

SRM University Delhi-NCR, Sonapat, Haryana Transport Policy- 2022

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1. Introduction

The University maintains vehicles to support the travel needs of employees and students. This policy addresses the acquisition and use of vehicles used for University transportation purposes. The University Transport Office shall centrally manage all the University Transport facilities.

2. University Vehicle-Instructions

- University vehicle drivers must follow the applicable laws and regulations.
- Carrying illegal drugs/alcoholic beverage containers (empty, full, open, or closed) is strictly prohibited inside the University transport.
- The University vehicle drivers must immediately report the accidents, damage, and other losses to the Transport Office.

3. Transport Committee

There shall be a committee looking after day-to-day issues related to the University transport. The constitution of the Committee shall be:

- Director Administration- Chairman
- Transport In-charge - Member
- One Teacher from each Faculty
- Student Representatives (University Transport user)-Member
- Two Senior Drivers-Special Invitee
- Transport Officer- Convener

4. Transport Management

- The Transport Department shall be responsible for managing the vehicle allocation during the academic year with a proper allotment of vehicles to the Faculty, Staff & Students, including the boarding points, etc., in general, and destination.
- The Transport Department is responsible for optimizing the transportation cost by creating, editing, and deleting vehicle routes and the vehicle stops and pickup/drop timings. Optimization of vehicle routes and capacity shall reduce vehicle maintenance expenses and fuel costs and avoid unauthorized trips.
- The Transport Department shall prepare weekly/monthly reports and update the University authorities about vehicle utilization, fee payment, traffic rule violations, excessive stoppage, etc.

D.V. Singh

OR

K. Arundhara

- The Transport Department shall ensure the compliance of safety & security of vehicles and passengers and respond faster to vehicle breakdowns.

5. Transport Charges

- Transport fee is charged on annual basis.
- Transport fees, once paid, shall not be refunded/adjusted.
- The fee is non-refundable if the transport is withdrawn on the grounds of violating rules & regulations.
- The employees using the University transport facility shall be charged as per the University payment plan applicable from time to time.

6. Duties

The University transport is vital for the safe and secure transportation of Faculty, staff, and students.

6.1. Duties of Transport Officer

- The Transport Officer shall coordinate with the admission team to facilitate the students about the allocating of routes, etc.
- Transport Offices shall manage the daily vehicle operation and passing standing instructions, if necessary, to all the vehicle drivers and Vehicle in-charges.
- Conducting weekly, fortnightly, and monthly meetings with all staff in charge of vehicles and taking stock of the situation.
- Transport Officer shall verify and maintain the vehicle condition and take necessary measures like maintenance.
- Verifying & maintaining the papers and documents (Insurance/ Pollution, etc.) of University vehicles.
- Monitor the fee payment with the passenger list in coordination with the Account Department.
- Transport Officer shall be responsible for arrangement the University vehicle for the Industrial Visits/Training & Placement Activities/ Co-curricular Activities etc.
- Completing all the maintenances on time (daily/weekly/monthly/half years/yearly).
- With the help of Drivers and the Supervisors, the Transport Officer must ensure that the vehicles are insured well in time.

6.2. Duties of the Staff In-Charges

- Monitoring the starting and arrival time of the University vehicle.
- Unnecessary delay may be reported (on the same day) to the transport officer.
- Keep the updated passenger list for optimal use of vehicle seating capacity. No standing passengers should be allowed.
- The discipline in the vehicle shall be maintained strictly, and senior students' activities must be observed to prevent the ragging incidence. Incidence of ragging should be reported to the Anti-Ragging Committee on priority.
- ID cards shall be checked periodically to ensure that the students are traveling on the bus route allotted to them. Students may be permitted, in exceptional cases, to travel in different route vehicles by due permission of the transport officer.
- In case of vehicle breakdown or any other problem during the journey, take the appropriate steps immediately and inform the Transport Officer.

7. Responsibilities

All stakeholders work together and follow the set policies to smooth functioning of University Transport.

D.V. Singh

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K. Anandhya

7.1. Responsibilities of the Bus Driver

- The University vehicle driver should adhere to good driving practices and take care of the vehicle.
- The University vehicle driver should be sensible to the passengers.
- The University vehicle driver must realize that it is more important to be “respected” by the students than “liked” by them. Students can accept and shall follow the rules and regulations, which are pretty, firmly, and consistently enforced.
- The University vehicle driver should not drive aggressively and should practice defensive driving.
- The University will also conduct Eye check-ups/Medical camps for drivers once in 6 months, regular training sessions, and refreshment courses.

7.2. Responsibilities of Students and Parents/Guardians

- Students should come to the boarding point at least 5-10 minutes before the scheduled time.
- Parents/guardians are advised to educate their wards about the transportation laws/safety & security and ensure that their wards follow them while using the University transport.
- Report to the Authorities regarding any offense or failure on the driver’s part.
- The students must maintain cleanliness while using the University vehicle.
- The Transport Officer shall inform the Committee about the behaviour and conduct of vehicle drivers and passengers if any issue is reported.

8. Availing University Transport for Official Purposes

The prescribed “Vehicle Requisition Form” must be filled and submitted for availing a University vehicle for Official duty. The duly approved requisition form should be submitted at least a day in advance. The requisition form is annexed with the policy.

AMENDMENTS OF TRANSPORT RULES & REGULATIONS

The University reserves the right to modify /cancel/amend all or any of these rules & regulations and issues supplementary rules or amended rules without prior notice and shall be applicable with the effect of the notification of such amendment.

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