

ION/12/2017-18

Date : 19 July, 2017

MOST IMMEDIATE

Introduction

- Safety of students is of paramount importance to any school.
- This school owns 06 buses and 07 hired buses primarily used for the purpose of conveying to and fro school, only those students who are permitted on the basis of availability of seats and also of their ability to pay the prescribed bus fees on regular basis. It is necessary on part of the school to ensure that every student traveling by school bus is accounted for and travels safely to and fro school.
- It has been brought to my notice by many parents that the staff on bus duty is not paying the much needed attention to some of the incidents happening within the school buses, when the school buses are ferrying children during the morning and afternoon hours.
- Children have been found to be using foul and abusive language especially the senior students with the teachers on duty taking no action against the senior students. Staff members are required to ensure that the transport duty is taken utmost seriously w.e.f. 19 July, 2017 onwards.
- Also, it has been observed the teachers are very casual in attitude in marking the attendance.
- Teachers are hereby advised, in case the Transport I/C has failed to fill the attendance in the transport registers the same day, it should be brought to the notice of the Principal the very same day.

Documents To Be Kept in Each Bus.

- Following documents are to be kept in the bus which will remain under the custody of the Driver :
 - Route Maps
 - Details of stoppages in a route
 - List of students traveling by school bus with their names, addresses, & contact numbers.
 - Safety measures issued by Transport Department, Uttar Pradesh for school students/teachers/bus drivers.
 - Supreme Court Guidelines for teachers regarding safety precautions of school bus systems.
 - Check list issued by Transport Department
 - Check list for Transport Incharge
 - Check list for office-in-charge and school transport.
- All Bus Duty Teachers (BDTs) are to be well conversant with the content of the documents and are to refer the relevant documents as frequently as required by situations.

Rules of Plying on Public Road

All rules governing driving of the buses as well as the standard of maintenance of the buses as prescribed by RTO authority are to be strictly adhered to.

Duties of Driver

- (i) To run the buses as per scheduled routes and timings
- (ii) To be in proper uniform and be in possession of driving license.
- (iii) To follow all traffic rules prescribed by RTO
- (iv) To ensure that buses are road worthy at all times.
- (v) To report promptly defects in the buses.
- (vi) To ensure that buses have sufficient fuel for the entire day before it leaves for the morning route every day.

- (vii) To maintain the relevant documents in safe custody inside the bus.
- (viii) To move a bus only when indicated by the Conductor.
- (ix) To bring the bus to a complete halt at all designated stoppages where students are to board/alight.
- (x) A pleasant behaviour with parents and others is always desirable.
- (xi) Any other duties assigned by the School Authority from time to time.
- (xii) To be wearing 'Name Plate' while on duty

Duties of Conductor

- (i) To be on time for bus duties.
- (ii) To be in proper uniform
- (iii) To carry a whistle for better co-ordination with the driver and alerting crowd when required.
- (iv) To get down first from the bus at all stoppages and then help / supervise every student boarding / alighting from the bus regardless of his/her age.
- (v) To board the bus after the last student at every designated stop has boarded / alighted.
- (vi) To close the door completely after action as per sub clause (v) above.
- (vii) To indicate to the driver preferably by use of a whistle, to start the bus after completing action as given in clause (v).
- (viii) To help smaller children in alighting from the bus.
- (ix) After a student has alighted he / she is to be guided NOT TO MOVE TOWARDS THE REAR OF THE BUS BUT MOVE AWAY FROM IT.
- (x) To collect attendance sheet duly signed by BDT before he/she leaves for residence from the last stop of the after noon route and hand over the same to Transport-in-charge
- (xi) A pleasant behaviour with parents and others is always desirable.
- (xii) Any other duties assigned by the School Authority from time to time.
- (xiii) To clean the allotted bus and maintain First Aid Box.

Role of Bus Duty Teachers / Recording of Attendance Inside the Bus

- BDTs/Transport I/C will be responsible for ensuring that attendance is taken when the bus arrives at the school or departs from the school.
- BDTs are to nominate a senior student as Bus Monitor who will assist him/her in taking attendance and in maintaining discipline inside the bus. The name of Bus Monitor is to be mentioned in the Attendance Register.
- Attendance is a MUST, repeat MUST, before a student alights from the bus after reaching the school and before buses depart from school.
- No conductor is to open the bus door after reaching the school till the attendance register is filled in by the BDT/Bus mentor to Transport-in-charge.
- The attendance register duly signed by the BDT or Bus Monitor or the Conductor is to be handed over to the Transport-in-charge before students alight & the Transport I/C is to do a read count before the students disperse to their classrooms.
- After the arrival the attendance sheets are to be handed over to Transport-in-charge who in turn, after verification, is to hand it over to the BDT before the bus departs for the after noon routes.

Critical Check List for Teachers

1. Check, observance of Code of Conduct of drivers, conductors and students. Report any serious breaches to Transport Incharge/Administrative Officer / Vice Principal.
2. As far as possible, teacher should take her / his seat next to entry / exit door to assist in observance of safety norms by students.
3. Oversee students disembark only at given stop number on bus route.
4. Keep handy, name, address and contact Tel No. of hospitals/clinics along or near the bus route. Also, list of Tel No of School, Tel No (Res & Office) of Principal / Vice Principal / Headmistress / Administrative Officer for contact. In case of emergency, call Mobile Police on phone, when necessary.
5. To facilitate speedier and smoother movement, children getting into and off bus earlier on the route should take their seats nearer to the exit door.

6. In any case smaller children should take precedence in allotment of seats nearer to the entry / exit door.
7. No overtaking. No jumping red light. No rash driving (40 km ph speed limit observed) is expected.
8. 40 km ph speed control device (governor) fitted
9. Qualified and licensed conductor present at all times in bus when in use.
10. Registered seating capacity including driver and conductor not to exceed 1.5 times.
11. No unauthorized occupant of bus at any given time.
12. Provision of List of students with Name, Class, Residential Address, Tel No. (off & Res) along with embarkation / disembarkation point (Stop No.)
13. Detailed route plan showing each stop, place of origin and termination point, duly attested by Principal.
14. Bags should be kept under the seat or otherwise bags be conveniently stored. (Copy of code of conduct of driver & conductor to be supplied to teachers)
15. The Bus Duty Teacher shall ensure no child is left alone in the bus.

Duties of Transport-in-charge

- (i) To be present at the action station when the school buses arrive (7:30am) and depart(2:30pm).
- (ii) To ensure & report the principal that all busses have completed their routes timely& safely.
- (ii) To ensure that no student alights till the attendance register duly signed by BDTs/Monitors / Conductors are received by him.
- (iii) To ensure that buses do not depart till all students, without exception, who travelled by the school buses in the morning route have boarded the afternoon buses.

[Note : For any student required to stay back beyond the bus departure time a written note by the CI Tr / HM / VPL / PPL is a MUST.]

- (iv) Buses are road worthy in all respects.
- (v) Fitness Certificates, Driving License of Drivers are valid and are in physical possession of the Driver at all times when the buses are plying on the roads.
- (vi) Any defect in the bus is to be repaired immediately.
- (vii) To immediately attend to break down cases of school buses.
- (viii) Any repair work is to be noted first in a Bus Defect Register and put up to the Principal for approval. After approval an indent for the work is to be prepared.
- (ix) Any other duties assigned by the School Authorities from time to time.

Bus Monitor Team. Mr Dinesh Bist (Phy Edu Tr) and Mr K Ramasubramanian (Sports Director) will assist Transport-in-charge when the buses arrive and depart.

Absentee Arrangement. In the absence of Transport-in-charge, A.O will carry out the duties of Transport-in-charge in regard to operation / maintenance of school buses.

Other Safety Instructions.

- During school hours no Driver is to move any bus even an inch inside the school campus without the assistance of a Conductor.
- Bus movement inside the school campus during school hours is strictly prohibited except when approved by Transport-in-charge /A.O. / VPL

Validity of this ION

- This ION will be in force with immediate effect till amended or cancelled by another ION.

ALL STAFF MEMBERS ARE REQUIRED TO PERUSE THE ABOVE ION, SIGN AND HANDOVER TO MRS. A. RAZDAN FOR PLACING IN RESPECTIVE PERSONAL FILE OF THE TEACHER.

Distribution

VPL, HMs, A.O., Tpt I/C
All Staff, Website I/C
A Razdan (File)
Sports Director

Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर

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