

**DE LA SALLE SANTIAGO ZOBEL SCHOOL
ADMINISTRATIVE SERVICES DEPARTMENT
CAMPUS SERVICES OFFICE**

**SHS TRANSPORTATION SERVICES GUIDELINES
FOR A.Y. 2019-2020**

I. MEANS OF TRANSPORTATION

A student may use a private car, take part in a carpool, ride a yellow van or take the shuttle service going to and from Vermosa.

II. RECOGNIZED TRANSPORT SERVICE PROVIDERS OR YELLOW VANS

A. Procedure:

1. Inquire at the Campus Services Office (CSO).
2. Accomplish a Registration Form and submit it to the CSO clerk.
3. The CSO Head endorses you to an operator assigned in your area of residence.
 - *Stitched list of operators with their areas and monthly rates will be posted at the Family Portal. The clustering and the monthly fee have been reviewed by the Campus Services Office Head, Administrative Services Director and some officers of the Parents Association.*

III. SHUTTLE SERVICES

- A. Currently, there are two 60-seater buses of Joyful Journey.
- B. This is a two-way, ten-month arrangement that costs P4,500 per month, regardless of number of rides. Note that this is the rate for AY 2019-2020, and is subject to change due to an increase in fuel and maintenance cost.
- C. Students who wish to avail the SHS Bus Shuttle Service should register on or before June 24, 2019 to have a sure seat for A.Y. 2019-2020.
- D. The buses are exclusively assigned to DLSZ and are parked inside the Alabang campus.
- E. Students who are non-AAVA residents may take the DLSZ bus in going inside the campus where the shuttle service is waiting. The DLSZ bus will leave ATC Mc Donald's at 7:10 am.
- F. The expected time of departure of the two Joyful Journey buses from Alabang Campus to Vermosa Campus is at 7:30 am. The expected time of departure from Vermosa Campus to Alabang is 15 minutes after class dismissal.
- *A student who fails to arrive on time and is left by the bus in the morning should call his/her parents to accompany him/her to Vermosa Campus. The school is not responsible in bringing the tardy student to the Vermosa Campus or if it is in the afternoon, parents should fetch the student from there.*
 - *Students riding the shuttle service of Joyful Journey will not be marked tardy, unless they loiter after arriving in the Vermosa Campus instead of going straight to their classrooms.*
- G. Procedure:
- Parents should:
1. Accomplish the Pre-Registration Form which will be sent out via Family Portal for assurance of seats in the shuttle. Reservation of slots will be until June 7, 2019.
 2. Sign the agreement and submit it to the Campus Services Office if you wish to avail of the shuttle.
 3. Make check/s payable to DLSZ and pay directly at the DLSZ Accounting Office after receiving monthly online billing statement.
- Students should:
1. Sign the attendance sheet and show his/her identification card before entering the shuttle.
 2. All rules and regulations in the Student Handbook shall apply while onboard the bus.
 3. Respect other students and the adult leaders/security personnel/driver in the bus.

For additional queries and concerns, please contact Ms. Llewelyn Santos-Embudo at santoslh@dlsobel.edu.ph /Llewelyn.Embudo@dlszobel.edu.ph. or at 771-DLSZ loc. 320 or 324.