



TRANSPORT DUTY ROSTER

MONTH: - MAY 2018

			1	2	4	5	6	7	8	9	10	11	12	13	15	STAFF TO BE PUT ON EMERGENCY DUTY	STAFF ON *RESERVE /ON WORKSHOP		
Routes			Route Z	Route Y	Route W	Route X	Route U	Route T	Route S	Route R	Route V+Q	Route P	Route M+N	Route O	Route L				
NO. OF STUDENTS			41	58	50	42	44	47	60	71	47	52	62	56	36				
S.No.	Date	Day	Private Bus	School Bus UP16BT-4974	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				
			Sectors 15,17,19Noida,Delhi Eastend Mayur Vihar - I	Sectors 73, 119,120	Sector 62 Noida	Sector 34,39,41,47,49,47,82,105,110,100,93,82 Noida	Indirapuram Ghaziadbad	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,Crossing Republic	Sectors 74,75,76,50,51	Sectors 75, 72,50,51,39				
01	21.05.18	MON	DEEPA K/ MAYA	P.CHAND	DEEKSHA	SABA	I.MISHRA	MOHIT.B	A.PANDA	SUBHA.R	MONIKA	K.PANDEY	PREETI BAJPAYEE/MEGHA CHUAHAN	ALKA /P.PANDEY(AFTER NOON)		YUVRAJ	R. GATHANIA	NAMRTA K.	
02	22.05.18	TUE		ANJALI. S	A. DHAR	SHALINI. G	SHRAMISHTA. C	R. KHANNA	MUKUL. S	ILASHRI	SONAM. M	VANDANA				MANISH	KOMAL. M	NEERJA. B	
03	23.05.18	WED		ARPITA	RUBY.S	ISHITA P	M. SETHI	DEEPA. P	PRABHAT	POOJA. K	P. PALLAVI	V. MITTAL				WARDHAN.S	U. VERMA	SAMRA	
04	24.05.18	THU		ABHA. B	NAMISHA. S	M. TRIPATHI	ANJU. B	NISHA	S. TYAGI	RICHA. M	SUBHA. R	R. SONDHI				PRIYA. S	MAYA	KAMNA. J	POONAM. S
05	25.05.18	FRI		VIBHA J	RUMPA. B	SWAPAN.M	VIDHI.O	R.NEGI	ANITA. V	NIVEDITA. B	NEHA. G	U. KUMARI					D. BIST	NANDINI. B	NISHI. S
06	28.05.18	MON		S. WALIA	M. ARORA	M.GULATI	SUNITA. M	R K SIKRI	SUMANA. S	NISHI. N	NILADRI.D	A. PANDA				SUNAYNA	DEEPIKA	T. KHURANA	
07																	K. SHREYA	S.MAITRA	
08																		ANSHUL. D	*SUGANDHI
09	Lady Guard (s)	→	Permanent Teacher	Beena	Meena	Shaheen & Tara	Shobha	Sangeeta	Anju Bala	Kanchan	Pooja	Pinky	Permanent Teacher	Santosh	Permanent Teacher		Leela (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-L** will be under Supervision of PRIYA S, and if she proceeds on leave, the duty will be taken care of by Mr. Mohan.

● **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 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 day
No staff is permitted to change the duties without the express permission of Principal.

● For suggestions, Contact Ms. Subha. Renakumar / Mr.A.Dixit/Ms.Mukul S .Next date of Roster release : 30.06.2018

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

Distribution

HM (Sr.), HM (Pr.) & Staff (via e mail)
Abha.B/A.Dhar (Substitution Cell)

● Ms. Subha Renakumar & Ms.Mukul S (Originators)

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

Ms.Anupama Motwani (Vice-Principal)

Ms.Asha Prabhakar (Principal)

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