

**TRANSPORTATION REQUEST**  
**TO / FROM**  
**EMIRATES INTERNATIONAL SCHOOL**  
**JUMEIRAH**

**EIS-J- 2025-26**

Please complete and submit to Emirates International School / Diamondlease Office:-

Sr.	Name of Student	DOB	Father's Name	Mother's Name	Grade	Gender	GRN.
1							
2							
3							
4							
Parents's E-id No.							
Father's Company					Mobile No.		
Mother's Company					Mobile No.		
Residence Number					Email id		
Residence Address							
Mode of Payment		Cheque/Credit Card		<b>PAYMENT IN ADVANCE/NON REFUNDABLE</b>			
FEE Receipt No (1)		Date		Amount		Bus Route No.	
FEE Receipt No (2)		Date		Amount		Bus Route No.	

**Transport facility once availed will not be withdrawn during the Academic Year. In case of cancellation after making payment, no refund will be made for the unexpired portion.** In genuine reasons of discontinuation due to transfer of school or family leaving UAE, at least 1 month notice should be given to Diamondlease with a copy of the School Transfer Certificate for considering refund request for the unexpired portion. In such cases of requests, an amount of AED 1,000 (two way) will be deducted as Administration charges.

- Fee Structure: Two way AED 8900.
- All Cheque payments are subject to Realisation.
- In case of bounced cheque an amount equivalent to 4% of the amount will be levied.
- Payment against bounced cheque will be accepted by charging Credit Card (With proper Authorization of Card holder) or in Cash (after prior approval by Diamondlease Management).
- Pick/Drop off within Dubai maximum 90 minutes.
- **PAYMENT IN ADVANCE / NON REFUNDABLE.**
- Please insist and obtain OFFICIAL RECEIPT for ALL PAYMENT MADE TO DIAMONDLEASE.

\_\_\_\_\_  
Name / Signature of Parent

\_\_\_\_\_  
Date

P.O. Box 32689, Dubai, U.A.E., E-mail: school@diamondlease.com, Website: www.diamondlease.com, TRN 100309259800003

Head Office Dubai Investment Park: Sales: Tel: 04 8852677, Service: Tel: 04 8852211, Accounts: Tel: 04 8852200, Fax: 04 8852648, HR: Tel: 04 8852667, Sheikh Zayed Road (Al-Quoz): Tel: 04 3394500, Used Car Showroom, Al Aweer: Tel: 04 3333056, Souq Al Haraj: 06 5528569, Habtoor Grand: Tel: 04 3995049, Silicon Oasis: 050 199 0965, Fujairah: Tel: 09 2232774, Mussafah Service: Tel: 02 4411770, Mussafah (Sales): Tel: 02 4478608, Sharjah: Tel: 06 5353871, Ras Al Khaimah: Tel: 07 2353615, Toll Free: 800 37483, 24 Hours Emergency Service: 056 6828886

**STUDENT'S CODE OF CONDUCT - PLEASE READ CAREFULLY**

DIAMONDLEASE is proud to provide the transportation service for Emirates International School. In order to ensure that all students are transported comfortably, safely and in a timely manner, we request you to advise your child/ward to strictly adhere to the following rules:

- Be on time at the pick-up location (Residence/School) to avoid delays.
- Be seated in a disciplined and orderly manner with seat belt fastened inside the bus as mandated by RTA.
- Avoid use of bad language or making loud noises in the bus.
- Do not litter in bus.
- Remember to carry along all personal belongings before leaving the bus.
- Obey instructions given by the Bus Assistant.
- Not to play any kind of music in the bus.
- Alert the Bus Assistant if any child has fallen asleep in the bus.
- Report to School Authorities any bad behavior by other student(s) in the bus.
- Parents are required to inform the drivers/supervisors if a student is absent on a particular day. If a student does not want to use the return trip on any particular day the parent should inform prior in a written communication.
- In case of change of residence, provision of transport service will be subject to the availability of seats on established routes and should be inform by writing at least one week before to the concern supervisors.
- For safety reason, eating and drinking on the bus, other than water, will not be permitted.
- Parents or guardians shall compensate the company for any damages caused / sustained on the bus or to the other travelers as result of inappropriate behavior / action by their child.
- In case of no recognized adult available to collect younger students, (EY 1 to Year 4), the bus will wait 5 minutes only. Following which the parents will be contacted and child will be returned to school.
- Please note that during the Holy Month of Ramadan, pickup and drop off time will vary since start and end time is same for all students.
- After school activities buses will be limited to nearby areas where our buses are operational.
- **Please note: failure to pay the transportation fee within a week time will lead to discontinuation of transportation.**

**Note: In case a student consistently violates one or more of the above rules, the concerned parents will be notified in writing. After two such written warnings and in the interest of overall discipline and safety of the bus, the student may be disallowed from further use of the bus service.**

I have read & understood all of the above and acknowledge the same by signing this document.

Name of Parent: .....

Signature: ..... Date: .....

**Note:**

- Please keep a copy of this document as a ready reference of the student's Code of Conduct.
- In case of any complaints, Queries or further details please contact Our Supervisor on Mobile: 050.5147885 Mr. Sajjad Khan (EIS Jumeirah)