



TRANSPORT DUTY ROSTER MONTH: - APRIL 2018

Routes			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	STAFF TO BE PUT ON EMERGENCY DUTY	STAFF ON SPOT EVALUATION DUTY/RESERVE	
NO. OF STUDENTS			41	58	65	50	42	44	47	60	71	47	52	62	56	18	36			
S.No.	Date	Day	Private Bus	School Bus UP16BT-4974	Private Bus	School Bus UP16CT-5358	Private Bus	Private Bus	Private Bus	Private Bus	School Bus UP16BT 4975	Private Bus	School Bus UP16CT 5045	School Bus No UP16 CT5044	School Bus 16ET3585	Private Bus	Private Bus			
			Sectors 15,17,19Noida,Delhi Eastend Mayur Vihar - I	Sectors 73, 119,120	Sectors 39,41,47,49,47,82,105,110,100,93,82	Sector 62 Noida	Sector 34 Noida	Indirapuram Ghaziabad	Sectors 52,53	Sectors 11,12,56,55,22,23,62 Rajat Vihar,M.V.Ph III	Sectors 76,78	Sectors 33,34	Sectors 61,71	Gaur City,Sec 70,71,121	Sectors 74,75,76,50,51	Crossing Republic	Sectors 75, 72,50,51,39			
01	19.04.18	THU	DEEPA K/ MAYA	SABA. N	S.MAITRA	K. SHREYA	SUBHA. R	V. OBEROI	PRIYA S	MONIKA	K. PANDEY	SUMANA. S	ARPITA	PREETI BAJPAYEE/M EGHACHUAHAN	ALKA (AFTER NOON)	NAMRTA K.	DEEPA .P	TULSIRAM	NIVEDITA B	R K SIKRI
02	20.04.18	FRI		R. KHANNA		R..NEGI	SONAM. M	SUNITA. M		SAMRA	ANJALI. S	MOHIT. B	RUBY.S				SWAPAN.M	ASHUTOSH	MAYA	NEHA. G
03	21.04.18	SAT		KAMNA. J		P. PANDEY	P. PALLAVI	M. SETHI		VANDANA	NISHI. S	S. TYAGI	NAMISHA. S				ISHITA P	RAMESH	MEGHA	NISHI. N
04	23.04.18	MON		MUKUL. S		A. PANDA	NILADRI.D	SHRAMISHTA. C		V. MITTAL	A. DHAR	ANITA. V	RUMPA. B				U. VERMA	MOHAN	RADHIKA	S. WALIA
05	24.04.18	TUE		NISHA		R. GATHANIA	ANSHUL. D	ANJU. B		R. SONDHI	ABHA. B	T. KHURANA	P. CHAND				M. TRIPATHI	A. DIXIT		D. BIST
06	25.04.18	WED		DEEKSHA. S		RICHA. M	NEERJA. B	I. MISHRA		POONAM. S	POOJA. K	SUGANDHI	KOMAL. M				SHALINI. G	BB SRIVASTAVA		ADITI. G
07	26.04.18	THU		PRABHAT		YUVRAJ	VARDHAN. S	DEEPIKA		U. KUMARI	ILASHRI	MANISH	M. ARORA				M.GULATI	VIBHA. J		
08	Lady Guard (s)	→	<u>Permanent Teacher</u>	<u>Beena</u>	<u>Permanent Teacher</u>	<u>Meena</u>	<u>Shaheen</u>	<u>Shobha</u>	<u>Permanent Teacher</u>	<u>Anju Bala</u>	<u>Kanchan</u>	<u>Pooja</u>	<u>Pinky</u>	<u>Permanent Teacher</u>	<u>Santosh</u>	<u>Permanent Teacher</u>	<u>Sangeeta</u>			Leela and Tara (Stand by duty)

- Total number of students using Senior School Bus Services is 749.
- 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.
- **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 /Ms Megha Chauhan
- All staff members on bus duty should carry the mobile Nos of PPL/VPL/ H Ms/ 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 : 26.04.2018

All Substitute teachers will be taken into account for rotational transport duty.

- 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)

All Teachers and staff on duty are to ensure the availability of Lady Guards in School buses as mentioned above.