

TRANSPORT POLICY

INTRODUCTION

The Transport department of DSCE is established by professionals to provide strategic solutions to student transportation issues.

We endeavor to provide the best possible transport service to all our students. We place the safety and responsibility of the students as our highest priority.

PROFILE

The College owns 18 buses, Eicher - 03 with 41 seats, Ashok Leyland - 3 with 51 seater, Leyland – 12 (4 – 60 seater & 8 – 57 seater), Omni – 01, TUV – 01 , ACE – 01, EECO – 01 and one ambulance. A transport committee, headed by Administrative Officer & Transport Manager is formed to take care of the smooth operation of buses. The staff in-charge of the buses (one teaching) ensure the smooth functioning of the buses.

The Transport committee meets once in Six months and the Principal and the staff in- charge of the buses attend the meeting.

Duties of Transport In charge:

- Allocating of bus routes for the first year students during admission
- Supervising the daily bus operation and giving instructions to the bus supervisors
- Conducting meeting with all staff in-charges of buses once in three months.
- Inspecting the condition of the buses and reporting for necessary actions
- Issuing ticket to the hostel students (at the time of traveling) through the bus supervisors
- Periodically checking the documents of the buses
- Maintaining the ISO documents
- Verifying and passing the bill for making payment
- Maintenance of College ambulance
- Allotting busses for Industrial visits/Placement and Training activities/ Co-curricular activities
- Completing all Maintenances on time (Daily, Weekly, Monthly, Half yearly &Yearly).
- Reporting to the superiors as and when required.

SAFETY NORMS IN COLLEGE BUS

We have attached great importance to enhance the Safety and Security measures for students travelling in our own College Buses. We furnish hereunder a list of such enhanced safety measures which have been implemented:-

- All buses will be run by authorized drivers only who have sufficient years of experience in running of college buses and who are fully acquainted and competent to adhere to the prescribed norms of safety as laid down by the Regional Transport Commissioner.
- All our college buses are driven by experienced drivers who possess a valid heavy vehicle driver's license of minimum 5 years.
- All our buses are installed with Speed Regulators / Governors, so that there is no complaint regarding over speeding.
- All Buses strictly follow all norms stipulated by the Government from time to time and ensure impeccable "Safety & Security" of the student.
- Our buses travel in extensive routes.

RESPONSIBILITIES

In order to ensure the transport operation function smoothly, all stakeholders have to work together and follow the set policies.

Responsibilities of the Bus Driver:

- One of the first steps a college bus driver must take towards ensuring smooth operations is to set a proper example. The driver should always practice good driving habits, take personal interest in the job.
- The attitude toward the job and toward the students is critical.
- The Bus drivers should not drive aggressively and should practice defensive driving.
- **The College will also conduct Eye check-up / Medical camp for Drivers once in 6 months, regular training sessions and refreshment courses for all the drivers.**

Responsibilities of Students and Parents/Guardians

- Students should come to the boarding point 10 minutes prior to the scheduled time.
- Parents/Guardians to drop their children to the college bus or pick-up point well before time. In the event of any delay from their part, they bear the responsibility of dropping their children to the college without any responsibility on the part of the College Transport Department.
- Assist in training and educating their children on the importance of safety and how to wait for the college bus and board it.
- Report to the Management of the college / transport department regarding any offence or failure on the part of the driver.
- The student must maintain cleanliness of the bus and advise the college management or his / her parent/guardian in case the driver or any other student breaches the rules in transit.