



PHILIPPINE-EMIRATES PRIVATE SCHOOL LLC

Abu Dhabi, United Arab Emirates

PROCEDURE FOR SCHOOL BUS REGISTRATION

1. Visit the school website www.philippineemiratesprivateschool.com, Log into your **account** and go to Bus Enrollment section
2. Click **Apply for School Service.**
3. Fill in the form by providing the accurate address and known nearby landmarks.
4. Locate given address on the map using the cursor.
5. Click **YES** to apply for school service otherwise
NO and provide details of your Private car.
6. Go to service type and click **NEW** for new application, Click **with accompany** (additional payment.)
7. Click **Apply to all children.**
8. Please review all the information before you submit the form.
9. Before you confirm the bus application, ensure that 200 meters maximum distance from your residence to designated pick up/drop off points of your child shall be met as stipulated on the bus policy otherwise; later disagreements shall be ground for refusal or removal from bus service.
10. Click **SCHOOL TRANSPORTATION POLICY** and read carefully before submitting your bus application.
11. Click **SUBMIT** if you agree and wish to continue the bus registration. It is assumed that you fully understand and accept the terms and conditions stipulated therein.
12. Wait for the School Bus Department to assess your address and will provide you the bus route with designated bus stop locations available in your area. Notification will be sent through email for the possible pick up and drop off points to be assigned for your child. This may take approximately 1-2 weeks or maybe longer.

13. Wait for the final Approval which will be notified through email.
14. Once notification is received, go back to website and login to your account and
Check School Service Status.
- If **APPROVED** then click **Apply for School Service**. On the right top portion, click **Print School Service Form** in three (3) pages (Map location, Parent's Commitment and Acknowledgment and Acceptance of School Transportation Policy), two (2) pages for private car only (Map location and Waiver of Liability).
 - If service school status **REQUIRES FOR MORE INFORMATION**, then provide details as required and re-submit your application. Wait again until notification is sent to your email and repeat the process.
15. ORIGINAL COPY must be submitted at the Accounts Office for final routing.

Bus registration deadlines: June 30

Last school bus Enrollment: on or before July 20

16. Secure the bar-coded SCHOOL ID before the commencement of bus service. This is Mandatory for your child to possess as this will serve him/her a pass to board the School bus.
17. Cancellation made after July 30 will forfeit the whole amount paid for the bus.
Application for bus cancellation shall be made through online.
18. You may be notified by the Bus Department for the usual dry run; therefore, your Cooperation is highly expected.



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**PROCEDURE FOR BUS APPLICATION DUE TO
CHANGE OF LOCATION**

1. Visit the school website www.philippineemiratesprivateschool.com, Log in to **your account** and go to Bus Enrollment section.
2. Click **Apply for School Service.**
3. Fill in the form by providing the accurate new address and known nearby landmarks.
4. Locate given address on the map using the cursor.
5. Click **YES** to apply for school service otherwise **NO** and provide details of your Private car.
6. Go to service type and click **Change of location** choose desired Effective Date. New location is subject for approval of School Transport Department.
7. Click **Apply to all children** and Please review all the information before you Submit the form.
8. Click **SCHOOL TRANSPORTATION POLICY** and read carefully before submitting your bus application.
9. Clicks SUBMIT if you agree and wish to continue the bus registration. It is assumed that you fully understand and accept the terms and conditions stipulated therein.
10. Wait for the Bus Department to assess your address and will provide you the bus route with designated bus stop locations available in your area. Notification will be sent through email for the possible pick up and drop off points to be assigned for your child. This may take approximately 1-2 weeks or maybe longer.

11. Once notification is received, go back to website and log in to your account.

Check School Service Status.

- If **APPROVED** then click Apply **for School Service**. On the right top portion, click **Print School Service Form** in three (3) pages (new Map location, Parent's Commitment and Acknowledgment and Acceptance of School Transportation Policy), two (2) pages for private car only (Map location and Waiver of Liability).
- If service school status **REQUIRES FOR MORE INFORMATION** then provide details as required and re-submit your application. Wait again until notification is sent to your email and Repeat the process.

12. ORIGINAL COPY must be submitted at the Accounts Office for final routing.

13. Failure to submit the new application forms will not take your request into effect, therefore no new bus service will be initiated.



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**PROCEDURE FOR CANCELLATION OF
BUS TRANSPORTATION SERVICES**

1. Visit the school website www.philippineemiratesprivateschool.com, Log in to your **account** and go to Bus Enrollment section.
2. Click **Apply for School Service.**
3. Fill in the form by providing the accurate new address and known nearby landmarks.
4. Locate given address on the map using the cursor.
5. Click **YES** to apply for school service otherwise **NO** and provide details of your private car.
6. Go to service type and click **CANCEL/STOP SCHOOL SERVICE** choose desired Effective Date.
7. Click **Apply to all children.**
8. Please review all the information before you submit the form.
9. Click **SCHOOL TRANSPORTATION POLICY** and read carefully before submitting your bus application.
10. Click **SUBMIT** if you agree and wish to continue the bus cancellation. It is assumed that you fully Understand and accept the terms and conditions stipulated therein.
11. Wait for the Bus Department to assess and approve your application for bus cancellation. This may take approximately 1-2 weeks.

12. Once notification is received, go back to website and log in to your account.

Check School Service Status.

- If **APPROVED** then click **Apply for School Service**. On the right top portion, click **Print School Service Form** in three (3) pages (new Map location, Parent's Commitment and Acknowledgment and Acceptance of School Transportation Policy), two (2) pages for private car only (Map location and Waiver of Liability).

If service school status **REQUIRES FOR MORE INFORMATION** then provide details as required and re-submit your application. Wait again until notification is sent to your email and repeat the process.

13. ORIGINAL COPY must be submitted to Bus Department through Accounts to update the transportation status of your child. Apply for new SCHOOL ID of your child. Charges will apply.

14.. Failure to submit the application forms will not take your request into effect, therefore no **CANCEL/STOP SCHOOL SERVICE** will be initiated.