

BUS SERVICE

Purpose:

To define the general activities provided by the college for transportation

Scope:

To provide safe and timely transportation facility for the students

Responsibility: Transport Officer

Procedure:

The Transport Officer will monitor the running of the College bus between the Start Points –COLLEGE – destinations. The duties of Transport Officer will be:-

- Ensure safety, discipline and well mannered behavior amongst students, staff and bus employees.
- Exercise control over the bus employees to prevent rash and reckless driving, adhering to traffic rules and etiquettes, cleanliness and maintenance of bus, personal behavior, adhering strictly to the laid down timings etc.
- Prevent unauthorized travel (without valid bus pass) by any person(s).
- Report any untoward incident, misbehavior, condition of bus, late running of bus etc to the Principal /Management.
- Take appropriate actions as considered necessary at times of emergency situations / bus breakdowns / accidents / crisis situations.

The following will be monitored by the Transport Officer :-

- i. Adherence to timings.
- ii. Upkeep and maintenance of bus every year to get the fitness certificate.
- iii. Roadworthy state of the bus.
- iv. Proficiency of the driver is ascertained through valid driving license.
- v. Behavior of the driver.
- vi. Publishing of bus time table.

Documents / Information required

- (a) Quality manual of college
- (b) Minutes of transportation meetings
- (c) Timing Schedule

REFERENCE:

Quality Manual