

## **STANDARD OPERATING PROCEDURE (SOP)**

### **FOR**

### **TRANSPORT**

#### **Purpose:**

KG Reddy college of Engineering and Technology provides buses to faculty and students from all parts of the city to the campus. The buses are safe and comfortable and free transportation service is provided to the staff. The campus is also well connected by other means of public transport.

#### **Scope:**

The transport procedure ensures smooth functioning of college timings by getting the buses to campus on time. The transport department is headed by transport in charge who takes care of the drivers and ensures proper functioning of the transport system.

#### **Responsibility:**

Transport facility is completely managed by KG Reddy college of Engineering and Technology without the involvement of any Third party or vendor . Pick and drop facility is arranged as per college timings. Every bus has a bus co-ordinator travelling with the students. The bus co-ordinator sees to that discipline is maintained in the bus and ensures a proper seat to everyone.

#### **Rules To be Followed In College Bus:**

- All the staff and students should be in their boarding point before 5 minutes.
- All the students should carry their college bus pass daily.
- The staff or students should not celebrate birthday parties & festivals in the college bus.
- Students should not get down from the bus in the middle of the way to college or home.
- Students should follow the instructions of the bus in-charge and bus co-ordinator.
- All the lady faculties and girl students should occupy the front seats. Gent faculties and boys should occupy the back seats.
- Few faculties should sit in between the girls and boys to maintain discipline in the bus. Bus in-charge must monitor this system on a day to day basis.