



TRANSPORT DUTY ROSTER

MONTH: - APRIL 2018

Routes			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	STAFF ON SPOT EVALUATION DUTY/RESERVE		
NO. OF STUDENTS			45	66	68	51	46	44	48	64	72	48	59	65	63	20	45			
S.No.	Date	Day	Private Bus Sectors 15,17,19Noida,Delhi East end Mayur Vihar J	School Bus UP16BT-4974 Sectors 73, 119,120	Private Bus Sectors 39,41,47,49, 47,82,105,110,100,93,82	School Bus UP16CT-5358 Sector 62 Noida	Private Bus Sector 34 Noida	Private Bus Indirapuram Ghaziabad	Private Bus Sectors 52,53	Private Bus Sectors 11,12,56,55,22,23 ,62 Rajat Vihar,M.V.Ph III	School Bus UP16BT-4975	Private Bus Sectors 33,34	School Bus UP16CT-5045 Sectors 61,71	School Bus No UP16 CT5044 Gaur City,Sec 70,71,121	School Bus 16 ET 3585 Sectors 74,75,76, 50,51	Private Bus Crossing Republic	Pvt Bus Sectors 75, 72,50,51,39	Staff to be put on emergency duty		
01	10/04/18	TUE	DEEPA K/MAYA	S WALIA	S.MAITRA	ADITI G	MONIKA	V OBEROI	PRIYA S	K PANDEY	SUMANA S	ARPITA	DEEPA P	PREETI BAJPAYEE/MEGHA CHUAHAN	ALKA (AFTERNOON)	NAMRATA K.	SABA N	TULSIRAM	K SHREYA	SAMRA
02	11/04/18	WED		R.NEGI		SONAM M	NISHI N	SUNITA M		NEHA G	MOHIT B	RUBY	SWAPAN				R KHANNA	ASHUTOSH	ANSHUL D	R K SIKRI
03	12/04/18	THU		P. PANDEY		P PALLAVI	VANDANA	M SETHI		NISHI S	S TYAGI	NAMISHA S	ISHITA P				KAMNA J	RAMESH	RICHA M	SUBHA R.
04	13/04/18	FRI		A PANDA		NILADRI	V MITTAL	SHRAMISHTA C		A DHAR	ANITA V	RUMPA B	U VERMA				MUKUL S	RANI V		ANJALI S
05	16/04/18	MON		R GATHANIA		D BISHT	R SONDHI	ANJU B		ABHA B	T KHURANA	P CHAND	M TRIPATHI				NISHA	A DIXIT	RADHIKA	
06	17/04/18	TUE		MOHAN		NEERJA B	POONAM S	I. MISHRA		POOJA K	SUGANDHI	KOMAL M	SHALINI G				DEEKSHA S	BB SRIVASTAVA		
07	18/04/18	WED		YUVRAJ		WARDHAN S	U KUMARI	M SETHI		ILASHRI	MANISH	M ARORA	M.GULATI				PRABHAT	VIBHA J	DEEPIKA	
08	Lady Guard (s)			Permanent Teacher		Beena	Permanent Teacher	Meena		Shaheen	Shobha	Permanent Teacher	Anju Bala				Kanchan	Pooja	Pinky	Permanent Teacher
Total number of students using Senior School Bus Services is 804.																				
The teachers should avoid leave on the day of their respective bus duties.																				
If a Teacher is on leave the next teacher as per Roster will be put on Transport duty for that day. Permanent teacher will inform their substitute teacher one day in advance in case they have put on School duty or are availing leave.																				
When the absentee teacher joins, he/ she will take up the Bus Duty at the end of the roster. Transport Roster I/c's will ensure that the absentee teacher has attended the Transport duty for the same month.																				
ROUTE-T will be under Supervision of PRIYA S, and if she proceeds on leave, the duty will be taken care of by Mr. Tulsiram.																				
ROUTE-X will be under Supervision of S.MAITRA and if she proceeds on leave, the duty will be taken care of by Mr. V.Upadhyay.															All Substitute teachers will be taken into account for rotational transport duty.					
ROUTE-O will be under Supervision of ALKA and if she proceeds on leave, the duty will be taken care of by MS.PREETI P.																				
ROUTE-Z will be under Supervision of DEEPA K. and if she proceeds on leave, the duty will be taken care of by Ms. MAYA																				
ROUTE-M ferrying on crossing republic will be under the charge of Ms. Namrata/ Mr. J.M.Pant. Route N will be taken care of Ms. Preeti Bajpayee /Megha Chauhan																				
All staff members on bus duty should carry the mobile No of PPL/VPL/ H M/ Transport I/c & A.O in case of a breakdown, impounding of the bus or Child missing from the bus, a phone call is to be made to the school to the concerned Authority by the bus duty teacher. Teachers on duty aboard school buses ,RoutesV&Q will have rotation of duty.																				
Mr Anoop Dixit and Mr. Srivastava (Transport I/c's) are to reconcile the strength on each route every 15 days.																				
No staff is permitted to change the duties without the express permission of Principal.																				
For suggestions, Contact Ms. Subha. Renakumar / Mr.A.Dixit .Next date of Roster release : 17/04/2018																				

- Mr.A.Dixit
- Ms. Subha Renakumar (Originators)

- Mr. Anoop Dixit
- Mr.B B Srivastava (Transport I/Cs)

Ms.Anupama Motwani
(Vice-Principal)

Ms.Asha Prabhakar
(Principal)

Distribution

HM (Sr.), HM (Pr.) & Staff (via e mail)

Abha.B/A.Dhar (Substitution Cell)