. Transportation fees will be assessed for the semester in which enrollment occurs.

By submitting an application, this does not guarantee that a seat is available, or that there is service to the area. Once your application is received, it will be processed, and you will be notified as to whether we can provide service.

***Note: Submitting an application does not bind you to our Terms and Conditions until you have been accepted to the school and have started to use the service.***

### **Application Process**

Once you have printed, completed and signed the Application Form and you have all the Deliverables (available at the end of this contract) please follow the steps below to complete the process:

1. If possible, scan and send the completed form to [cstrans.usi@newimagegulfstates.com](mailto:cstrans.usi@newimagegulfstates.com). If you are unable to print a copy, then please complete and sign the form digitally and return it to the same email address.
2. If you are unable to utilize either of the digital options, a hard copy will be available to collect from the transport office inside the school, entrance to Gate 6, near the Arabic Classroom. The completed and signed form can then be returned between 8am and 12pm Sunday to Thursday.
3. On receipt of the completed application form, an Invoice will be raised and submitted to the parent's email address for immediate payment.
4. Cheque payments, together with either a copy or details of the invoice and placed in a sealed envelope, can be dropped off at the Transport Office **marked clearly with student's name.**
5. If paying by BANK transfer, the full term's fees are payable. Please email either a screenshot or a bank confirmation of the transaction to [cstrans.usi@newimagegulfstates.com](mailto:cstrans.usi@newimagegulfstates.com). In the bank's remarks/reference box please remember to clearly mention the student's full name and class if possible.

6. Once payment is received and cleared, we will send an electronic receipt to the nominated email.

The applicants' information will then be entered into our database and will be forwarded to the Supervisor in order to determine the possibility of acquiring the service and verify the assigned bus/route number on your area.

The applicant's address is sent to a driver to locate your residence (if not, you will be contacted for directions, in some cases we ask parents to meet us at a landmark or map for the driver to follow to the house).

Once located, applicants' names are added to the bus route list and the route is developed to assign sequence and times for pick up and drop off.

Once finalized, our office will provide parents with the following:

- 1) Bus number
- 2) Time of pick-up & drop-off.
- 3) Location/Bus Stop (for a stand-alone villa/house, it is in front of the house, for smaller children where a grown-up must accompany them during the morning pick-up as well as be available at the drop-off location. For this age group it is a "hand-over to a familiar grown up".)
- 4) Should we fail to deliver it, we will contact you by phone.

All bus details and information will always be available through our office staff. Please note, should you accept the above information, you will be advised of the bus availability date. After accepting a seat on the bus, cancellation fees will be applied. In the event that you have not received any information from us three (3) days prior to the first day of school, and/or three days after you have submitted your application to our office during the school year, we kindly ask you to e-mail us to [cstrans.usi@newimagegulfstates.com](mailto:cstrans.usi@newimagegulfstates.com).

## **TRANSPORTATION FEES**

**PLEASE BE AWARE NEW IMAGE REQUIRE A MINIMUM OF 15 CHILDREN PER BUS  
PER ROUTE TO ENABLE ROUTE COMMENCEMENT.**

Transportation fees are billed and payable in 2 Options:

**Option 1: Round Trip:** The cost for the services shall be **QR 2,595** for each school term, three months on every term.

There are 3 terms per school year.

Payment should be made in **full by bank transfer or cheque payable to:**

**New Image Building Services Gulf States LLC**, upon remittance of this form in THREE equal postdated cheques of **QR 865** on the 1<sup>st</sup> day of each term and TWO successive post- dated cheques payable on the 1<sup>st</sup> day of the following months.

**BANK transfer is also accepted but one full term fees will be due if you use this method.**

**Option 2: One way for either the AM or PM route:** The cost for these services shall be **QR 2,000** for each school term. Payment may be made in full by cheque payable to **New Image Building Services Gulf States LLC** upon remittance of this form.

Charges are for all routes regardless of distance from the school.

### **Invoicing and Payments**

Fees are due upon receipt of invoice and before commencement of service. A due date for payment will be indicated on the invoice. If we don't receive payment after ten (10) days, bus service for your child/children will automatically terminate. Late payment fees are calculated at QR10 per day after the due date.

Cheque should be made payable to **New Image Building Services Gulf States LLC**

If you are unable to pay by cheque, you can also make payment by bank transfer to:

#### **Bank Details:**

**Bank Account Name:** New Image Building Services Gulf States LLC

**Bank Name:** Commercial Bank

**Account No:** 4680205205001

**IBAN No.:** QA25CBQA000000004680205205001

**Branch:** Umm Lekhba Branch

**NOTE:** Please show full student name and school (with the bank transfer remarks box)

### Cancellation Fees

Should you withdraw your application prior to the start of school, the following cancellation fees will be applied.

Description	Cancellation Fee
Cancellation fees for withdrawing from service under the following conditions: <ul style="list-style-type: none"> <li>• Parents are relocating outside of Qatar permanently.</li> <li>• Student is transferring to schools where service is not available.</li> <li>• Illness of the student (with medical certificate).</li> <li>• Sudden change of address where service is not available.</li> </ul>	Fees will be prorated by months and not to the number of days service is used, plus a cancellation fee of: <b>QR 300 / child</b>
Cancellation fees for withdrawing from service which are none-of-the-above details – full semester fees applied or NO REFUND.	<b>QR 2,595 // QR 2,000</b>

To cancel service, please advise us in writing to [cstrans.usi@newimagegulfstates.com](mailto:cstrans.usi@newimagegulfstates.com) or by filling-out our cancellation form available through our offices.

### Change of Address

It is highly recommended that if you are considering to move to a new location and you do rely on school transportation, that you check with us first to see if the service is available in the planned area(s).

Should you move during the school year a service fee of QR100 will be charged to facilitate a change to another route and bus (excluding compounds with an existing route/s).

## **TRANSPORTATION REGULATIONS AND GENERAL GUIDELINES**

### **Safety Restrictions**

It is the parent's responsibility to ensure that anyone getting on the bus is not ill or feeling unwell. This is to protect all staff and children on each bus.

### **Morning Pick-Up from home:**

**Children must be ready on time and outside at the designated area for pick-up.**

**Children for Year 1 and Year 2 must be accompanied by an adult who waits until the bus arrives and picks up the child from the bus stop drop-off location (Clubhouse/Main Gate)**

Bus Drivers and Monitors have been instructed to wait **no longer than two (2) minutes for a house pick up**, and **five (5) minutes waiting for Clubhouse pick-up**, during the morning pick-up time.

**Should the child be late, the bus will move to the next stop.**

If a child misses the bus, the parents must provide transportation to school.

### **After School Drop-Off:**

Drivers and Monitors have been instructed to NOT drop off any **Children for Year 1 and Year 2** unless there is a known/designated adult present to meet and collect the child. Should the bus arrive at the stop and no adult is present to meet the bus on arrival, the child will be kept on the bus and the parent will need to collect at the end of the designated bus run. Parents will be contacted to inform them of this situation. **This rule is strictly enforced.**

The Lady Bus Monitors will collect students for Year 1 and Year 2 from their classroom in the afternoon and escort them to the designated bus. In addition, children are to be picked up from the bus on arrival at the house by an adult.

Buses depart promptly 15-minutes after school dismissal. Parents of those students who missed the bus will be contacted by phone and requested to transport their children home.

If the school is dismissed earlier than the usual hours (please see school calendar for specific dates); buses will still depart 15-minutes after dismissal time.

Compounds with a large number of students will be assigned a bus stop within walking distance from their homes, where it will be their spot for pick-up/drop-off. As we guarantee a seat for all registered students, and the drivers/monitors are obliged to follow the designated route, **requests to have a child ride to school or ride home on a different bus is strictly prohibited.**

#### **Boarding and Disembarking the Bus:**

All secondary students are kindly asked to occupy the back seats on the bus. Please start with the very last seat and work forward. Primary Students will start by occupying the front seats and work towards the back.

When boarding the bus if students are in line, please remain in the line and do not venture to the front or back of the bus.

When disembarking the bus, please proceed directly to your home. Do not linger around the front or back of the bus. If you must cross the street to get to your home, please await instructions from the monitor.

#### **Seating:**

Students may at the beginning of the year, choose their seat. Once settled into school and the bus service they will be asked to keep that seat. It may however be necessary for the bus monitor to change the seating on the bus if there is a conflict between one or more students. Priority of the front seats is always given to younger students.



## **BUS RULES & BEHAVIOUR GUIDELINES**

The behavioral expectations and rules that apply on the premises of the school also apply on the school bus. However, because of a strong concern for safety, a special code of conduct for bus passengers has been established for students.

### **Students Are NOT Allowed to:**

- 1) Remove/loosen or refuse to wear seatbelts while inside the bus. Change seats, stand or move around the bus.
- 2) Shout, yell, speak in loud voices or use profane or vulgar language.
- 3) Open the window at any time. Should the air conditioning fail, and it becomes necessary to open the windows, the monitor will open windows, and students are always to remain seated in seatbelts and keep all body parts inside the bus. Exit from or enter via any means but the bus door.
- 4) Fight, tease, bully or harass other students, the monitor, or the driver. Behave in any way that is distracting to the driver and/or other students. Shout at pedestrians or passengers.
- 5) Mark or vandalize the bus on the inside and/or outside.
- 6) Destroy or cut the seat cushion, window tint, curtains, and seatbelts.
- 7) Play loud music. (Music players- ONLY with earphones are allowed).
- 8) Eat or drink on the bus. Only drinking water is permitted.
- 9) Carry any type of weapon, which includes sharp objects, pocketknives, etc.,
- 10) Carry any prescribed medications without prior notification and approval of our office.
- 11) Leave trash on the bus seats and floors.
- 12) Leave the bus or get-off once boarded. The bus will only wait 5 -10 minutes from the school dismissal time.
- 13) Treat or address fellow students, the bus monitor or the bus driver disrespectfully or discourteously.
- 14) Request the bus driver to stop at any undesignated bus stop.
- 15) Be dropped at any other stop other than their designated stop without written permission from a parent.
- 16) Ride on any other bus at any time.
- 17) Bring friend/s to ride in the bus at any time. **This rule is strictly enforced.**

The Bus Lady Monitors have the authority to stop misbehavior and to report violations of the above-mentioned rules to the parents and transportation office or to School Principals/Head. Students who misbehave on the bus are subject to referral and/or discipline. Serious incidents and/or repeated misbehavior will result in suspension or termination of the privilege of bus transportation.

## **Discipline**

Children who receive two (2) warnings will be suspended from riding on the bus for 3 days.

Children who receive three (3) warnings will not be provided with transportation for the remainder of the school Quarter or 10 weeks, whichever is greater.

In the above situation, parents will be fully responsible for the transportation of their children, to and from school.

Serious infractions involving any type of verbal or physical abuse, bullying and/or false accusations made against one another will be brought to parents and school attention. Should our office and parents' efforts fail to resolve or end such behavior, a termination of one, both or all involved children may be the last resolution. In such case, re-applying for the bus service for the following year will be on a Probation Contract.

**Please instruct your children to adhere to the rules when boarding the bus in the morning and/or in the afternoon for drop off.**

## **Bus Safety**

While protecting students on the bus starts inside the bus with clear rules that are enforced, it is also important to protect all students from outside influences. We apply the following rules for New Image buses.

All New Image buses are marked using a colored sign which only displays the School initials and/or route number. This is to ensure that the bus cannot be identified or attributed to a particular school.

All bus monitors and drivers wear Uniforms with a New Image logo. They also have an identification card which is always to be displayed around their neck. Drivers and monitors are not allowed to use mobile phones while in transit unless there is an emergency or a call from the transportation office. This is to ensure that both are focused on their respective jobs, which is always to keep the students safe.

**New Image will provide monitors contact information to parents this will be used for pick up and drop off information purposes only. Parents should call the transportation office number or the in-charge admin staff or transport manager for school transportation enquiries.**

Bus Monitors are on board to ensure the safety of every student. Parents are asked to refrain from conversations or arguments with the bus monitors during their routes as it distracts them from the students that are on board. Our staff do not know all the teaching and other staff within the school. Unless appropriate school identification is shown, teachers and other school employees are not allowed to board the bus.

**Parents and/or guardians, etc., are not allowed to board the bus at any time.**

Parents should refrain from sending sick children to school as the bus is a confined space.

All information regarding our riders is kept strictly confidential. Unfortunately, we cannot share information such as route sheets, etc., as it contains confidential information.

Parents and/or guardians are always asked to refrain from stopping the bus at any time or point other than its usual assigned stop points. Please remember the driver has been instructed to disregard anyone attempting to stop the bus at any point which is not designated. The driver will only stop the bus for police and/or emergency personnel provided they are in a marked emergency vehicle and in clearly identifiable uniforms.

Parents' disputes must be resolved in private and will not involve any of the bus riders and New Image, its personnel will not participate, comment or be part of such cases. However, we will ensure that no parent dispute will have any consequence on our bus operation.

In the event that a quarrel, dispute or any disagreement occurs on the bus between two children, the parents must immediately inform the management of New Image and vice versa. New Image will investigate the matter, present the known facts and issue a report along with possible actions and discipline to be taken. It may be necessary, depending on the circumstances, to meet with parents to develop a plan that will correct the situation.

New Image does not permit eating or drinking on its buses. Water is allowed to be consumed by student. While this partially assists in keeping our buses clean, the primary reason for this is for safety (i.e. choking) and in the event that we have students on board with allergies, etc.,

For the purposes of safety and liability it is strictly prohibited for anyone other than registered students and monitors to ride on their appointed bus at any time.

### **Medical Conditions**

Students should not be carrying any type of prescribed medicine onto the bus at any time. If a student is required to carry any type of medication, please advise our office immediately. We will require specific details on the type of medication, etc., Students that have life threatening allergies known as Anaphylaxis and who require an epinephrine are asked to advise our office immediately.

Should a child have a medical condition we require this information in advance. Such information is to be provided on the application form. We may at this point need to meet with the respective parents to obtain detailed information.

### **Accidents, Illness and Emergencies**

New Image maintains an extensive Emergency Procedures Manual. All employees are trained in these procedures and how to respond in the event of an emergency. To learn more about our Emergency Procedures, please send us your request at [cstrans.usi@newimagegulfstates.com](mailto:cstrans.usi@newimagegulfstates.com).

In the event of a serious accident, illness and/or emergency, parents will be notified immediately. We do follow a strict protocol in these events and as such first contact by our employees on board

is made to emergency personnel (999) and then the New Image Emergency number. In the event of emergency, the New Image Office Staff will notify parents and the school.

During an emergency, and dependent on the nature of the emergency, our priority is to protect all students and to cooperate with emergency personnel. This may involve evacuation/moving students to a safe location away from the bus; assessing and assisting students who appear to be injured; or possibly lock-down the bus.

### **Notifications**

Please advise the New Image Building Services Gulf States Office in writing by e-mail at [cstrans.usi@newimagegulfstates.com](mailto:cstrans.usi@newimagegulfstates.com) of any changes, etc.

This is a private agreement between New Image and the parents. The school should not be contacted, nor will they get involved in any correspondence or issues regarding this agreement.

If you are planning a vacation or know of a planned absence from school, i.e. an illness, please notify the bus office in writing.

If your child is not attending school, then you will need to contact both the bus monitor and the school directly. It is not our responsibility to inform the school of anybody who is absent.

In case of any change of your address/home location, please contact us a week before moving, regarding the availability of a seat for your child on the designated bus of your new location, (new location map will be required). We do our best to accommodate address changes however we cannot guarantee seats are available for the new locations. We also may not have service in the area you are moving to so please check with our office in advance.

New applications to ride the bus will be processed as soon as possible. Acceptance of new applications is based on seating availability and if there is service to the area. Applications will be accepted on a standby basis and parents will be informed by phone should a seat become available for the child(ren) to ride on the bus within no less than one week. Should there be no available seating on the requested route, your application will be kept on file should an expansion of the route become necessary in the future. In either case, you will be contacted and updated on the status of your application.

### **Disputes, Complaints and Concerns**

For all disputes, complaints and concerns parents are asked to inform us in writing by letter or email at [cstrans.usi@newimagegulfstates.com](mailto:cstrans.usi@newimagegulfstates.com).

### **Violations**

Should any of the above-listed rules be violated, New Image Building Services Gulf States LLC reserves the right to terminate the bus service to the violators with no refund granted to the terminated applicants.

## TRANSPORTATION CONTACT & INFORMATION OFFICES

DESIGNATION	CONTACT PERSON	PHONE	EMAIL ADDRESS
FM and Transport Consultant ( <i>Logistics and daily issues</i> )	Jason Olley	5022 2557	<a href="mailto:j.olley@newimagegulfstates.com">j.olley@newimagegulfstates.com</a>
Operation Executive (For payments and contracts)	Rodylin Almonte	3330 3432	<a href="mailto:cstrans.usi@newimagegulfstates.com">cstrans.usi@newimagegulfstates.com</a>

☐ **NEW RIDER**☐ **OLD RIDER****NAME OF SCHOOL: UNITED SCHOOL INTERNATIONAL****SCHOOL YEAR: 2025 - 2026****STUDENT INFORMATION**

No.	First Name	Last Name	Grade	Gender	Start Date
1					
2					
3					
4					
5					

My Childs current Schedule is Group \_\_\_\_\_

**PARENT INFORMATION**

	Name	Email	Mobile & Home Phone Number
FATHER			
MOTHER			
EMERGENCY CONTACT			

**PICK-UP / DROP-OFF INFORMATION**

AREA NAME	
NEAR LANDMARK	
COMPOUND / BUILDING:	
VILLA NO / APT. NO.	

☐ **2 WAY**☐ **1 WAY**  
\_\_\_\_\_☐ **1 WAY AM** ☐ **1 WAY PM**

PLEASE PROVIDE BUILDING BLUE PLATE PHOTO, OR DRAW OR SKETCH A MAP OF YOUR EXACT LOCATION ON SPACE PROVIDED, OR ATTACH A MAP (FROM GOOGLE MAP PRINT OUT)



***Example shown (please remove and add your own)***

**MEDICAL CONDITION**

DOES YOUR CHILD HAVE MEDICAL CONDITION?

☐ YES    ☐ NO

IF YES, PLEASE EXPLAIN:

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**ACCEPTANCE RECEIPT**

This is a transport contract for individuals which is subject to the relevant provision of the commercial law and laws of Qatar, transportation terms and conditions are not subject to negotiation.

I, (Parent's full name) \_\_\_\_\_, hereby acknowledged that I have completely read and understood the school transportation enrollment package and agree to accept and comply with these regulations. I further acknowledge that I have communicated these regulations to my child(ren), particularly the bus behavior guidelines. Also, I hereby accept full responsibility of full semester payment of bus fees regardless to how many times my child used the bus service and/or should I fail to inform New Image Building Services Gulf States, LLC. of cancellation prior to start of bus service.

Should this application be accepted by New Image, I hereby authorized the company to provide transportation serve as communicated.

## SCHOOL BUS APPLICATION FORM

PARENT'S FULL NAME	SIGNATURE	DATE SIGNED

FOR OFFICIAL USE ONLY:	RECEIVED BY	DATE	REMARKS
BUS NO.	PICK-UP TIME:	DROP-OFF TIME	P/U &D/O LOCATION

### Deliverables

**Please ensure you have included the following with your submission. Any missing information could delay the start of your service.**

1. Completed Transport Enrollment Package Application Form
2. Scanned Copy of main parents QID for invoicing purposes
3. Photograph of the Building's Blue Plate