

# SCHOOL TRANSPORT - CODE OF CONDUCT

We have attached great importance to enhance the Safety and Security measures for children travelling in our own School Buses. We furnish here under a list of such enhanced safety measures which have been implemented:

1. All buses will be run by authorized Private Contractors only who have sufficient years of experience in running of school buses and who are fully acquainted and competent to adhere to the prescribed norms of safety as laid down by the Regional Transport Commissioner.
2. All our School buses are driven by experienced drivers who possess a valid heavy vehicle driver license of minimum 5 years.
3. Each bus has one lady attendants who is responsible for ensuring discipline in the school buses.
4. All Lady Attendants will have a dedicated Mobile Number and will be designated for each route without being changed frequently. They will be monitoring discipline in the school bus, besides taking responsibility for conducting the bus and shall be reporting directly to the School Principals and the Transport Department.
5. Extensive training is provided to both the drivers and lady attendants to ensure that the Transport operations are efficient.
6. All our buses are installed with Speed Regulators / Governors, so that there is no complaint regarding over speeding.
7. All Oxford Buses, strictly follow all norms stipulated by the Government from time to time and ensure impeccable "Safety & Security" of the children.
8. Our Buses travel in extensive routes.
9. There will also be a **Transport Committee** comprising of the respective Principal, Admin Officers / Transport Officers and two designated parents from the school. Officials from the Regional Transport office, Traffic Police, Education Office and local Authority may also be invited to be a part of the Transport Committee.

## Responsibilities of the Bus Driver

- One of the first steps a school 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.
- All Bus drivers have to possess a minimum heavy vehicle driver license of 5 years.
- The Bus drivers should not drive aggressively and should practice defensive driving.
- The School will also conduct regular training sessions for the school drivers.



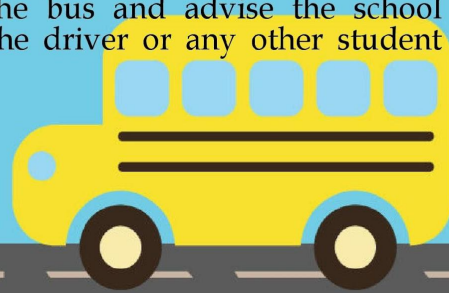
## Responsibilities of the Lady Attendants

- Each School bus will have **one lady attendants** in the bus.
- The Lady Attendant of a school bus is in complete charge of maintaining discipline of students while they are on the bus. All complaints regarding discipline on the bus are noted by the lady attendant and informed to the School Principal and handled accordingly.
- The Lady Attendant has the authority to assign seats. Students shall remain properly seated while the bus is in motion and maintain perfect discipline.
- All Lady Attendants will have a dedicated Mobile Number and will be designated for each route without being changed frequently. This number is made available to the parents and the lady attendants can be contacted in case of an emergency by the parent.



## Responsibilities of Students and Guardians

- Guardians to drop their children to the school 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 school without any responsibility on the part of the School Transport Department.**
- Assist in training and educating their children on the importance of safety and how to wait for the school bus and board it.
- Report to the Management of the school / transport department regarding any offence or failure on the part of the Lady Attendant/driver.
- The bus attendants have been given the instructions to return the student to the school if there is no person to collect the student at the time of returning home and guardians are responsible for any associated outcome.
- The student must maintain cleanliness of the bus and advise the school management or his / her guardian in case the driver or any other student breaches the rules in transit.



## SCHOOL TRANSPORT GUIDELINES

In continuation of the Transport Rules mentioned the School Diary and to ensure the safety and security of all the learners, following are the safety rules that have to be strictly adhered to by all the learners in the bus. Learners are made aware of the same in the school assembly and the same has been pasted in the School Bus.

1. Students should sit in their place before the bus starts. They should not stand when the bus moves.
2. Students should sit on the places allotted to them.
3. Students should have their ID cards on while travelling in the School bus.
4. Students should look after their belongings.
5. School bags should be kept on the racks and not on the seats.
6. Silence should be maintained in the bus. Chaos should be avoided. This can distract the driver.

7. If on the precise stop nobody is available to receive the student, he/she will be brought back to the school and handed over only to the parents in the school campus.
8. Students will be handed over to the parents / guardians / bearer endorsed in the Bearer Card and only on producing the same at the drop off points.
9. Students should not put out any part of the body from the window or the door.
10. Cleanliness should be maintained in the bus.
11. Any damage made by the students to the bus will be reported to the Principal and the parents have to bear the cost.
12. The students and staff whose names are listed in the route only will be permitted to enter the bus.
13. School bus service will be cancelled for the students found in misconduct.
14. Students should be present on the bus stop five minutes prior to the prescribed time. Bus will not wait for the students.
15. Bus routes are designed to ensure that one-way travel time of the students do not exceed 45 mins. Therefore, no requests to change the stops will be entertained whatsoever.
16. School buses will not stop other than the designated stops. Parents or guardians will not be permitted to stop the bus at any unauthorized stops.
17. Parents and guardians are not permitted to get inside the bus under any circumstances.
18. Things forgotten in the bus will be deposited in the school office and should be collected within 24 hours at the responsibility of the students.
19. The students should be prompt and disciplined while getting in and out of the bus as standing of the bus for long time can obstruct the traffic.
20. Unruly behavior like shrieking and shouting in the bus is strictly prohibited. Courteous behavior is expected at all time.

The above rules are made for safety and safe journey of the students.

## **GUIDELINES FOR PARENT PICK UP AND DROP OFF (OWN TRANSPORTATION)**

Keeping the safety of the learners in mind and to ease out the congestion in the morning and during dispersal at 1:00 pm and 3:00 pm, the School Transport Committee has come up with the following guidelines:

1. Parents have to drop off their wards before 8.15 am. Students will be sent back after 8.20 am unless the School Office has received prior intimation about the same.
2. Pick your child and leave the premises immediately between 3.15 pm and 3.20 pm
3. Do not form groups and talk outside Gate no. 1/ in the school lane.

4. Give way when the gates open for the school buses.
5. No double parking at any time, even if the driver is sitting in the car - this leaves little place for traffic flow.
6. Speed limit on the approach road and inside the school campus is 10 km/hr. and honking is strictly prohibited.
7. Our security staff/ school personal will be monitoring daily dispersal. Please cooperate with them and do not get into any argument. Interaction with them should be with a respectful attitude and in the right spirit. After all, the intention behind all this is your child's safety.

Remember, these guidelines are meant for you and your child's safety and cannot be a one-sided effort. While we are reiterating student conduct all the time, we expect the same from adults.

## **NOTES FOR PARENTS**

- Bus routes and bus stops once designated, will not be changed. If you need a change of bus route/stop, do send a mail to [owstransport70@gmail.com](mailto:owstransport70@gmail.com).
- If the bus stop is on an existing route, the change can be made subject to availability of seats. If the detour of the bus causes inconvenience to the route, the change will not be possible.
- Lady attendant will not drop or pick up children from the doorstep as they are needed on the bus.
- Parents are requested to notify the transport department/front office in case they do not require transport for that particular day. To ensure that the change is implemented, please notify the school reception accordingly.
- **Pre- Primary: before 10:30 am**
- **I- X - before 1:00 pm**
- Do not leave a message with the bus driver or lady attendant. Please cooperate with the transport department in this regard to avoid inconvenience to either party or child.
- If you would like your child to return home on his/her own from the bus stop, a written letter should be given to the Transport Coordinator.
- No special recommendations will be entertained for change in bus timings.
- During school vacations/holidays transport will not be provided to students participating in celebrations at school.
- Parents are requested not to give any tips in terms of cash or kind to the bus drivers / lady attendant.
- Parents should refrain from calling the bus drivers while they are driving.

## **ABSENCE OF PARENTS / GUARDIAN**

- The policy of the school is to bring the child back to school in case the parent or guardian fails to be present at the drop point to collect the child, within the designated time.
- The bus will not wait at the bus stop for more than two (2) minutes. The child will be brought back to school, thereafter. The parents will have to collect the child from the school.
- If the child is being picked up by anyone other than the parents, the designated person(s) should display the Parents ID Card to the Transport Team before picking the child up from the bus. Please inform the PRO in advance about the same. The request must be in a written format – mail or note.
- In case the road or by lane leading to the pickup or drop point is blocked or under repair, the parents or guardians are requested to pick or drop their child at the main road.

## **DISCIPLINARY PROCEDURES FOLLOWING BREACH OF THE CODE OF CONDUCT**

Following report of an incident of unacceptable behavior or such behavior that contravenes the School transport code of conduct, the incident will be investigated. If we find one or a group of learners is at fault, we will contact their parents or guardians to inform them what has happened and the action we are taking. Depending on the seriousness of the incident, and the history of any previous incidents the pupil has been involved in, the course of action maybe:

1. Warning letter
2. Final warning letter
3. Suspension or ban from School transport

In the event of a suspension or ban it will be the parent or guardian's responsibility to take their child to and from School.

As parent or guardian, please take the time to read the document thoroughly. Please email [owstransport70@gmail.com](mailto:owstransport70@gmail.com) for any query/concern/assistance.