

ION/13/2017-18

Date : 20 July, 2017

ATTENDANCE REPORT FOR BUS COMMUTERS

- In order to ensure orderliness in bus operation and safety of bus commuters teachers travelling by school buses have been nominated to carry out the duties as Bus Duty Teacher (BDT). Over and above a senior student has also been nominated per bus as Bus Duty Prefect (BDP) to help the BDT.
 - Each bus route will have a Route-in-charge nominated as per roster promulgated from the desk of Principal every fortnight.
 - Following check list is to be strictly adhered to by BDTs on a daily basis :
 - a) From Home to School. Attendance must be recorded stop-wise and the register handed over after signature to Transport I/C through the bus conductor.
 - b) From School to Home. All bus commuters (students) are to assemble route-wise in the school buses for marking of attendance. The BDTs with the help of Routes-in-Charge are to check attendance before the students are allowed to board the buses for afternoon routes. After all students have boarded the buses the BDTs are to sign the **attendance register and the same handed over to the driver**.
 - VPL is to ensure the following :
 - a) That new bus registers for the session 2017-18 are prepared and the same handed over to BDTs by 21 July, 17. The registers must have the details of all students travelling by the bus stop wise as well as alphabetically.
 - b) That bus commuters move from corridors to the buses in an orderly manner in two lines, one for boys and other for girls. Sr. students are to occupy the rear seats and the smaller children front seats. Teachers other than BDTs who have been permitted to use school buses are to occupy seats at the rear only. The BDTs are to occupy seats near the door.
- Action : Transport I/C, Mr D Bist & Sports Director**
- c) That attendance registers are to be checked every day and signed. These registers are to be put up by Transport I/C to VPL on all Fridays for checking purposes.
- I expect a strict adherence to the above instructions w.e.f. 21 July, 2017. It goes without saying that the BDTs are expected to apprise themselves of the Supreme Court guidelines already made available to all BDTs.

Asha Prabhakar
(Principal)

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