



PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956
Approved by AICTE, New Delhi

TRANSPORT POLICY FOR STAFF, FACULTY AND STUDENTS

November 2019
[Version 1.0]

**[As Approved at the 13th Meeting of BOM and ratified by the BOG at its 13th Meeting, both held on
November 9, 2019]**

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

1. PREAMBLE

The primary objective of the Transport Policy is to ensure that staff and students, have easy access to transportation facilities to communicate to University Campus. This includes providing convenient and efficient transportation options that cater to the diverse needs of the university community. The policy aims to prioritize the safety and security of all individuals using the transportation facilities. Measures such as regular maintenance of vehicles, adherence to traffic regulations, and background checks for drivers will be implemented to ensure a secure transportation environment.

2. SHORT TITLE AND APPLICATION

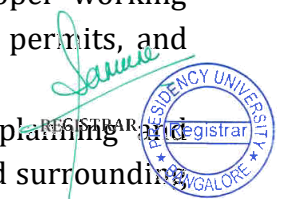
- i. This shall be called the Presidency University “**Transport Policy for Staff, Faculty, and Students**”
- ii. This shall come into effect from the date of approval by the Board of Management.

3. OBJECTIVES

- **Accessible Transportation:** The primary objective of the Transport Policy is to ensure that staff and students have easy access to transportation facilities to commute to the University Campus. This includes providing convenient and efficient transportation options that cater to the diverse needs of the university community.
- **Efficient and Reliable Service:** The Transport Policy strives to provide an efficient and reliable transportation service, minimizing delays and inconveniences for users. Regular schedules, appropriate route planning, and prompt responses to transportation requests are important aspects of achieving this objective.
- **Cost-effectiveness:** The Transport Policy seeks to optimize the use of resources while providing transportation facilities. By implementing cost-effective measures, such as efficient route planning, vehicle utilization, the policy aims to ensure that transportation services are financially sustainable in the long run.
- **Stakeholder Engagement:** The policy emphasizes the importance of staff and students. Regular feedback mechanisms will be established to solicit suggestions, address concerns, and incorporate user perspectives in the continuous improvement of the transportation services.

4. DUTIES OF THE TRANSPORT IN-CHARGE

- **Fleet Management:** The Transport In-charge is responsible for managing the fleet of vehicles used for transportation services including overseeing vehicle maintenance, repairs, and ensuring that all vehicles are in proper working condition. They must also keep track of vehicle documentation, permits, and insurance, ensuring compliance with legal and regulatory norms.
- **Route Planning:** The Transport In-charge is responsible for planning and optimizing transportation routes within the university campus and surrounding areas.



areas. They must consider factors such as efficiency, convenience, and safety while determining the best routes to cater to the needs of staff, faculty members, and students. Regular reviews of routes should be conducted to identify potential improvements and address any issues.

- **Schedule Management:** The Transport In-charge is responsible for creating and managing transportation schedules to ensure timely and reliable services. They must coordinate with drivers and other transportation staff to establish schedules that align with the university's operational requirements, taking into account peak hours, class timings, and other relevant factors.
- **Driver Management:** The Transport In-charge will conduct background checks, verifying licenses, and ensuring that drivers adhere to traffic rules and regulations. The Transport In-charge must provide necessary training and guidance to drivers, ensuring that they are equipped with the skills and knowledge required for safe and efficient transportation operations.
- **Safety and Security:** The Transport In-charge must prioritize the safety and security of all individuals using the transportation services. They should implement and enforce safety protocols, such as regular vehicle inspections, driver fatigue management, and emergency response procedures. They must also coordinate with relevant authorities to address any security concerns and ensure a secure transportation environment.
- **Stakeholder Communication:** The Transport In-charge serves as a point of contact for staff, faculty members and students regarding transportation-related matters. They should establish effective communication channels to address queries, provide information, and collect feedback from stakeholders (Students, Faculty Members and Staff). Regular communication is crucial to ensure smooth operations and address any concerns or suggestions.
- **Budget Management:** The Transport In-charge is responsible for managing the budget allocated for transportation services. They must ensure that expenses related to fuel, maintenance, repairs, and other operational costs are properly monitored and controlled.
- **Continuous Improvement:** The Transport In-charge must continuously evaluate and improve transportation services. They should analyse transportation data, gather feedback from users, and conduct regular reviews to identify areas for enhancement.

5. SAFETY NORMS OF TRANSPORT

Safety norms are crucial to ensure the well-being and security of students, faculty members and staff. Below are some important safety norms that should be followed:

1. Regular Vehicle Maintenance
2. Trained and Licensed Drivers
3. Seat Belts provision and usage


REGISTRAR 

4. Capacity Limit
5. Emergency Exits and Equipment
6. Regular Safety Inspections
7. Route Planning and Driver Communication

It is important to develop and enforce a comprehensive transportation policy that includes these safety norms and procedures to create a secure and comfortable environment for students, faculty members and staff while using the University Transportation.

6. RESPONSIBILITIES OF BUS DRIVERS

1. **Safe Operation:** The primary responsibility of bus drivers is to operate the vehicle safely, adhering to traffic laws, regulations, and established safety protocols.
2. **Passenger Safety:** Bus drivers are responsible for ensuring the safety and well-being of passengers during the journey. They must enforce seat belt usage, maintain a calm and controlled environment, and address any potential safety concerns or emergencies promptly.
3. **Route Familiarity:** Bus drivers should have a thorough knowledge of designated routes, stops, and any specific instructions or hazards along the way. They must follow established routes and schedules, while also adapting to traffic conditions and unexpected situations.
4. **Vehicle Maintenance:** Bus drivers are responsible for conducting pre-trip inspections of the vehicle, checking for any mechanical issues, ensuring proper functioning of lights, signals, brakes, and other safety features. They should promptly report any maintenance or repair needs to the appropriate authorities.
5. **Communication and Reporting:** Drivers must effectively communicate with passengers, providing necessary information and responding to inquiries or concerns professionally. They should also report any incidents, accidents, or passenger issues to the transportation department or relevant authorities as required.
6. **Emergency Preparedness:** Bus drivers should be prepared to handle emergencies such as accidents, breakdowns, or medical situations. They must be familiar with emergency procedures, including evacuation protocols and contacting emergency services when necessary.
7. **Discipline and Behavior Management:** Bus drivers should play a role in maintaining discipline and order among passengers. They should enforce rules and regulations, discourage unsafe or disruptive behavior, and report any recurring disciplinary issues to the transportation department or appropriate authorities.
8. **Professionalism and Customer Service:** Bus drivers should exhibit



professionalism, courtesy, and excellent customer service skills when interacting with passengers. They should create a positive and respectful environment onboard the bus.

9. **Punctuality:** Bus drivers must adhere to schedules and ensure that passengers are picked up and dropped off in a timely manner, considering the convenience of all passengers while maintaining road safety.
10. **Documentation and Record Keeping:** Bus drivers should maintain accurate records of daily operations, including passenger counts, mileage, fuel consumption, and any incidents or accidents that occur during their shifts.

By fulfilling these responsibilities, bus drivers contribute to the safe, efficient, and comfortable transportation experience for all passengers.

7. RESPONSIBILITIES OF STUDENTS, FACULTY MEMBERS AND STAFF

1. **Compliance with Rules and Regulations:** Students, faculty members, and staff are responsible for familiarizing themselves with and adhering to the rules and regulations set forth by the transportation policy of the University.
2. **Respectful Behaviour:** commuters should exhibit respectful and considerate behaviour towards the bus drivers, fellow passengers, and other individuals involved in the transportation system.
3. **Punctuality:** should be punctual and arrive at the designated bus stops on time to ensure smooth operations and minimize delays for themselves and other passengers.
4. **Safety Consciousness:** should prioritize their own safety and the safety of others. This includes following the instructions of the bus driver, using seat belts when available, and avoiding any actions that may jeopardize the well-being of themselves or others.
5. **Proper Use of Facilities:** should use transportation facilities responsibly and treat them with care. This includes not damaging or vandalizing the buses, maintaining cleanliness, and disposing of waste appropriately.
6. **Reporting Issues:** should promptly report any issues, concerns, or incidents related to the transportation system to the designated authorities or transportation department. This includes reporting any malfunctioning safety equipment, disruptive behaviour, or other relevant matters.
7. **Compliance with Guidelines:** should comply with any additional guidelines or protocols communicated by the bus driver or transportation staff for the efficient and safe functioning of the transportation system.
8. **Cooperation with Bus Drivers:** commuters should cooperate with the bus drivers, follow their instructions, and show patience and understanding during unforeseen circumstances or delays.
9. **Environmental Responsibility:** should be mindful of environmental



sustainability and contribute to reducing the environmental impact of transportation. This includes minimizing waste generation, opting for sustainable transportation options when feasible, and promoting eco-friendly practices.

8. SPECIFIC INSTRUCTIONS TO STUDENTS

1. Students desirous of availing University transport facility may apply for the transport facility of the University and pay the prescribed Transport Fee. The transport fee is paid as an annual fee for the concerned Academic Year. A student who has not paid the transport fee in full, shall not be permitted to use the University transport facility.
2. Transport fees are neither transferrable nor adjustable under any circumstances
3. The student has to opt for the available pick-up/drop point on the available pre-fixed route at the time of applying for the transport facility.
4. The transport route and pick/drop points are planned considering the best benefit for the entire community using the University transport system. However, the final route and schedule are entirely at the discretion of the University.
5. The transport timings pick up and departure from university campus are fixed and announced at the beginning of each Academic Term
6. Transportation routes and timings may be altered keeping in view its requirements during examination and other special activities of the University
7. Students will be issued Transport ID cards at the time of allocation of transport facility and must carry the Transport ID card with them to prove identity, whenever required. Only authorized students are permitted to travel with ID cards
8. The transport ID cards are not transferrable. Any student misusing the ID card shall be subject to disciplinary action, which may include withdrawal of the transport facility for the errant student
9. Intoxicants, Liquor, Tobacco, Explosive and/or weapons (knife, etc.) cannot be kept/used by the student. Any violation will result in disciplinary action including expulsion from the University
10. Rules for Students using the University Transport/Bus:
 - a. All students using the University transport must be respectful to other commuters – faculty and students, the bus driver and conductor/manager
 - b. Only students with valid transport ID cards are permitted to use the University transport. No student shall invite friends and others to board the University Bus
 - c. The students must be ready at the assigned bus stop at least 5 minutes before the bus is scheduled to depart. The bust will not wait for students who are not present at the bus stop at the assigned time
 - d. A student must occupy the allotted / available seat only
 - e. A student is not permitted to get down from the but other than at the official bus stops



- f. A student must follow the instructions of the bus driver, conductor and manager, if the manager is inspecting the bus
 - g. Students must not drop litter in the bus, or play loud music, or shout in the bus, or cause any damage to any part of the bus
11. A student indulging in any act of misbehaviour with fellow passengers, faculty, staff or any transport staff, and/or causing damage to the University bus, shall be subject to stringent disciplinary action, including forfeiture of the University Transport facility for the rest of the Academic year.

9. AMENDMENTS

This Policy can be amended from time to time, to assess its effectiveness and identify areas for improvement. Feedback from users and regular reviews will inform necessary modifications, ensuring that the transportation services meet evolving needs and expectations.


REGISTRAR

