

INDIAN SCHOOL NIZWA

PO BOX : 598, Postal Code : 611 , Thymasa, Sultanate of Oman

**REQUEST FOR QUOTATION**

To		From	
Attn:		Number	
Ph :		Date	

Dear Sir / Madam

You are Kindly requested to submit your Quotation for Hiring of Car and Bus

Name of the Service Agreement		VEHICLE HIRING
Description		Hiring of Bus and Car for Special events like picnics, excursions, educational tours, Scout and Guide Camps, Etc
PLEASE ENSURE THE FOLLOWING SAFETY CHECKS		
1	Written Agreement between School Management and Bus Operator regarding hiring	
2	The bus has valid mulkiya and proper maintenance records	
3	The vehicle is less that 10 years old	
4	The Driver has Valid Omani Licence and age ideally be 35 to 50 years	
5	The driver refrains from using mobile phones while driving	
6	The driver adheres to the Permitted Speed Limit	
7	The Driver is not under the influence of alcohol or drugs.	
8	There is an Indian attendant travelling in the vehicle throughout the hire. He/ she needs to verify that the safety instructions are followed by the passengers	
9	The vehicle is equipped with seat belts for all passengers	
10	The vehicle is equipped with properly maintained fire extinguisher and that the driver / attendant is trained to handle the extinguisher in case of an emergency.	
11	The vehicle has a First Aid Box with Quality Medicines. The driver / attendant should have basic knowledge to administer first aid to passengers, if required	
12	The vehicle takes in passengers well within its seating capacity	
13	The children are accompanied by a school representative (preferably teachers) who will be responsible for their safety. If girl students are travelling , a lady teacher should accompany them by all means	
14	The children wear their name badges approved by the school	
15	In addition to having the contact numbers of parents of children, the accompanying teachers have a list of emergency contact numbers of ROP, Principal, Vice Principal , Bus Contractor , School Gate Keeper Etc	
16	The tyres including the spare tyre, are in good condition and have the required air pressure.	

17	Frequent update of the journey is made between the teacher in charge and the school administration.
18	All passengers are given instructions on safety such as " Don not unfasten seat belt" "Do not put your head or hand out while travelling"