



## TRANSPORT DUTY ROSTER

### MONTH: - JULY 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 RESERVE
NO. OF STUDENTS			45	57	59	51	42	41	45	59	56	48	56	70	63	20	55		
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 39,41,47,49,47,82,10 5,110,100,93,82	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	02.07.18	MON	DEEPA K/ MAYA	SONAM. M	S.MAITRA	ANJALI. S	NANDINI. B	SHRAMISHTA. C	A DHAR	SHALINI. G	R. KHANNA	T. KHURANA	ILASHRI	PREETI BAJPAYEE/ MEGHA CHUAHAN	ALKA /P.PANDEY (AFTER NOON)	NAMRATA K.	PRIYA S	ASHUTOSH	
02	03.07.18	TUE		P. PALLAVI		NISHI. S	RUBY.S	M. SETHI		U. KUMARI	DEEPA. P	MUKUL. S	POOJA. K					RAMESH	
03	04.07.18	WED		NILADRI.D		VARDHAN. S	NAMISHA. S	A.MENON		S ANIA T	KAMNA. J	PRABHAT	K. SHREYA					MOHAN	
04	05.07.18	THU		A. DIXIT		ABHA. B	ADITI.G	I. MISHRA		M. TRIPATHI	NISHA	S. TYAGI	R. GATHANIA					MAYA	
05	06.07.18	FRI		NEERJA. B		SUMANA. S	V. MITTAL	DEEPIKA		U. VERMA	DEEKSHA. S	ANITA. V	RICHA. M					RAMESH	
06	07.07.18	SAT		RADHIKA		VIBHA J	KOMAL. M	V. OBEROI		SWAPAN.M	SANGEET K	R. SONDHI	YUVRAJ					P. PANDEY	
07	09.07.18	MON		NEHA. G		S. WALIA	M. ARORA	A.MENON		M.GULATI	R K SIKRI	SHAZI J	NISHI. N					V.UPADHYAY	
08	10.07.18	TUE		SUBHA. R		K. PANDEY	RUMPA. B	SHRAMISHTA. C		NIVEDITA B	SABA. N	D. BIST	A PANDA					TULSIRAM	
09	11.07.18	WED		SAMRA		VANDANA	ARPITA	M. SETHI		MEGHA	POONAM. S	MOHIT. B	MONIKA					ASHUTOSH	
10	Lady Guard (s)			Permanent Teacher		Beena	Permanent Teacher	Meena		Shaheen	Shobha	Permanent Teacher	Anju Bala					Kanchan	Pooja

Total number of students using Senior School Bus Services is 767.

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-I** will be under Supervision of PRIYA S, and if she proceeds on leave, the duty will be taken care of by Mr. Mohan.

**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-T** will be under Supervision of Ms.A DHAR and if she proceeds on leave, the duty will be taken care of by Mr. Tulsiram.

**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 No of PPL/VPL/ H M/ 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/Ms.Mukul S .Next date of Roster release : 11.07.2018**

- Mr.A.Dixit
- Ms. Subha Renakumar & Ms.Mukul S (Originators)

- 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.

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