



# GIFT UNIVERSITY

G U J R A N W A L A  
(Chartered by the Govt. of the Punjab, Recognized by HEC)

## STUDENT TRANSPORT APPLICATION FORM

USE CAPITAL LETTERS TO FILL THE FORM

Affix Your  
Latest Picture  
Here

### Personal Information

Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_ Session: \_\_\_\_\_  
Father/Guardian's Name: \_\_\_\_\_ Father/Guardian's NIC No. \_\_\_\_\_  
Program: \_\_\_\_\_ Major: \_\_\_\_\_  
Date of Birth: (dd/mm/yy) \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: Male  Female   
Father/Guardian's Correspondence Address: \_\_\_\_\_ Phone No.(Res) \_\_\_\_\_ Fax No. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Student Blood Group: \_\_\_\_\_  
City: \_\_\_\_\_

### Route Information

City for which  
Transport Facility is required \_\_\_\_\_ Specified Stop as per Route \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Father's/ Guardian's Signature

### For Office Use Only

The applicant has been granted the Transport Facility as per his/her request with effect from \_\_\_\_\_ on payment of  
Rs. \_\_\_\_\_ per semester.

Issued the Buss Pass No. \_\_\_\_\_ for semester \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Transport Manager

*The management reserves the right to make changes and additions to the above at any time without any prior notice*

## RULES & REGULATIONS

1. Transport facility is available to students of GIFT College / University only. However **subject to availability** of seats the faculty, management and staff of GIFT College/University may also be accommodated.
2. This facility is provided for **certain period and specific routes** only as per defined by the authorities.
3. **Separate Forms** are available with the admission and student affairs Office for the students, faculty and management.
4. The complete route's information / maps are enclosed with the Application Form, available from admission and Student Affairs Office. The defined routes will not be changed in any case. However, a group of **at least 7 students** may apply in writing to **add a new stop** in a particular route. **The charges and routes are subject to change with out prior notice.**
5. **All the travelers** will pay prescribed Transport charges on semester basis along with their semester registration. All students, faculty and staff are advised to be careful in following situations:-
  - a. In case a student, faculty or staff wants to discontinue the facility for the next semester. He/she has to submit the application in writing two week before the start of next semester to the student affair office. The student, faculty or staff who wants to continue the facility will submit an under taking form to student affairs office or apply on line two weeks before the commencement of the semester.
  - b. During a semester if a student leaves the facility at his own by applying in writing, the transportation **charges will not be refunded** in any case as a seat is reserved for said traveler for a minimum time of one semester.
  - c. All the transport dues except security are **non-refundable.**
  - d. However, a traveler **may transfer** his/her net balance to his/her hostel account provided after approval from authority.
  - e. In case a Bus Pass is lost, the student should inform about this in writing to the Student Affairs Office who will issue a new Bus Pass on payment of a fine of Rs.200/-.
  - f. The traveler will not be entertained in case he/she will find bus card.
  - g. If a student finds to use transport facility without registration, he will be fined equal to the whole semester charges of that route. After paying the fine he/she may be registered for transport facility provided that the seat is available on the particular route van.
  - h. Twelve students in numbers are required for the continuity of existing route and 15 students are required to offer the facility for new route.
  - i. **For the new applicant** the transport Charges will be **calculated on following basis;**
    - i. **Half Month** charges would be collected if he/she registers after 15<sup>th</sup> day of that particular month. Remaining months of the semester will be fully charged.
    - ii. **Full Month** charges would be collected if he/she registers before 15<sup>th</sup> day of that particular month. Remaining months of the semester will be fully charged.
    - iii. It is mandatory for every student that he/she will deposit **security** equal to Rs.1000/-(in words rupees one thousand only) at the time of applying for the facility and **will only be refundable** at the **end of degree completion** subject to the clearance of all dues.
6. A **Hostel Student** desirous of using GIFT Transport facility for a route other than hostel and Institute (for going home on weekends), he / she should apply in writing. If the seats are available his/her application might be considered. However, the transportation department is not liable. He / she would be charged Rs. 700/- per month (subject to change from time to time and) the availability of seats.)
7. **All the travelers** are required to **abide by the General Discipline Rules**. However, they are required to **refrain** from the following. In case of violation the recovery of amount of loss or disciplinary action or both against him/her/group of travelers would be taken.
  - Indulging in **acts or behavior that threatens** other traveler(s);
  - Indulging in **undesirable acts** that may disrupt the functioning of the transport vehicle;
  - Smoking** in around the transport vehicle;
  - Keeping fire **arms or other weapons**, even if licensed;
  - Involving in **fighting or use of abusive language;**
  - Damaging or breaking any part** of the transport vehicle/ Institute property;
  - Performing any **act contrary to law;**
  - Writing anything on the seats** or on the sides of the coasters;
  - Any type of **photography, music, games and hooting;**
  - Abnormal behavior** of any type;

**NOTE:** Violation of the above rules will lead to strict disciplinary action by the Disciplinary Council.

**All aspects covered in these terms and conditions are subject to change at any time without prior notification by the GIFT Transport Department.**

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DECLARATION: I hereby pledge that I shall abide by the rules and regulations of GIFT TRANSPORT FACILITY, and that if I fail to abide by the rules, I shall be liable to any punishment/fine imposed by the authorities.

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Applicant's Signature