

TRANSPORT DEPARTMENT

The college transport will come under the guidance of Transport in-charge from the office as per the guidelines given by the Secretary and Correspondent.

- The transport officer should give guidance related to the day-to-day maintenance of the college Bus, Van and Car
- The trip chart for the vehicle will be prepared by the transport in-charge
- All the drivers should wear the proper uniform while driving the college vehicles
- The Transport In-Charge should check the vehicle regularly regarding damage, cleanliness etc.
- The Transport In-Charge should instruct the drivers to follow the traffic rules
- If any damages are caused by the driver to the vehicle the Transport in-Charge should intimate to the Secretary and Correspondent immediately.
- The Transport In-charge should check with the drivers whether the students are maintaining the discipline inside the bus.
- No student will be allowed to get down in the mid-way of the travel. If necessary, the respective student must get prior permission from the Principal and report to the transport In-charge.
- No driver should receive any kind of gifts/money from the students.
- If any materials or belongings are cost in the bus the respective driver/ cleaner should hand over the same to the transport in-charge
- No students should be allowed to travel by standing in the college bus or van
- The transport in-charge will be responsible for the insurance renewal as well as for the RTO - FC(Fitness Certificate)
- The transport in-charge should inform the Secretary & Correspondent of the college if there is any change in Trip chart.
- Any kind of spare parts changes should be informed to the Secretary and Correspondent well in advance
- All students must carry the Transport Vehicle ID cards while travelling

- The drivers should not allow any other student to travel in the vehicle
- No students should do any kind of celebrations in the college vehicle
- The Transport In -charge should give the students name list to the drivers and their point of pick-up and drop.
- The day-to-day report submission like Fuel/ Kilometer details regular maintenance will be monitored by the Transport In-Charge
- No students can travel in the college vehicle without paying the college Bus fees. If such things are noticed severe actions will be taken against the drivers and the cleaners.
- If any damages occurred to the college vehicle without proper reason the cost of the damage will be deducted from the salary of the respective driver and cleaner. This will happen after proper enquiry done by the Transport In-charge and the report will be submitted to the Secretary and Correspondent.