



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

Transport Policy

Purpose/Scope: The purpose of this policy is to ensure that all Transport activities are managed effectively to ensure compliance with the Government's statutory policies and K.R. Mangalam University's transport procedures and regulations.

Official Trips: All the official trips are organized and funded by the University on the recommendations of the concerned HOD/Dean of the department.

Responsibility: The Transport department is headed by a Transport Manager, who will ensure the running of the transport department by providing the services to the faculty/staff and students as per need of the University.

The core activities of the department include:

- (i) **Co-ordination of Official Trips**
- (ii) **Allocation of Official Vehicles**
- (iii) **Fueling of Official Vehicles**
- (iv) **Maintenance of vehicle movement logs**
- (v) **Coordination of Servicing and Repair of Official Vehicles**
- (vi) **Handling Accidents and mishaps**
- (vii) **Requisition, Usage analysis etc.**

Administrative Structure: The administrative structure of the Transport Department is as given below:-

- (i) **Administrative Officer (AO)**
- (ii) **Transport Manager/ Supervisor (In Charge, Operations, Maintenance, statutory compliances)**
- (iii) **Data Entry Operator**
- (iv) **Mechanics**
- (v) **Drivers**
- (vi) **Conductors**



Vehicle Authorization: As and when any vehicle is require for official visit, the requisition is submitted to the transport department after duly recommended by HOD/Dean of the department concerned. Registrar of the University is competent to approve the requisitions in respect of official of the University. After receipt of the requisition, the vehicle along with driver is arranged for the official journey. However, in some of the cases the requisitions are sent through mails which are also approved by the Registrar.

Maintenance and Servicing of the vehicles: As and when the service of any vehicles becomes due depending upon the type of vehicles, the same is got done from the authorized agency. The proper record of such services / repair of the vehicles is maintained in the department. The proper entries in the registers are made for such services/repair of the vehicles.

Record Keeping: A separate file is maintained as given below

- a) Copies of Approvals received from time to time
- b) Leave Record of the staff
- c) Correspondence made with different department including Correspondence made with outside department
- d) Record of Quotations
- e) Copies of the bills for the repair/service of the vehicles
- f) Record of grievances/complaints if any

Working Hours: The working hours of drivers driving buses start from the original point of the buses till dropping the student that in the evening.

Rules Governing Use of University Transportation Facility for Students

University maintains a fleet of buses to facilitate commutation of students from nearby areas.

Following rules shall govern the use of the University transportation by the students:-

1. Availing of university transportation facility is not compulsory and is voluntary.



2. Students desirous of availing the facility need to submit the filled up registration form to the transport In-charge within the notified time and after his/her approval he/she shall deposit the prescribed charges in the Accounts department.
3. Each registered student shall be issued a Bus-pass. Travelling in the bus is permitted with valid bus-pass only.
4. The transport charges will be notified every year at beginning of the session.
5. The transport charges are for the entire session and no pro-rata claim will be entertained for any reasons whatsoever.
6. Discontinuation of bus facility is not allowed during the mid-session, if done so, no claim for refund of the amount paid shall be entertained for any reason except in the case of the student opting for the University hostel.
7. The students should not change the boarding/dropping point, or routes without proper permission. Permission for such change shall be subject to its feasibility. Normally such request will not be entertained in the mid-session.
8. The students travelling in the buses should occupy the seats allotted to them and should not create any disturbance to other fellow students and staff.
9. Students cannot reserve seats in the bus on their own.
10. In the case of loss of bus-pass, the duplicate will be issued on producing proof of Police Report or Court Affidavit to this effect with a nominal charge of Rs. 200/-.
11. Parents are not permitted to travel in the university bus at any time.
12. Timings en route will be followed strictly.
13. The rudeness of any kind with driver and conductor shall be dealt sternly and shall invite disciplinary action.
14. Followings are strictly prohibited en route:-
 - (i) Eating, drinking (with the exception of water), smoking, chewing of pan, gutka, etc.
 - (ii) To change their clothes.
 - (iii) Usage of mobile phone with camera.
 - (iv) Ragging, shouting, fighting, bullying and use of abusive language.



- (v) Carrying/possession of sharp weapons (including pocket knives) or dangerous objects.

15. Strict discipline should be maintained inside and outside of bus.

16. In the case of any dispute, the decision of the transport in-charge will be final and binding on the students.

Note: The University can charge, alter, amend any of the above rules at any point of time and it will be binding on the students.

Preventive Maintenance

- (i) To carry out daily inspection of vehicles and ensuring physical monitoring of tools, Fire Ext, First Aid and their on **log book**.
- (ii) To brief drivers on general maintenance and safety on weekly basis.
- (iii) To be aware with regular maintenance schedule.
- (iv) To compare agency rates for parts.
- (v) To enter bills with signature of driver, store in-charge and operations in-charge in Bills Register for approval.
- (vi) To maintain Vendors Register with entries of Bill No., amount & payment action.

Emergency Maintenance

1. To call mechanics and attend brake down vehicle.
2. To arrange towing of brake down vehicle with local resource.
3. To prepare summary for petty bills of minor repair.

Vehicle Fueling

1. To arrange and ensure refueling of buses and other vehicles every day.
2. To prepare monthly report of recovery and incentive for buses.
3. To refuel vehicles in absence of transport in-charge (operation).



In case of an Emergency Breakdown / Accident

1. In case of incident/accident of bus- Intimation should be given to Transport Manager with brief details of onsite situation i.e. location and injuries.
2. To attend vehicle with Security Officer. The Transport Manager then informs to the Administrative Officer
3. In case the matter needs attention of the traffic police the matter is reported to the police department.
4. In case of enquires of students and parents regarding bus maintenance, rash driving etc. the same shall also be attended by the transport in-charge.
5. To intimate insurance authority for spot survey.

Duties and Responsibilities of Transport Manager/ Supervisor

To inspect the vehicles (Timing 09:00 to 13:00 and 14:00 to 16:00 on working day)

- (i) To maintain ledgers of vehicles.
- (ii) To intimate Very Low Fuel Efficiency of vehicle to concerned transport in-charge.
- (iii) To issue lubricants with proper entry on store register.
- (iv) To verify tyre replacement and making entry to the effect.
- (v) To verify and receive unserviceable parts before signing repair bills.
- (vi) To maintain tools and original documents register for handing/taking over of vehicles by drivers
- (vii) To maintain spares parts register
- (viii) To maintain office files of each vehicle
- (ix) To maintain Master Register (Vehicles In-Charge)
- (x) To maintain FIPPR (Fitness, Insurance, Permit, Pollution, RC, Tax and Claims) database
- (xi) To maintain checklist (Records of keys, tyres and batteries) database
- (xii) To issue Bus Passes and maintain Bus Pass Register


Administrative Officer

