

# MINUTES OF MEETING OF TRANSPORT COMMITTEE

## MEETING - AY 2024-25

### **Transport Committee Meeting**

 **Date:** 20<sup>th</sup> March 2024

 **Time:** 10:00 AM

 **Venue:** A/V Room

### **Agenda for Transport Committee Meeting**

**1 Welcome Address**

**2 Introduction of Members**

**3 Review of School Bus Guidelines**

**4 Movement of School Buses & Private Vehicles**

**5 Vote of Thanks**

### **Transport Committee AY 2023-24**

| Sl. No                                                                      | Name                     | Designation            |
|-----------------------------------------------------------------------------|--------------------------|------------------------|
| 1.                                                                          | Dr. Kavita K Roy         | Principal              |
| 2.                                                                          | Mr. Jayant Mahindra More | RTO Inspector          |
| 3.                                                                          | Mr. Bhausahab Dendge     | Transport Contractor   |
| 4.                                                                          | Mr. Somnath Pawar        | Transport In-Charge    |
| 5.                                                                          | Mr. Rajendra Khalsode    | Transport In-Charge    |
| 5.                                                                          | Ms. Sharmila Ghatage     | Parent Representative  |
| 6.                                                                          | Mr. Jitendra Wagh        | 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) |                          |                        |

- **Welcome Address**

The meeting commenced with a warm welcome by the Principal, Dr. Kavita K. Roy, who extended her gratitude to all committee members for their presence and participation.

- **Introduction of Members**

The meeting began with a brief self-introduction by all committee members. It was noted that the parent representative was unable to attend due to prior commitments.

- **Review of School Bus Guidelines**

Dr. Kavita K. Roy informed the committee that the school strictly adheres to the safety compliance measures prescribed by the State Transport Authority. Key points highlighted during the discussion included:

- Every school bus is equipped with a **lady attendant**, and both drivers and attendants undergo regular training. Their behavior is closely monitored by an independent third-party vendor.
- The school has outsourced bus services to **Mr. Bhausahab Dendge & Mr. Visha Bhandare**, the designated transport contractors.
- **GPS tracking** is conducted on a weekly basis, with random monitoring carried out by **Mr. Somnath (Transport Manager)** and **Mr. Bhausahab Dendge (Transport Contractor)**. A **weekly transport report** will be prepared by the Transport Manager every Saturday.
- A **Transport Concern Register** is maintained to record and address queries raised by parents. Additionally, a dedicated email ID is available for parents, with a **response turnaround time of 48 hours**.

- **Movement of School Buses & Private Vehicles**

Dr. Kavita K. Roy reiterated the school's adherence to the Maharashtra State Government's **School Education and Sports Department Guidelines (Govt. Resolution No. PRE-2008/ (506/11)/ PRASHI-1, dated 14th September 2011)**, stating that **no private vehicles are permitted beyond the school porch** to ensure student safety. The committee agreed that this policy should continue.

The committee discussed **parental requests for pick-up and drop-off inside society gates**. After thorough deliberation, it was unanimously decided that such requests **cannot be accommodated** due to:

- The **maximum travel time policy** (40–45 minutes) for student safety.
- The need to maintain **operational efficiency**.

**The committee was informed that:**

- Bus routes are mapped to minimize travel time for students.
- All buses are equipped with **speed governors (set at 40 kmph)** and **GPS tracking** in compliance with the **Supreme Court of India** and **Regional Transport Office (RTO), Maharashtra**.
- Each bus is accompanied by a **matron/lady attendant**, trained to handle emergencies and ensure student safety.

**Transport Zones:**

- **Mr. Bhausahab Dendge (Transport Contractor)** and **Mr. Somnath (Transport Manager)** briefed the committee on the school's **transportation zones**.
- Dr. Kavita K. Roy informed the members that **Kharadi, Wagholi, and Wadgaonsheri buses operate at full capacity**, complying with the 40–45-minute travel requirement.
- Parents are advised to check **transport availability before admission** to ensure route feasibility.
- The school operates **11 buses**, with **32-seater and 17-seater capacity vehicles**.
- **Ms. Shivani and Mr. Somnath confirmed that the Transport App and GPS tracker are fully functional**, except for occasional network issues.

### Bus Seating Capacity

| Route No.    | Seating Capacity |
|--------------|------------------|
| Route No. 1  | 17-Seater        |
| Route No. 2  | 40-Seater        |
| Route No. 3  | 28-Seater        |
| Route No. 4  | 37-Seater        |
| Route No. 5  | 37-Seater        |
| Route No. 6  | 32-Seater        |
| Route No. 7  | 17-Seater        |
| Route No. 8  | 32-Seater        |
| Route No. 9  | 42-Seater        |
| Route No. 10 | 50-Seater        |
| Route No. 11 | 20-Seater        |

### • Committee Queries and Resolutions

| Sr. No. | Points Discussed by Parents                                   | Resolution Taken                                                                                                                                                                                                                                                                                                |
|---------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Request to avoid annual transport fee hikes.                  | No transport fee increases for AY 2024-25. A revised fee structure will be implemented in AY 2025-26.                                                                                                                                                                                                           |
| 2       | Preference for existing students for transportation services. | Decisions will be based on <b>seat availability</b> and <b>commitments to new admissions</b> . Siblings will be given priority.                                                                                                                                                                                 |
| 3       | Misbehavior by students on buses.                             | Teachers are assigned to <b>monitor student behavior</b> on specific routes.                                                                                                                                                                                                                                    |
| 4       | Profanity language used in buses.                             | The Principal apprised that while coming to school, educators are present with students to maintain discipline. However, during dispersal at 3:00 PM, only learners are present. While the <b>bus lady attendant attempts to maintain order</b> , additional measures will be explored to reinforce discipline. |
| 5       | Request to provide garbage bins in buses.                     | Approved – <b>Garbage bags will be provided</b> , and students will be assigned responsibility for waste management.                                                                                                                                                                                            |

### • Compliance with Supreme Court & RTO Guidelines

Mr. Somnath (Transport Manager) outlined key Supreme Court and RTO guidelines, including:

- **Permits & Documentation:** School buses must have **RTO permits** and cannot travel beyond district limits.
- **Transport Committee Responsibilities:** Regular checks on **bus documents**, **fire extinguishers**, and **first aid kits**.
- **Speed Limit:** Mandatory speed governors set at **40 kmph**.
- **Bus Specifications:** Yellow-colored buses with the **school's name**, **contact details**, and **student list (with addresses & phone numbers)** displayed.
- **Seating Capacity:** Children **below 12 years** should not exceed **1.5 times the seating capacity**.
- **Driver Qualifications:** Minimum **5 years of experience** and a **valid license**.

- **Safety Measures:** Emergency contact numbers and updated bus registers must be maintained.

### **OWS Safety Policy**

The **OWS Transport Team** follows stringent safety protocols, including:

- **One lady attendant per bus.**
- **Driver's area partitioned** to prevent distractions.
- **Fire extinguishers installed in all buses.**
- **Police verification of transport staff** to ensure safety compliance.
- **Daily vehicle inspections** by drivers before trips.
- **Strict pick-up & drop-off policy:**
  - Students are handed over only to **authorized persons** with **counter-signature verification**.
  - If an authorized person is absent, the child is **brought back to school**, and the parents are informed.
- **GPS Tracking & Parent Updates:** Parents receive real-time tracking details for all buses.
- **Mandatory staff training:** Behavior training, fire extinguisher usage, and first-aid training for all transport personnel.

### **Interaction with Parents**

The following key points were emphasized:

- Parents should **contact the School Office** for transport-related inquiries.
- In case of emergencies, **parents must contact the Lady Attendant, not the Driver.**
- School email IDs for transport-related concerns are available in the **Student Almanac**.

Parents expressed satisfaction with the **Oxford Transport System**, and no major complaints were raised during the meeting.

### **Vote of Thanks**

With no further agenda points, the **Principal extended her gratitude to all members** for their active participation and valuable insights. The meeting concluded at **11:00 AM**.

**Recorded by:** Dr. Kavita K Roy

**Designation:** Principal

**Date:** 20<sup>th</sup> March 2024