



**GREENFINGERS GLOBAL SCHOOL,
KHARGHAR**

TRANSPORT POLICY & SOP



TRANSPORT POLICY

Purpose

This policy aims to ensure safe and secure home to School transport for all its students availing the School Bus facility.

All staff named and listed in this policy shall be responsible for carrying out the purpose of this policy by implementing the guidelines written hereunder.

Scope

This policy applies to all students of the School availing the School Bus facility, their parents, School Bus drivers, Attendants, transportation partners/service providers of the School and shall guide the behavior of students and staff during pickups, drops and commutes.

Transport Principles and Practice

The School acknowledges that it owes a duty of care towards students availing its transportation/School Bus facility. However, due to practical difficulties of discharging such a responsibility on its own, the School may at times have in force a duly executed, sufficiently stamped and valid agreement with an organization engaged in the business of providing transport services including supplying the School Bus along with drivers.

Such an agreement shall include the duties and responsibilities of the transport service provider, the School Bus Drivers, Attendants, Escorts, as listed under this policy or under any other document duly accepted by such School Bus Drivers, Attendants and Escorts, by affixing their signatures.

New Enrolments

- Parents/legal guardians who wish to opt for School Transport Facility are required to consult the route chart of school buses available School office and/or the School Transport Department before applying for registration.
- Upon identifying the applicable route the parents/legal guardians shall submit a duly filled in Transport Registration Form along with a photocopy of a self-attested photo identity of the Custodian (person who would drop off and pick up the student from the assigned bus stop and pay the requisite Transport Fee- as may be notified by the School from time-to time.

- Completed transport registration forms shall be processed on a first cum first serve basis and registration shall be subject to availability.
- Upon successful completion of registration process, parents/legal guardians shall be notified of the pick-up and drop-off points and timings, bus registration number and route number and the bus attendant's contact number.

Roles/Responsibilities and Duties

School Bus Driver—Responsibilities:

- The basic responsibility of the School Bus Drivers is to meet the requirements of the regular daily School Bus route for the purpose of transporting students and staff members to and from school in a safe and timely manner.
- The School Bus Drivers shall report directly to the Transport Incharge appointed by the School or its designee(s).
- The School Bus Drivers must have a valid license to drive LMV/HMV transport vehicles and school buses as required under the Indian Motor Vehicles Act, 1988 or any other law as for the time being in force in India and as amended from time-to-time.
- The School Bus Drivers must have minimum 5 (five) years of experience in driving a school bus.
- The School Bus Drivers must follow traffic rules.
- The School Bus Drivers must be in uniform while on duty and their name should be displayed clearly on their Identity Card.
- In addition to the above, the School Bus Drivers:
 - a. Must complete a safety and operational check of the School Bus and any special equipment before all trips.
 - b. Must promptly report any malfunctions concerning the School Bus and/or special equipment to the Transport incharge, specifically mentioning the problem.
 - c. Must report to the Transport incharge any hazardous conditions observed along the scheduled School Bus route and route deviations, if necessary. If the condition may last longer than two days, the School Bus Driver should submit a request to change the route and schedule.
 - d. Must rigidly adhere to the School Bus route schedule for both pickups and drops and ensure that the School Bus does not leave the bus stop before its scheduled time unless all assigned students have boarded the School Bus.
 - e. Must ensure that they do not intentionally run late.
 - f. Must ensure that they do not add, change or move stops without the express permission of the Transport Department.
 - g. Must promptly report to the Transport incharge any unusual incidents and follow the directions provided by the Transport incharge . This includes any deviation from the designated route or schedule (more than five minutes late), injury to or illness of a student (whether or not it occurred on the School Bus), failure of a responsible person to meet a student at a stop (when required).

- h. Must accurately complete and submit paperwork necessary for transportation operation including but not limited to fuel reports, emergency evacuation details, accident reports, incident reports, any other information.
- i. Must not at any time exceed the speed limit as fixed by the appropriate authority from time-to-time.
- j. Must not use mobile phones while driving, save and except for reporting any incident after having safely parked the School Bus.
- k. Must inform any condition (health or otherwise) that would hinder the School Bus Driver's ability to drive the School Bus.
- l. Must perform all duties assigned and as required for the operation of the School Bus.
- m. Must follow safe driving procedures. When approaching a stopping location (traffic signal etc.), must be aware of unusual vehicles or people nearby. If they pose a serious threat, drive away as soon as the driver legally and safely can.
- n. Must under all circumstances prevent unauthorized persons from entering the School bus.
- o. Must be aware of anyone following the School bus. Notify the Transport Manager and, if possible, provide a vehicle description, license plate number and driver description.
- p. Must maintain a safe distance (reference point: whether the other vehicle's rear tyres touching the road can be seen or not) between the School Bus and other stopped vehicles.
- q. Must not accept tips and/or any form of gratifications from students or parents.
- r. In addition to the above, to ensure the safety of students in an actual emergency, every School Bus Driver assigned to transport students shall assign specific roles to the attendant. Generally, the assignment of duties shall be as follows:
 - School Bus Driver or Attendant (when the School Bus Driver is incapacitated) to set the parking brake, turn off the engine, turn on the hazard lights and call and report the incident to the Transportation Department.
 - Attender to stand outside the School Bus, next to the front door, to help students exit the School Bus.
 - Attender to remove first-aid kit from the School Bus.
 - Attender to lead students to a safe location at least 100 feet from the School Bus or to a place of safety.
 - Press the panic button and inform the law enforcement agencies.

School Bus Attendant—Responsibilities:

- The School shall require the transporter to provide the services of responsible male attendants in each bus for safe pick up and dropping of the students and staff at the scheduled stops.
- The Attendant must ensure that the School Bus shall not at any time run/operate without the following:

- Name and telephone number of the School written on a conspicuous part of the School Bus.
- 'SCHOOL BUS' written on the rear of the School Bus.
- First-aid kit, sufficiently refilled from time to time with medications within expiration date.
- Duly filled fire extinguisher as prescribed under the relevant laws for fire safety from time-to-time.

School Bus Escort—Responsibilities:

- The School shall require the transporter to provide the services of female escorts in each bus for safe pick up and dropping of the students and staff at the scheduled stops.
- Escorts are responsible for the safety and behavioral management of all students on the School Bus to which they are assigned. The Escort shall be seated near the emergency exit in order to act promptly during an evacuation procedure.
- Basic Duties of the School Bus Escort are as follows:
 - Must be fair and firm with discipline of all students on board.
 - Must monitor the safety of students when they are approaching, boarding, riding and un boarding the School Bus.
 - Must ensure that the School Bus Driver does not wait for more than 2 minutes beyond the scheduled departure for a pick up point.
 - Must help the students understand that they should follow rules to ensure their own safety.
 - Must have troublemaker students seated next to her under close supervision.
 - Must maintain a list of troublemakers and hand it over to the Transportation Department for appropriate steps by the concerned Class Teacher if necessary.
 - Must report all vandalism and discipline problems on the School Bus, including fights at the bus stop, irrespective of whether such incidents were brought under control.
 - Must report instances of rash and negligent driving immediately to the Transportation Department.

Must ensure that all students are seated and have fastened their seat belts before the School Bus starts moving, save and except where it is not advisable under the safety norms as may be prescribed by an appropriate authority under any law from time-to-time.

- Must conduct post-run inspections with the School Bus Driver and Attendant to ensure that no student is left alone on the School Bus and no luggage is left behind in the School Bus. Any luggage found during a post- run inspection shall be promptly returned to the Transportation Department.
- The School Bus Driver, I and Escort will be subjected to disciplinary action including termination if a child remains on the School Bus when it leaves the School or is left alone on a parked or empty School Bus.
- Must attend a student who is hurt with the first-aid kit and also inform the Transportation Department and the concerned parent about the incident immediately.

- Must have the students seated quietly till alternative arrangements are made in the event of a breakdown.
- Must maintain the student attendance register.
- Must assist the teachers in arranging the students into a queue for boarding.
- Must instruct students during commutes from the School regarding emergency evacuations.
- Must focus on safe boarding and unboarding procedures. Instruct students to always follow safe boarding and unboarding procedures.
- Must remind students to never accept packages or items from persons they do not know.
- When approaching the bus stop, they must be aware of unusual vehicles or people nearby. If they pose an immediate and serious threat, not to stop and immediately notify the Transport Manager.
- Must never allow unauthorized persons to enter the School Bus.
- Must not accept tips and/or any form of gratifications from students or parents.
- Must be aware of suspicious boxes, bags, bottles or containers at the bus stops.
- If followed by a vehicle, notify the Transport Managers immediately. If possible, provide a vehicle description, license plate number and driver description.
- Should ensure that all students are wearing their ID Cards with RFIDs at the time of boarding the School Bus.

Replacements/Substitutes:

The Transporter shall keep suitable number of drivers / escorts in reserve so that the School bus services are not affected by absenteeism / late coming.

Parents' Responsibilities:

- At the time of registering for the Transport facility, the parents will be required to inform the School of their preferred stops for pick up and drop off. Generally, subsequent modifications of these shall not be allowed. However, in case parents require a change in the School Bus facility/route/stop of a temporary or permanent nature, permission must be sought through a written application to the Transport Committee through the Principal.
- The application shall be submitted to the Administrative office or through an e- mail addressed to the Principal at admin@greenfingersglobalschool.com at least 3 working days in advance. No such changes in routes or stops will be entertained on an immediate basis unless there is an exigency.
- Temporary change of route/stops may be applied for a maximum of 15 days.
No such change shall become effective merely by virtue of submitting an application, until permission is granted by the Principal to that effect. Requests for permanent changes in the routes/stops should be submitted on or before the 25th of the month so that they can be made effective from the 1st day of the following month. All such approved changes will be effective from the 1st of the month following the date of application. No exceptions shall be made to this rule.
- Parents shall carry Escort Cards of their children and try to personally see off and receive their children at the bus stops. In case a parent wants the child to go escort free from the bus stop, an

email to that effect should be addressed to the Principal for approval. However, permission for escort free commute can only be extended to students of Classes VI and above at the parents' own risk and liability. In such cases, the parents shall remain solely responsible for any untoward incident before pick up or after drop off by the School Bus.

- It is mandatory for the person collecting the child at the bus stop to produce a Parent ID Card/Escort Card at the bus stop.
- In case of a failure to produce the Escort Card, the student will not be handed over to any individual at the bus stop. Parents will then have to collect their children from the School after production of the Parent ID Card. This is for the students' safety and security and there can be no compromise in this regard.
- Parents/escorts are expected to reach the pickup and drop off points on time. Neither the School Bus staff nor the Transport Department owes any duty to wait for parents / escorts at the pick up or drop off point. When the parent/escort is not present to receive the child at the drop off point, he/she will be brought back to the School and the parents, upon intimation from the School, will have to come and collect them. It must be understood that this is primarily to ensure the convenience of all in the School Bus.
- Students are required to be at their bus stops at least 10 minutes prior to the time notified to them. School Buses will not wait for latecomers. Parents are advised to abstain from requesting the School Bus staff, over phone or otherwise, to wait for their wards.
- Students are not allowed to board their School Bus at another bus stop or to board other School Buses if they have missed their allotted School Bus. It is the responsibility of the parents in such cases to drop their wards punctually at the School gate. However, the student may return home by the allotted School Bus on that day.
- Students are not allowed to bring any kind of restricted items to the school.
- Student should not encourage the purchase of any edible items or expensive articles for the resident students.
- Parents should not engage in disputes with the Teacher on Board, Escort, or

School Bus Driver. If there is any problem, a written complaint may be submitted to the Principal.

Additionally, parents shall not be allowed to board the School Bus for any reason whatsoever, except when so advised by the School Bus Driver or Attendant.



SOP for Transport

1. Pre-route check
2. Update transport log
3. Have list of students and contact numbers handy
4. Report to security
5. Pick children
6. Park the bus at the designated place
7. Post route check
8. Report to transport department as per the policy
9. Cleaning and maintenance

Rules and Regulations While Using School Transport as read in student code of conduct policy of GFGS

Students are required to adhere to the school transportation rules and regulations strictly. They must conduct themselves in a proper fashion for the smooth and safe transportation for each and every student. Read this in conjunction with transport policy.

They should abide by the following rules:

- Bullying of any kind is strictly prohibited
- Students should keep seated at their designated seats during the entire trip and should not get up while the vehicle is in motion.
- Students should refrain from any aggressive behavior which leads to fighting or use of abusive language during transportation. They can register their complaints to the teacher in charge/s of the bus which will be addressed in a just manner by the school.
- During transportation instructions by teachers as well as by escort have to be followed without fail.
- No littering of any kind is allowed in the bus.
- Vandalisms of all kinds are strictly prohibited in the bus.
- Can read books.

Possible Consequences: Staff/ Student conference, referral to the section head, parent notification, parent/guardian meeting, loss of bus privileges, cash penalties/fine.

Signature of the transport Incharge

Signature of the principal