



Transportation Policy

Universal Engineering College

June 2021





The college provides transportation for the convenience and the safety of students. The college operates its own buses on specific routes, depending on the number of students on the route. Though we try our best, it may not always be possible to drop students at their doorstep or to accommodate requests for changes. Once a route has been finalized no changes/diversions will be entertained, and parents are requested to co-operate. If any student is found violating the code of conduct for the bus, the bus facility may be withdrawn. The onus of deciding the gravity of the situation is on the teacher in charge of the bus.

The transportation policies and procedures for parents and students are given below:

A. FOR PARENTS

1. The list of stops is prepared keeping in view the convenience and safety of all the commuters. Therefore, buses will not stop according to individual convenience.
2. Students are required to board from the designated stop.
3. In case of a change in route or destination, please inform the college transport authorities in writing to facilitate efficient planning. Please inform us in advance because drivers are not authorized or permitted to take these decisions. Please avoid calling drivers directly as the mobile phones given to them are for emergencies only and they are not permitted to use them while driving.
4. Students will be held responsible for any damage caused to the bus by their negligence or vandalism and fine will be incurred.
5. On receiving a complaint against a student causing in-discipline or being disobedient to the bus staff, his/her bus facility is liable to be withdrawn.
6. Parents are requested not to complain to the bus driver, conductor or security guard but report the matter to the transport in charge / section educator in writing.





7. Please ensure that you understand the transport rules and encourage your child to follow them to enable the smooth running and safety of the transport system.
8. Parents are requested not to complain to the bus driver in case of a problem but report the matter to the Transport In Charge/Section Educator in written.
9. Transport fee is non-refundable.
10. Once student apply for the service you are liable to pay the bus fee for the entire academic year.

B. BUS RULES FOR STUDENTS

1. Transport fee is non-refundable.
2. All the students using the school bus are expected to be at the bus stop at least five minutes before the arrival time of the bus.
3. Buses will not wait for latecomers.
4. Students should stay away from the main road until the bus arrives.
5. No student should come near the entry door of the bus until it comes to a complete halt.
6. All students should occupy the vacant seats immediately after boarding the bus.
7. Students are to occupy only one seat in the bus.
8. Keep your head, hands, arms, and all other objects to yourself and in the bus.
9. Do not litter on the bus, damage or destroy property.
10. The drivers are authorized to stop buses at the designated stops only, unless otherwise directed by the teacher in the bus.
11. Be courteous to the staff on the bus and follow instructions. Always obey and respect the bus monitor and the driver.
12. Students should board and exit the bus in an orderly and safe manner.





13. Students should not leave their seat/stand without permission from the driver.
14. Students should not get on or off the bus while it is in motion.
15. Students should not lean out of the window and should keep all body parts inside.
16. Usage of cell phones or any other electronic gadgets is not allowed.
17. Students and other staff members will be respectful and listen to the drivers in the bus.
18. No student should disturb or harass any other student, teacher, drivers in the bus.
19. When disembarking from the vehicle, ensure that you are carrying all your belongings and look out carefully for the road traffic.
20. Objects or eatables of any kind must not be discarded inside or thrown out of the bus.
21. Students will not indulge in any form of physical or verbal abuse.
22. Students should treat the bus and other private property with care.
23. Students should not play games within the bus that cause physical harm to other students.
24. Do not disturb others, especially the driver travelling in the college transport. Inappropriate behavior can cause accidents.
25. Students should not distract or interfere with the bus driver. Inappropriate distractions can cause accidents.
26. No student will tamper with bus controls or emergency equipment.
27. Students should not use unassigned bus or unassigned bus stop without permission.
28. Any damage caused to the vehicle will be charged to the person responsible or when not owned up divided equally amongst passengers. This is your transport and for your comfort. Take care of it.
29. One-way transport facility will not be provided.





30. Please co-operate with the Transport Manager who will be working towards the larger interest of the entire student's community.
31. Bus routes are decided considering the overall feasibility, logistic and timelines. The distance slab is calculated for all stops and indicated in the lists of bus routes displayed.
32. Timings and routes may change, till the vehicle is completely full.
33. If any change of address, then need to pay difference amount by parent as per the kilometer, this will be in effect once the transport in-charge gives a confirmation of the same. Parents' co-operation required for the pick-up/drop-off points.
34. Any misconduct and act of indiscipline will lead to termination of transport facility for the students.
35. Students will be appropriately fined if they are found responsible for any damage in the bus due to negligence or vandalism.
36. Please note that no request seeking permission to allow the students to go to friends/relatives houses shall be entertained.
37. If there are no minimum numbers of students in a route the same may not be operated.
38. The regular trips shall be operating only during normal college working hours.
39. Regular routes shall be rescheduled during exams & special working days.
40. Use of bus facility without paying fee shall invite fine of fare-Equivalent to 1 year





C. FOR STAFFS

1. All details with regards to bus will be dealt with by admin person.
2. Any change in contact details will be informed to staffs by management from time to time.
3. College is not responsible for any loss or damage of personal belongings of staffs while they are travelling in college bus.
4. Staffs are expected to be careful with regards to their personal belongings while using bus facility.
5. All the staffs are expected to carry their Id cards while travelling in college bus for safety and security reasons.
6. Staffs should inform about change in pick up one day in advance to the concerned Transport Administrator. Any deviation in this regard will be treated as breach of college rule and the college will not be responsible for the safety and pickup or drop of that staff for that particular day.
7. Staffs are expected to behave in a cordial manner with drivers but also should ensure not to get into any personal affiliation with the drivers. Staffs are expected not to discuss any of their work/ Personal life while in the bus or with bus drivers.
8. Staffs are not allowed to change the route while commuting to and fro from office for safety and security reasons. Any deviation will be treated as violation of college rules and college will not be responsible for the safety of the staff in such case.
9. Any change in route as a result of strikes/ Bandhs/ Harthals/ Road repair/ Vehicle repair etc, should be promptly informed to the concerned Admin In charge. Management will also inform all the staffs of any change in route as a result of strikes/ Bandhs/ Harthals/ Road repair/ Vehicle repair/ emergencies etc.





10. Staffs are expected to maintain the college bus as like classroom. They should not inflict any damage to college bus.
11. At any point of time staffs should not get into personal arguments/ arguments/ scuffle with bus drivers. Any Problem with respect to bus driver should be informed to the admin In charge.
12. Any deviation will be treated as violation of college rules and college will not be responsible for the safety of the staffs in such case.
13. Management has all the rights to change/ amend the above rules at their discretion and on par with government regulations and rules from time to time which will be communicated to staffs.
14. The monthly fare will be deducted from the salary of the staff every month for those availing the facility.
15. Staff Bus facilities are available between UEC Campus to Mathilakam and Vellangallur with a Monthly fare of 500/-.
16. Staffs shall also avail student's bus facility beyond Vellangallur & Mathilakam, according to the seat availability free of cost. Staffs whose are availing this facility is bound to check and report student bus passes.
17. If a staff wishes to discontinue the service, it cannot be done in the middle of the year. Usually in companies, the year is from January -- December. They must intimate the administration department before the 15th of December of the particular year.

Escalation Matrix:

Driver– Supervisor – Transportation-In-charge

