



PODAR INTERNATIONAL SCHOOL, MYSURU

Circular Grade 1 to 10

18.05.2026

Dear Parents,

Greetings from Podar International School. Mysore

To ensure smooth and efficient transport operations for the Academic Year 2026–27, kindly take note of the following transport guidelines.

1. Transport Seat Allotment

- Transport seats will be allotted strictly on a **first-come, first-served basis**.
- Once all seats are filled, further applications will be placed on a **waiting list**.
- Seat allocation will be done as per **RTO norms** with a seating ratio of **1:1.5**.
 - Children below 12 years: **3 students per 2 seat**
 - Children above 12 years: **2 students per 2 seat**
- Transport fees are applicable for **both onward and return journeys**, even if the student avails the service for only one way.
- The school provides transport through **designated pickup and drop points only**. Door-to-door transport service is not available.
- Pickup and drop points will be determined based on the student's residential address and route feasibility.

2. Transport Fee Payment Schedule – AY 2026–27

The annual transport fee is payable in **two instalments** as per the schedule below:

Instalment	Collection Period	Due Date
1st Instalment	16th May to 31st May 2026	31st May 2026
2nd Instalment	16th November to 30th November 2026	30th November 2026

Parents are requested to ensure timely payment of transport fees to avoid interruption of transport services.

3. EMI Facility via GrayQuest

We are pleased to inform parents that the **GrayQuest EMI facility** is available for transport fee payments.

- Parents may opt to pay transport fees in **monthly instalments** through GrayQuest.
- Option to convert annual transport fees into 10 convenient monthly EMIs
- EMI payments will commence from the month in which the transport service is availed.
- A surcharge of **5.55%** will be levied by GrayQuest on the payable transport fee amount.
- Parents choosing the EMI option must select **GrayQuest** as the payment mode on the **Loop Learning Portal**.

4. Transport Fee Structure Based on Month of Availing Service

From AY 2026-27 onwards, students will be charged transport fees as below based on the month from which the transport facility is availed.

Month Bus service is Availed From	% of Annual Transport Fee Payable
May	100%
June	100%
July	100%
August	90%
September	80%
October	70%
November	60%
December	50%
January	40%
February	30%
March	20%
April	10%

For mid-term transport admissions, transport fee shall be payable on monthly pro-rata basis.

6. Transport fee Refund Policy

- If a student withdraws before the commencement of the academic year and has not availed of the transport facility, the applicable refund will be processed after deducting the **transport administration charges and a cancellation fee of Rs.2,000**
- If a student withdraws **after the commencement of the academic year**, no refund of transport fees will be provided under any circumstances, including parent transfer or relocation.

7. Mode of Payment

- Transport fees must be paid **online only** through the **Loop Learning Portal** before the due date mentioned above.

8. Facilities in School Buses

- All school buses are equipped with a GPS tracking system (**VLTD GPS and Panic Buttons**). Parents will be provided with a tracking link through which they can monitor the bus movement and be present at the designated boarding point 5 minutes before the allocated pick up time.
- All buses are fitted with live-streaming CCTV cameras. The Transport Supervisor monitors the CCTV footage regularly to ensure student safety and discipline.

We appreciate your cooperation and support in ensuring safe, smooth, and efficient school transport operations.

For any further clarification or assistance, kindly contact the school office/ the TS on - 8655808962

Warm Regards,
Transport Department