

8. TRANSPORT

STANDARD OPERATING PROCEDURE

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.
- While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
- Scuffling, fighting, smoking, drinking alcoholic beverages, using drugs, and using obscene language on the bus are strictly prohibited.

DUTIES AND RESPONSIBILITIES OF COLLEGE BUS DRIVER

- i. Be properly licensed for operating a college bus.
- ii. Be familiar with and adhere to the requirement of the Highway Traffic Act and related sections of other Acts.
- iii. Prior to being employed, provide the Director of Transportation with a driver's abstract from the Motor Vehicles Branch.
- iv. Have a medical examination prior to employment and as required by law thereafter – a copy of which must be supplied to the Transportation Department.
- v. Be thoroughly familiar with and adhere to transportation policies.
- vi. Attend seminars and in-service activities as required.
- vii. The bus driver shall not drive bus for 12 hours after consuming alcohol. Failure to comply with guidelines on the consumption of alcoholic beverages will result in termination of employment.
- viii. In situations where college may be closed due to weather or road conditions, plant break down, or epidemic, the Board shall pay a driver basic salary for that day.
- ix. Suspension of license for any driving infraction will be reviewed by the Transportation Committee.
- x. In case of fire / accident, the driver of the college bus must first contact the Transportation department and relay the following information:
 - o Location
 - o Number of students on the bus
 - o Are there any injuries?
 - o Number of vehicles involved.

DUTIES OF TRANSPORT DEPARTMENT IN CASE OF FIRE / ACCIDENT:

- i. Call 108 for fire & ambulance services.
- ii. Send a relief bus to the scene of the accident. The Director of Transportation, or designate, will attend if possible and protect the scene until the fire / ambulance services reaches the scene.
- iii. All parents will be notified by telephone or by a note sent home with their child.