



ION/06/2016-17

## **BUS TRAVEL GUIDELINES**

### **Boarding of buses:**

- It may be noted that w.e.f. 01 April 2016 the school has 11 Bus Routes operating in various areas of Noida and Delhi
- Each bus leaves the school premises under the watchful eyes of the Route Incharge. The I/C will appoint two Bus monitors for each Route and mention their names in the Attendance Register.
- The attendance will be marked by the Route I/C judiciously with the help of Bus Monitors. The head count will be done thereafter by Route I/C and the Bus Monitors (mentioned in the Attendance Register).
- The drivers and the conductors **will ensure that the doors of the buses are locked the route I/C will ensure that the door is locked while the bus is motion**
- The morning attendance will be marked by Transport Incharge after receiving the absentee Proforma from all Class Reps.

### **WHILE TRAVELLING ON THE SCHOOL TRANSPORT**

- The teacher I/C will be seated nearest to entry /exit door
- On the return journey Teacher, I/C should ensure that all students have disembarked on their designated bus stop.
- Student must board or get down from a bus in an orderly/disciplined manner.
- Bags must be under the seat or placed on the rack above.
- Students:
  - must step out of the bus only when it comes to a halt.
  - must not try to board or jump off a running bus.
  - must not stand on the foot board of a bus/vehicle.
  - must not lean or peep out of the door/window of the bus/vehicle.
  - must not stand behind or in front of a bus or any other vehicle, as the driver will not be able to see you while reversing.
- Make place for younger students and not to bully others.
- The parents/guardians of the students must collect their wards from the respective bus stop. In absence of parents the students will be brought back to the school.
- The students will be dropped off at their designated stops only. Change of stops has to be approved by Principal.
- **The teacher I/C will get off the bus after dispersing all students.** Usage of mobile and sitting in the bus is not permitted. The teacher on duty will strictly monitor the driving and ensure the conductor closes and opens the doors at the right time and is not standing on the foot board of the bus.
- No parents/outsideers are allowed to travel in the school bus.
- The staff on duty will report any untoward incident, if any, while on transport duty, by e-mailing to the School Principal the very same day.

Date : 09 May, 2016

**Asha Prabhakar**  
(Principal)

स्वच्छ भारत  
एक कदम स्वच्छता की ओर

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