



## COLLEGE TRANSPORT POLICY

### INTRODUCTION

The Transport Department of Chennai Institute of Technology is established by professionals to provide strategic solutions to student transportation issues.

We endeavor to provide the best possible transport service for all our students. We place the safety and responsibility of the students as our highest priority.

### **OUR MISSION**

To provide safe and reliable transport services to the students at the highest levels of safety, quality, customer service and positive employee relations.

### **OUR VISION**

To be the safest and the most comfortable college transportation without compromising on safety, professionalism, training, leadership and quality.

### **OUR COMMITMENT**

We are committed to provide the best college transport service with highest safety measures and comfort to each student. Our transport team is engaged in research, development and implementation of systems and practices to make our service the best in the industry.

### PROFILE

When the College started functioning in 2010, the management decided to provide transportation between various parts of Chennai city and the College. Initially Five buses started operating between the college and the city. As the number of courses offered increased, the total strength of the college also increased and now 33 buses are operating from various parts of Chennai, Kanchipuram, Thiruvallur and Chengalpattu to the college.

Transport is also provided for sports, library, laboratory and late evening classes. Buses are operated on Saturdays and Sundays for special classes, NCC, Sports, etc. On special occasions, buses are utilised for industrial visits and social service activities.

The College owns 33 buses, Tata Benze - 21 with 60 seats, Ashok Leyland - 9 (60seater - 4, 50 seater - 4 & 40 seater - 1), Eicher – 3 (50 seater) and one ambulance. A transport committee, headed by Administrative Officer & Transport Manager is formed to take care of the smooth operation of buses. The staff in-charge of the buses (one teaching) ensure the smooth functioning of the buses. The Transport committee meets once in Six months and the Principal and the staff in-charge of the buses attend the meeting.

### **The members of the committee are:**

- Administrative Officer
- Transport Manager
- Transport In charge
- One Faculty from each Department
- Student Representatives from each department
- Two senior Drivers

### **Duties of Transport In charge:**

- Allocating of bus routes for the first year students during admission
- Supervising the daily bus operation and giving instructions to the bus supervisors
- Conducting meeting with all staff in-charges of buses once in three months.
- Inspecting the condition of the buses and reporting for necessary actions
- Issuing ticket to the hostel students (at the time of traveling) through the bus supervisors
- Periodically checking the documents of the buses
- Maintaining the ISO documents
- Verifying and passing the bill for making payment
- Maintenance of College ambulance
- Allotting busses for Industrial visits/Placement and Training activities/ Co-curricular activities
- Completing all Maintenances on time (Daily, Weekly, Monthly, Half yearly & Yearly).
- Reporting to the superiors as and when required.

### **Duties of Staff In-charges:**

- Check the starting and arrival time of the bus. Any unnecessary delay may be reported.
- Ensure proper seating arrangement in the bus. Few seats may be earmarked for the staff members who travel regularly. Standing if any may be informed.
- Maintain strict discipline while traveling in the bus. Keep vigil over the senior students during the beginning of the year (after the first year classes are started) to prevent ragging in the bus. Any incident of ragging must be brought to the notice of concerned persons.
- Periodically check the students ID card to ensure that the students are traveling in the bus route allotted to them. In case of a need to go by a different route for any genuine reason, the student may be given permission.

In case of bus breakdown or any other problem during the journey, take appropriate steps immediately and inform to the transport convenor.

### **SAFETY NORMS IN COLLEGE BUS**

We have attached great importance to enhance the Safety and Security measures for students travelling in our own College Buses. We furnish hereunder a list of such enhanced safety measures which have been implemented:-

- All buses will be run by authorised drivers only who have sufficient years of experience in running of college buses and who are fully acquainted and competent to adhere to the prescribed norms of safety as laid down by the Regional Transport Commissioner.
- All our College buses are driven by experienced drivers who possess a valid heavy vehicle driver's license of minimum 5 years.
- Each bus has staff members who are responsible for ensuring discipline in the college buses.
- Extensive training is provided to the drivers to ensure that the Transport operations are efficient.
- All our buses are installed with Speed Regulators / Governors, so that there is no complaint regarding over speeding.
- All CITBuses strictly follow all norms stipulated by the Government from time to time and ensure impeccable "Safety & Security" of the student.
- Our Buses travel in extensive routes.
- There will also be a Transport Committee for our college comprising of the respective Admin Officer & Transport Manager and two designated parents from the College and under the guidance of Officials from the Regional Transport office & Traffic Police.

## **RESPONSIBILITIES**

In order to ensure the transport operation function smoothly, all stakeholders have to work together and follow the set policies.

### **Responsibilities of the Bus Driver:**

- One of the first steps a college bus driver must take towards ensuring smooth operations is to set a proper example. The driver should always practice good driving habits, take personal interest in the job, keep abreast of all advancements that take place in pupil transportation and take excellent care of the equipment.
- Secondly, the attitude toward the job and toward the students is critical. The driver must realize that it is more important to be "respected" by the students than to be "liked" by them. Students can accept and will conform to rules and regulations, which are fairly, firmly and consistently enforced. Letting some students get away with breaking the rules in order to be nice so that they will like you is a sure way for the bus driver to have trouble! This tactic will result in students losing respect for the driver.
- The Bus drivers should not drive aggressively and should practice defensive driving.
- **The College will also conduct Eye check-up / Medical camp for Drivers once in 6 months, regular training sessions and refreshment courses for all the drivers.**

### **Responsibilities of Students and Parents/Guardians**

- Students should come to the boarding point 10 minutes prior to the scheduled time.
- Parents/Guardians to drop their children to the college bus or pick-up point well before time. In the event of any delay from their part, they bear the responsibility of dropping their children to the college without any responsibility on the part of the College Transport Department.
- Assist in training and educating their children on the importance of safety and how to wait for the college bus and board it.
- Report to the Management of the college / transport department regarding any offence or failure on the part of the driver.
- The student must maintain cleanliness of the bus and advise the college management or his / her parent/guardian in case the driver or any other student breaches the rules in transit.

### **We adopt the features of a reliable, robust and secure transport system for our college:**

Colleges providing high quality education, cutting-edge infrastructure, highly educated and experienced faculty, and bright students. College transportation has gained a lot in importance due to increased safety threats to students. However, colleges are facing a stiff challenge in providing high class transportation facilities to ensure better security to students.

A sophisticated and feature-rich transportation management system is fast capturing the attention of parents to ensure the safety and security of students and also delivers the best experience to users. Efficient fleet management also saves time, effort, fuel and money. College bus transportation system offers a complete solution with the most effective features such as bus routing and scheduling, student transport data, transport attendance, expense tracking, fee collection more to address the concerns of parents and also ensuring peace of mind to the college management. Transport management application gives you power and flexibility through seamless automation, enhanced GPS tracking and mobile-ready software. Here are the top features that can assure high performance of the fleet in Colleges:

### **1. Manage Transport Data**

Set vehicle information including vehicle type, model, number, registration, capacity, etc. The college transport management system allows you to track passenger information accurately.

### **2. Allocate Vehicles for Students**

Manage vehicle allocation during the academic year with proper allotment of vehicles to students including the boarding points and destinations in particular routes.

### **3. Route Management**

Create, edit or delete vehicle routes along with bus stops and pick/drop timings using high quality digital mapping. Assign multiple routes to students at different timings.

### **4. Fleet Management**

Plan optimum routes, efficient route scheduling, fuel management, and enhanced safety. Optimize bus routes and the vehicle capacity to reduce vehicle maintenance expenses, fuel costs and avoid unauthorized trips. Manage vehicle schedules efficiently.

### **5. Track Fee Collection**

Configure transport fee structure for different routes. Track status of student fee payments in real-time and print receipts.

### **6. Customized Reports**

Create customized reports of vehicle utilization, fee payments, violations, over speed, excessive stoppage time, and idle time etc.

### **7. Ensure safe transportation**

Provide safety and security to vehicles and students and respond faster to vehicle breakdowns, accidents and emergencies.

Colleges that implement the transport management solution perform better in terms of safety, service levels and cost savings. Few areas where there are further benefits:

#### **Effective transportation**

- Avoid long waiting hours in bus stops.
- Respond better to breakdowns.
- Direct access to bus routes & timings for effective transportation management.

#### **Enhanced safety**

- Ensure safe and secure student transportation.
- Pinpoint location of vehicle and students in real time.

#### **Improve route efficiency**

- Optimize fleet utilization.
- Track performance with real-time reporting of vehicle data.
- Save time, money and fuel costs.