



# S.D.INTERNATIONAL SCHOOL

## SECTOR 6 PANIPAT

### TRANSPORTATION POLICY

1. **Rationale:-** SDI is committed to provide good and safe transport facility to the students
2. **Objective:-**
  - To ensure safe transportation of students.
  - To instill the values related to safe & ethical commuting.
  - To resolve conflicts if any with respect to unworthy behaviour of any stakeholder.
  - To regularly check the system of transport & vehicle fitness.
3. **Role & Responsibilities of the committee:-**
  - Daily monitoring the arrival & departure of the buses
  - Regularly feedback from the students , drivers & conductors regarding behaviour issues or any other problems
  - Periodically check the requirements ( vehicle document inspection at least 4 times in a year)
  - Maintaining the record/documents of the students using School buses, private transport.
  - Assigning duties to the teacher using school bus facility.
4. **Transportation service:-**
  - Transportation service will be provided to and designated pick-up and drop-off location
5. **Eligibility:-**
  - a. Eligibility for transportation services will be determined by distance from the school and any other applicable criteria as defined by local regulations.
  - b. Eligible student must comply with behaviour expectations outlined in this policy.
6. **Safety Measures:-**
  - a. All transportation vehicles will meet safety standards as required by local and state regulation.
  - b. Seat belts must be worn at all times when available
  - c. Bus drivers will be trained in safety procedures and emergency response.
  - d. Students must follow safety instructions provided by the driver.

## **7A. Guidelines:-**

**Student are expected to follow these bus rules.**

- i. Students are expected to be at the bus stop at least five minutes before the arrival of the bus. Buses will NOT WAIT for latecomers
- ii. Children should stay away from the main road until the bus arrives.
- iii. No students should come near the entry door of the bus until it comes to a complete halt.
- iv. Enter and exit the bus in an orderly manner. The front door of the bus is the only authorised entrance and exit.
- v. It is mandatory to wear seat belts
- vi. Stay seated at all times while the bus is in motion.
- vii. Keep hands and objects inside the bus.
- viii. Use appropriate language and show respect to the driver and other passengers.
- ix. Do not eat or drink on the bus.
- x. Do not tamper with bus controls and safety equipment.
- xi. Do not bring prohibited items, e.g. Cell phones, electronic gadgets on the bus.
- xii. The buses will halt at designated spots only.
- xiii. When disembarking from the vehicle, ensure that you are carrying all your belongings and look out carefully for the road traffic.
- xiv. Any damage caused to the vehicle will be charged to the person responsible or when owned up divided equally amongst passengers.

## **7B:- Parents/Guardians**

Parents/Guardians are expected to

Parents are requested to ascertain the school bus rules / scheduled stop is convenient for their ward before making payment of fee no request for relocation of stops and for change , extension , diversion in bus routes will be entertained

- Communicate with the authorities if they have any concerns/ complaints with the transport facilities
- Be available to meet and discuss their children's behavioural issues if any and support the decision arising out of such discussions with the transport committee.
- To adopt a modest and rational behaviour even in case of any adverse situation.

## **7C:- DRIVERS**

- Must possess the valid license/ permits as per the government guidelines.

- Get the eye check up done once in a year.
- Strictly follow the time schedule and route.
- Be well groomed.
- Must be in proper uniform.
- Use of mobile phones is strictly prohibited while driving.
- Adhere to speed limits and follow traffic rules.
- Conduct themselves in a professional and courteous manner.
- Bus to depart only when all students are seated properly
- Bus to follow designated spots.
- Refrain from forming groups with other bus staff in and around the school premises.
- Smoking or chewing pan or tobacco is strictly forbidden.
- Any case of drink and drive would be strictly dealt with.
- Ensure minimum of 8 hours sleep before reporting on duty.
- No unauthorized person is allowed to board the bus.
- Never overtake any four-wheelers while carrying the school children.

#### **7D:- BUS ATTENDANTS**

- Be well groomed and properly dressed.
- Ensure safe boarding of students.
- Conduct themselves in a professional and courteous manner.
- Be vigilant for the conduct of children in the school bus.
- Help and assist children if required in crossing the road.
- Handover the students to the parents/guardians persons with the parent card on their designated drop points.
- Maintain pick and drop register.
- Ensure safe alighting and boarding of students from the vehicle.
- Refrain from
- Drinking, smoking, chewing pan/ tobacco is strictly forbidden.

#### **7E:- SCHOOL**

- Safe, comfortable transport to be provided to students.
- Proper protocol to be followed in the appointment of drivers/helpers.
- Ensure regular training of the staff with regard to child Protection policy, No gift policy and Transport policy, First Aid.
- Regular fitness check of the vehicles to be ensured.
- CCTV cameras must be functional at all times.
- Follow the transport norms as per the government guidelines.

- Road Jams, accidents/breakdown etc. shall be communicated to the parents immediately.

**8. Bus Discipline Procedure**:- In the event of a behavioural issue on the bus, the following procedure will be followed:

- i. The driver will issue a verbal warning.
- ii. If behaviour continues, the driver will report the incident to the school administration.
- iii. The school administration may take appropriate disciplinary action, which may include suspension from transportation services.

**9. Transportation Routes**:- (a). Bus routes and schedules are as mentioned below:

(b). Changes to routes or schedules will be communicated to parents and students in advance.

**10. Pick-up and drop-off Procedures**: (a) Students are not permitted to use unassigned bus or bus stop without permission.

**Instructions for private transportation:** a. Parents who choose private transportation for their children are responsible for ensuring their safety and punctuality

b. private transportation providers must adhere to safety regulations and follow any instruction provided by the school

c. parents should inform the school of their private transportation arrangements.

d. The school holds no responsibility of any hired transport arranged by the parents.

e. Some of the suggested guideline for parents using private transportation:

- I. The vehicle must be in good condition
- II. Sitting capacity should not exceed the number of seats available in the cab
- III. The authorised driver has adequate driving experience , the credentials like license , police verification of the driver and cab owner must be thoroughly checked
- IV. Parents must carry out due road worthiness of the vehicle.
- V. Details of the vehicle and driver's license number are to be provided to the school for our records.
- VI. The telephone numbers of driver and cab details to be provided to the transport manager as well as the concerned class in charge
- VII. The vehicle is not LPG operated

**11. Incllement weather:** a. In the event of severe weather conditions or other emergencies, transportation services may be delayed or cancelled. Parents will be notified in a timely manner.

**12. Complaints and concerns:** a. parents, students, and staff may submit complaints or concerns regarding transportation to the school administration.

b. The school will investigate and address any complaints promptly.

**13. Compliance:** a. This transportation policy is subject to local and state laws and regulations.

b. Any updates or changes to this policy will be communicated to all stakeholders.

**14. Review:** a. This transportation policy will be reviewed annually to ensure its effectiveness and compliance with relevant laws and regulations.

**15. Contact information: a.** For question or concern related to transportation, please contact school office no. 7082200340 by implementing and enforcing this transportation policy, we aim to provide a safe and reliable transportation service for our students, ensuring their well-being during their journey to and from school while maintaining a structured and disciplined environment on school buses.

\*\*\*\*\*