



Solan Public School

Transport Policy

Mission and Vision Statement of SPS

Vision:

Solan Public School provides affordable and quality education to students of all strata of society irrespective of cast, creed or gender. The aim will be to foster mind-set with values deep rooted in our Indian culture. The school is committed to instilling values of social justice, equality, knowledge and skills by providing unlimited possibilities for every child to realize their potential and fulfil their ambitions.

Mission:

Solan Public School imparts an integrated curriculum blended with experiential learning by providing tools with techniques of collaboration, critical thinking and creativity. The school will empower its students and staff with entrepreneurial and leadership skills to enable them to become well adjusted, environmentally conscious, future ready citizens of the world.

Introduction

The School is committed to safeguarding and promoting the welfare of children, to provide

an environment in which Students feel safe, secure and confident to approach responsible adults when in difficulty.

Rationale

School is committed to provide good and safe transport facility to the students. To meet this objective, the school wishes to have a school transport committee in place to ensure safe travel for all students availing transport services.

Objectives

- To ensure the safe transportation of students to and from school.
- To ensure that the code of conduct is followed by all the stakeholders.
- To settle conflicts/ issues if any with respect to misbehavior of any student/staff and decide the consequences.
- To regularly check the systems of transport and vehicle fitness.

Roles and Responsibilities of the Committee

- Periodically check all the requirements given in the guidelines (vehicles/documents inspection at least 4 times in a year)
- Communicate the code of conduct to the students/ drivers/ bus attendants and parents and implement the same.
- Implementing the consequences in case the code of conduct is violated.
- The Transport Committee should encourage the students to conduct programs through play, exhibition etc. during the Road Safety Week to create awareness in public.
- Assign bus parent duty to the teachers using school bus facility.

Procedure to conduct the meetings

- Transport committee shall meet once in 3 months.
- 3 days clear notice should be given to call a meeting
- The quorum will be of 5 members.
- Minutes of the meeting to be documented as hard and soft copies and to be made available when asked for.
- The committee should meet in case of an emergency and keep records.

Code of Conduct

A. Students

- Students have an obligation to conduct themselves in a manner that ensures their comfort and safety as well as that of others.
- Non-compliance with the code of conduct during travel may result in suspension or termination of bus travel facilities.

Students must:

- Respect and care for other students especially the younger ones and their belongings.
- Follow the instructions of bus attendants/staff members without any arguments.
- Sit properly on the seats allotted
- Be punctual to board the bus

Students must not:

- Bully, hurt or tease other students
- Place feet on the seats
- Fight, spit or use foul language
- Throw anything in or out of the bus
- Possess, exhibit or distribute any material that is considered inappropriate or offensive
- Protrude any part of the body out of the window
- Interfere with emergency equipment or any other fittings in the bus
- Carry any object which is considered dangerous/hazardous

- Act in a manner that would be considered offensive

B. Parents

Parents/ Guardians In accepting the terms and conditions of Transport Facility, parents/guardians acknowledge that they are responsible for their children's behavior. They have a responsibility to ensure that their children understand and uphold the code of conduct.

- Communicate appropriately if they have any concerns/ complaints/ issues with the school bus committee in-charge
- Be available to meet and discuss their children's behavioral issues if any and support the decision arising out of such discussions with the Transport Committee
- Not to indulge in arguments/fights with the transport staff/ other parents/students and/ or scold, threaten or harm them

C. Drivers

- Strictly follow the time schedule and route
- Use of mobile phones is strictly prohibited while driving
- Operate the bus in a very safe manner (strictly adhere to speed limits and
Follow traffic rules)
- Hold appropriate driving license/permits.
- Conduct themselves in a professional and courteous manner with students, bus attendants, staff and parents.
- Be well groomed and neatly dressed
- Departure of the bus only when all students are seated properly.
- Refrain from forming groups/teaming with other bus staff/ drivers in and around the school premises
- Smoking or chewing pan is strictly forbidden
- Strictly no drink and drive

- Ensure minimum of 8 hours sleep before reporting on duty
- Ensure that no unauthorized person boards the bus
- No music should be played in the vehicle

D. Bus Attendants

- Ensure safe boarding of students.
- Creating and maintaining a safe environment for all students on the bus.
- Hold good health and character.
- Conduct themselves in a professional and courteous manner with the staff, students and parents.
- Be vigilant and keep an eye on all children and their behavior.
- Help and assist children if required (crossing the road).
- Ensure to handover students to the known persons/ parents/ caregivers on their designated drop points.
- Maintain Pick and Drop register
- Report to the Transport Committee In-charge in case of any misbehavior or
 - Bullying (incident form to be filled)
- Be well groomed and neatly dressed
- Ensure safe alighting and boarding of the students from the vehicle
- Refrain from forming groups/teaming with other bus staff/ drivers in and around the school premises
- Drinking, Smoking, chewing pan is strictly forbidden
- Use of mobile phones for personal use is strictly prohibited on duty

E. School

- School to provide safe and comfortable transport to students
- Adhere to the route and time schedule
- School to appoint drivers and attendants of good health and characters and maintain all relevant records of the same.

- Provide all demographic details of the transport staff for the school record
- Share the list of drivers/ bus attendants/route maps with Transport committee
- Ensure that the entire transport staff is oriented and trained with regard to CPP, No Touch Policy, No Gift Policy and Transport Policy
- Ensure the mechanical safety of all the buses and other relevant mechanisms (vehicle fitness)
- Ensure that all the buses on duty have sufficient fuel, proper air pressure in the tyres and a Stepney at all times
- Ensure that the CCTV cameras are always in working condition
- Take prompt and diligent charge in cases of emergencies and accidents
- Fully equipped and maintained first aid box shall be kept in the vehicle
- Conduct a first aid course for transport staff within the school premises twice a year in the presence of minimum 2 transport committee members
- Obtain insurance for every vehicle and abide by all the insurance cover points
- Employ only lady care in the buses
- A distinct uniform for the driver and the attendants.
- Issue Identity cards to all the staff on duty
- Each school bus will carry information of students including contact numbers to use in case of emergency
- One / two fire extinguishers are required to be kept in each school bus
- Route/Bus number must be clearly displayed on the front and on the boarding side of the bus
- Buses must not carry children more than the specific capacity of the buses
- Routes and bus stops as specified by the school must be strictly adhered to
- Bus staff should strictly follow the code of conduct
- No eatables/ drink shall be offered to the children by any bus staff unless provided by the school
- Doors of the bus shall always remain closed when it is in motion
- Bandhs, traffic jams, accidents/ break down, road blockages shall be communicated to the parents immediately
- Fumigation of the buses should be done on a regular basis

- The body and inside of the bus must be cleaned and maintained regularly
- Irregular incidents, if any should be communicated to the authorities immediately
- Ensure that the school buses are not permitted to over-take any four wheelers while carrying the school children.
- In case it is not possible to park the school buses inside the school campus, the school buses must be parked in such a way so that it does not create any traffic hazard for other vehicles.
- School buses should not be used for any other commercial purpose

Transport Facilities - Guidelines

1. Exterior of the Bus

- a) School buses should be painted yellow with the name of the School written prominently on both sides of the bus
- b) "School bus" must be prominently written on the back and front of the bus carrying school children.
- c) Details of the Driver (name and license number etc.) and Telephone no. of the school or owner of the bus, Transport Department's Helpline number and Registration number of the vehicle shall be displayed at prominent places inside the bus. It is to be clearly visible to all the passengers in the bus and to the public so that in case of necessity, the school authority, police or other authorities can be informed.

2. Interior of the Bus

- a) The windows of the bus should be fitted with horizontal grills.
- b) The doors of the bus should be fitted with reliable locks that can be locked.
- c) Ensure that emergency exit doors are installed in each School bus.
- d) The school buses should be fitted with speed governors with a maximum speed limit of 35 - 40 km/ph.
- e) Training should be given to the driver, conductor and lady attendant/guard to operate the fire extinguisher.

- f) The seats of the school bus must be of non-combustible materials for the safety of School children.
- g) Global Positioning System (GPS) and CCTV cameras should be compulsorily installed in each school bus. The service provider shall ensure that the GPS and CCTV cameras are in working condition at all times.

3. Manpower in the Bus

- a) School should designate a Transport Manager who will be entrusted with the responsibility to ensure the safety of school children travelling by school bus.
- b) The driver of the school bus shall possess a valid driving license and must have a minimum two years of experience of driving heavy vehicles.
- c) Provision shall be made by the school for at well-trained lady attendant, preferably a lady guard, in each school bus, to attend the school children travelling in the bus, who will ensure the safe travel of the children during the entire journey and also render adequate assistance for safe boarding and alighting of the children.
- d) Under no circumstances, any unauthorized person/outsider shall be allowed to board the School bus.

4. Facilities in the Bus

- a) The school bus must have a well-equipped First Aid Box, properly functional seat belts and AC.
- b) The school bus shall not be fitted with curtains or glasses having films, windows to be closed properly.
- c) The school bus shall have sufficient white lighting inside the bus
- d) Activities inside the school bus should be visible from the outside whenever the bus is plying on the road

5. Permits

- a) Schools shall have a valid permit to fulfil the requisite permit conditions prescribed by the State Transport Departments.
- b) Medical checkup regarding the physical fitness of the driver including eye testing shall be made every year. Fitness certificate issued by the competent authority shall

be obtained as per the safety standard under "The Motor Vehicles Act 1988".

c) The driver who has been challenged more than twice in a year for any kind of offences which inter alia include red light jumping, violation of lane discipline or allowing an unauthorized person to drive, cannot be employed.

d) The driver who has been challenged even once for the offence of over speeding, driving dangerously or under POCSO Act, 2012 cannot be employed.

e) The driver shall be dressed in the uniform

f) If the age of the students is below 12 years, the number of students carried shall not exceed 1.5 times the permitted seating capacity and the students above 12 years shall be treated as one person.

g) The record having details of the students ferried indicating the name, class, residential address, blood group, points of stoppage, route plan should always be kept in readiness with the bus conductor inside the school bus.

h) The school bus drivers are restricted to use a mobile phone while driving the school bus and are restricted to have interactions with the students and bus staff beyond a limit.

Check List for the Transport Committee members

- Follow standard guidelines
- A periodic refresher course on first aid for bus staff
- Necessary road marking and road signs near the school
- Safe alighting and boarding
- Lady attendants in all the buses
- First aid box with all necessary medicines (check expiry date)
- Information of all students, name, their blood groups and contact numbers in each bus
- Pick and drop register
- Fire extinguishers

- CCTV cameras in working conditions
- RTO papers/ Insurance cover and licenses- all papers in place
- Proof of proper working condition of the vehicles

Transport Committee

Members:

This policy would be made available to all stakeholders. All stakeholders are free to send suggestions to modify/improve the policy. You can email to:

hm@solanpublicschool.com

Members: Managing Director – Ms Preetee Kumar

Headmistress – Ms Kiran Sharma

Ms Prerna Goyal

Mr Madan Bansal

Ms Minakshi Devi

Ms Bhawna Banal

School Transport Incharge – Mr Vikram