



MINUTES OF THE PRE PRIMARY DEPARTMENT MEETING ON TRANSPORT ISSUES

Date : 20th Nov, 2019

Day : Wednesday

Time : (2.15PM~3.00PM)

Venue : Pre Primary-B

Convened By : Ms S.Passi (HM Pre Primary)

Members Present : All Pre Primary Staff Members.

An urgent meeting was held on 20th Nov,2019, Wednesday at 2.15PM wherein teachers were once again apprised of their duties and responsibilities while carrying out their bus duties. An incident that happened on the same day in the morning was discussed at length and the following points were reiterated:

- Drivers were counseled not to indulge into any altercation with the Parents while on duty.
- As per the Principal's order it was clearly specified that all Conductors are required to help the Students (Pre School to Class II) in boarding and de boarding the bus on all routes and Lady Guards are supposed to settle down the students.
- The Teachers were instructed to be very alert while on bus duty and keep taking regular rounds in between to ensure the security and safety of the child.
- It was further briefed that the Teachers have to be extra cautious in checking the Parent ID card while they are handing over the child to the concerned person at the defined bus stop.
- It was clearly explained that the bus duty Teacher should always take the lead role in communicating with the Parent regarding any such dispute and resolve it amicably rather than letting the Lady Guard, the Conductor or the Driver to talk to the Parent directly and aggravate the situation.
- Mr. Srivastava, the transport In Charge of the school was taken into loop and the bus Drivers, Lady Guards and the Conductors were sensitized and counseled at length to avoid such incidences in the future

The Meeting ended on a congenial note.

Thanks & Regards

Ms. Manami Ghosh (PRT Mont.)

For Info:

VPL, HM (Pre Primary)

All Montessori Staff Members (via email)