

Permission and Undertaking for Entry of School Bus/ Private Vehicle into IISER Campus

To

The Security Officer
IISER Berhampur

Subject: Permission for Entry of School Bus into Institute Campus for Pick-up/Drop of My Child

Sir/Madam,

I, **Dr./Mr./Ms.** _____, working as _____ in the Department/Centre of _____, and residing at **Quarter No.** _____, request permission for the entry of the school bus into the Institute campus for the purpose of pick-up and drop of my child.

The details are as follows:

1. Parent Details

- Name: _____
- Employee ID: _____
- Department/Centre: _____
- Mobile No.: _____
- Residential Quarter No.: _____

2. Child Details

- Name: _____
- Age/Class: _____
- School Name: _____

3. School Bus/ Private Vehicle Details

- School Bus Registration No.: _____
- School Name: _____
- Route No. (if applicable): _____
- Driver's Name (if available): _____
- Contact No.: _____

4. Pick-up / Drop Details

- Morning Pick-up Time: _____

- Afternoon Drop Time: _____
- Designated Pick-up Point: _____

Declaration / Undertaking

I hereby declare that:

1. The above information is true and correct.
2. I understand that permission is granted solely for facilitating the pick-up and drop of my child.
3. I shall ensure that my child reaches the designated pick-up point on time and is supervised until boarding the bus.
4. I shall ensure that the school bus uses only the route and timings approved by the Institute.
5. I understand that the Institute reserves the right to modify or withdraw this permission in the interest of campus security, safety, or traffic management.
6. I agree to comply with all Institute rules, security instructions, and traffic regulations relating to school bus entry.
7. I shall immediately inform the Security Section of any change in the school bus, route, or transport arrangement.

I request that permission may kindly be granted.

Date: _____

Place: _____

Signature of Faculty/Staff Member

Name: _____

Department: _____

Employee ID: _____