

MINUTES OF MEETING OF TRANSPORT COMMITTEE

MEETING - AY 2023-24

Venue: A/V Room

Day & Date: 26th August 2023

Time: 10:00 am

Agenda:

1. Welcoming the members of the Transport Committee.
2. Introduction of the members of the Transport Committee.
3. Review the Guidelines for School buses by the State Transport Authority
4. Movement of School Buses and Private vehicles
5. Vote of Thanks

Members Present

Transport Committee AY 2023-24

Sl. No	Name	Designation
1.	Dr. Kavita K Roy	Principal
2.	Mr. Jayant Machindra More	RTO Inspector
3.	Mr. Bhausahab Dendge	Transport Contractor
4.	Mr. Somnath Pawar	Transport In-Charge
5.	Mr. Amit Waghmare	Parent Representative
6.	Ms. Manisha Roy	EPTA Member
7.	Ms. Rashmi Gokhale	Teacher Representative
8.	Ms. Shivani Hodage	Admin Representative
9.	Mr Vishal Bhandare	Transport Contractor
10.	Mr. Nitin Mandave	Transport Contractor
*Ms. Tarpana Pathode (RTO Inspector) & Mr. Amol G. Dandekar (RTO Inspector)		

1. Welcoming the members:

The Principal, Dr. Kavita K Roy welcomed the members to the meeting.

2. Introduction of the members of the Transport Committee.

The meeting began with introduction of the committee members. The members were informed that the parent representatives have conveyed his inability to attend the meeting due to his prior commitments.

3. Review of Guidelines for School Buses by state Transport Authority

Dr. Kavita K Roy informed that school is abiding with all the Safety Compliances as per the laid norms. Mr. Jayant Machindra More, Mr. Amol G Dandekar and Ms. Tarpana Pathode, RTO Inspector informed that they can be approached for any queries regarding the School Transport safety norms.

Principal further informed that all buses have one lady attendant. All the drivers and lady attendants are trained and their behavior is also monitored closely. The GPS feed is monitored regularly every week and random monitoring for specific routes is done by Mr. Inderjeet (Transport Manager) and Mr. Bhausahab Denge the Transport Contractor. The meeting recommended that a weekly report be prepared by the Transport Manager every Saturday on the same.

Principal also informed the committee members that the transport concern register / file is maintained to answer all the queries and concerns raised by the parents.

4. Movement of School Buses and Private vehicles:

Dr. Kavita K Roy informed that as per the **Maharashtra State Government School Education and Sport Department, Govt. Resolution No. PRE-2008/ (506/11)/ PRASHI-1 dated 14th September 2011**, no outside cars can be allowed till the School porch. The members agreed considering the safety, security and parking space required for the same.

She also informed that many parents demand pickup and drop inside the Society gates. After due deliberation on the same, the meeting decided that the school will not be able to accommodate such parental requests considering the journey time (maximum 40 - 45 minutes) and the safety of the children.

It was informed to the parents that bus routes are efficiently mapped-out to ensure that children spend the least amount of time travelling to and from school. Every bus is fitted with **speed governors** and Global Positioning Systems (**GPS**) allowing constant tracking and communication. They are undertaken as per the guidelines and norms of The Supreme Court of India and Regional Transport Office Maharashtra Transportation.

A matron / lady attendant accompanies children in every trip. She is trained regularly to handle every contingency and ensures the safety of all children under her care.

Transport Zones

Mr. Bhausahab Denge , the Transport Contractor and Mr. Inderjeet, the Transport Manager briefed the meeting regarding the Transport Zones that the school caters to. Dr. Kavita K Roy further added that areas like PMC, PCMC and Cantonment area, buses ply to full capacity and

comply with the mandatory 40 -45-minute travel requirement. Also, at the time of admission, parents are advised to check the availability of transport and then take the admission decision accordingly. Mr. Bhausaheb Dendge also informed the meeting the school has 7 buses with a capacity of 32 seats (5 buses) and 17-seater (2 buses). Mr. Somnath & Ms. Shivani confirmed that App is fully functional with GPS tracker. Only in case of network issues; a problem is faced by the parent.

Committee Queries and Suggestions:

Sr. No.	Points discussed by Parents	Decision Taken
1.	Transportation Fees should not be increased every year.	OWS has always taken care of fee rise. In last 5 years overall increase in the fees is only 5% which is minimal as compared to other schools that too since inception - Principal
2.	Existing parents should be given preference to avail transportation facility.	Decision will be taken as per the availability of seats, commitment given to the new admits and their bus routes. Siblings are given preference.
3.	Kids playing mischief on route may hurt someone.	This issue has already been addressed and teachers are allotted bus routes and seats accordingly.
4.	Garbage bin should be provided in each bus.	Appreciated the suggestion and decided to allot duties to students for the same by providing garbage bags.

Sl. No	Agenda Point	Description
1.	Supreme Court and RTO Guidelines	Transport Manager Explained the Supreme court and RTO guidelines of the bus. The Guidelines explained are as follows: • Documents of the bus: Permit from the concern district RTO should be taken and no Buses will travel beyond the district limits. • - School Transport Committee: Every school should have transport committee and Committee should verify the documents of the bus, Fire extinguisher, First Aid etc to ensure all safety measures have been adopted in the Vehicle. • Vehicle should be fitted with speed governor and speed to fixed for 40 kmph. • The body of school bus should be yellow in colour. • - If Children age below 12 years, the number of children carried shall not exceed 1 1/2 time the permitted seating capacity • - School bus should have valid insurance. • - The Driver of school bus should have valid license with minimum 5 Year Experience

		- The contact address and contact number of the school must be displayed on the body of school bus. - Bus should contain student list with address and contact number of the students
2.	OWS Safety Policy	- One lady attenders are provided in each bus - Driver partition area made in bus. So that the driver is not disturbed by children while driving the bus - fire extinguisher is fitted in each bus - All Transport Staff Police verification is done to ensure no criminal records of individual. - Daily checklist is provided to drivers. The driver will check the bus as per the checklist every day to ensure the condition of the bus and to avoid break downs. - Children are hand over to the parents/authorized person and counter sign of parent/authorized person is taken at pick up and drop. - At drop point if parent/authorized person of student is not present. Such Children shall be taken back to school and their parents should be called to pick the child. - GPS Tracking system is provided in all the buses and details to track the buses are shared with Parents. - Emergency Number, Driver Details and Students list with address and Phone number list is present in all the buses attendance register. - All transports staff has undergone Mandatory training like behaviour training, Fire extinguisher Training and First aid Training.
3.	Interaction with Parents	- Parents should call School Office for transport related communication - In case of emergency, Parents should call Lady Attender and not driver. - Email ids are displayed in the Student Almanac. Parents who are all presented for meeting are very happy with Oxford Transport system and no issues / complaints received in the meeting.

5. Vote of thanks:

There being no other agenda, the meeting ended with a Vote of thanks by the Principal to all the members present for attending the meeting and sharing their views. The meeting was concluded at 11:00 am.