



# SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107



## TRANSPORT COMMITTEE

Policy  
Version 2.0



# SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

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## NOTIFICATION

Ref: **SMVEC / IQAC / ADMIN / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the policy for Transport committee. This will come into force with immediate effect.

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# POLICY FOR TRANSPORT COMMITTEE OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

## INTRODUCTION

The purpose of transport policy is to maintain proper transportation service to the students, staff members and employees of the Institution who commute from different parts of the city. A transport committee is typically a group of faculty and staff members who are responsible for overseeing the transportation needs. This may include coordinating the transportation of students and faculty to and from the college, managing the fleet of college vehicles, and ensuring compliance with safety regulations related to transportation.

## OBJECTIVES

- Identifying transportation needs of the college and working to develop solutions to meet those needs.
- Planning and coordinating transportation services for college events and activities, such as Industrial Visits, Sports, Cultural events, Symposium and conferences.
- Monitoring and evaluating the performance of transportation services, and making recommendations for improvements as needed.

## TRANSPORT COMMITTEE POLICY

**Accessibility:** The college can ensure that transportation is accessible to everyone, including those with disabilities, by providing wheelchair-accessible transportation and accessible infrastructure. They can also work to ensure that students with disabilities have equal access to transportation options.

**Route Optimization:** Analyze the routes taken by the transport vehicles to ensure that they are efficient and minimize the time taken to reach the college. Make changes to the routes if required.

**Cost Optimization:** Develop a budget for the transport services and ensure that it is used efficiently. Identify areas where costs can be reduced without compromising on the quality of the service provided.

**Effective Communication:** Ensure that all transport-related information is communicated effectively to the students and staff. Maintain a dedicated communication channel, such as a website or a social media platform, to provide timely updates on transport services.

**Technology and innovation:** The committee can promote the use of technology to improve the transportation system on campus. This can include developing a campus transportation app, using GPS to track buses, and implementing smart traffic systems to improve traffic flow.

**Emergency Response:** Develop an emergency response plan in case of accidents or breakdowns. Train the drivers and staff on the response plan and ensure that it is followed in case of an emergency.

**Maintenance:** Ensure that all vehicles are maintained and serviced regularly. Schedule regular maintenance checks and repairs to ensure that the vehicles are in good working condition.

**Shuttle service:** The transport committee could provide a shuttle service for students who live off campus or in nearby areas. This would reduce traffic congestion on campus and provide a convenient transportation option for students.

**Safety measures:** The transport committee should establish safety measures for all modes of transportation on campus. This includes speed limits, traffic signs, and crosswalks. The committee could also work with local law enforcement to implement these rules and improve overall safety in campus. In addition, measures are taken to make drivers to submit their medical fitness certificate

**Student Feedback:** Conduct regular surveys and feedback sessions with the students to understand their transport needs and concerns. Use this feedback to improve the transport services provided by the college, through Email: [transport@smvec.ac.in](mailto:transport@smvec.ac.in)

**Performance Evaluation:** Develop a system to evaluate the performance of the transport services. Use this information to identify areas for improvement and make changes to the policies and procedures accordingly.

**Composition of Transport Committee:**

S. No	Members
1.	Chairperson

4.	Deputy Transport Convenor
5.	Transport Coordinators
6.	Transport Department Faculty Coordinator
7.	Student Representatives from each department
8.	Two senior Drivers

## ROLES AND RESPONSIBILITIES

### Transport Convenor

- Handle bus maintenance issues and emergencies.
- Configure transport fee structure for different routes in align with management policy.
- Track status of student fee payments in real-time and print receipts.
- Allocating of bus routes for the first-year students during admission - Assign Bus number for registered students.
- Has to check whether students have bus pass before boarding the bus
- Supervising the daily bus operation and giving instructions to the bus in-charges.
- Conducting meeting with all Faculty in-charges of buses once in two months.
- Inspecting the condition of the buses and reporting for necessary actions.
- Periodically checking the documents of the buses.
- Verifying and passing the bill for making payment.
- Allotting busses for Industrial visits/Placement and Training activities/ Co-curricular activities
- Completing all Maintenances on time (Daily, Weekly, and Monthly, Half yearly & yearly).

### Transport coordinator

- Check the starting and arrival time of the bus. Any unnecessary delay may be reported.
- Ensure proper seating arrangement in the bus. Standing if any may be informed to the transport convenor.
- Maintain strict discipline while traveling in the bus. Keep vigil over the senior students during the beginning of the year (after the first-year classes are started) to prevent

ragging in the bus. Any incident of ragging must be brought to the notice of anti-ragging committee.

- Periodically check the students ID card and bus pass to ensure that the students are traveling in the bus route allotted to them. In case of a need to go by a different route for any genuine reason, the student may be given permission through transport convenor.
- In case of bus breakdown or any other problem during the journey, take appropriate steps immediately and inform to the transport convenor.

### **Students**

- Students should come to the boarding point 10 minutes prior to the scheduled time.
- Report to the Management of the college / transport department regarding any offence or failure on the part of the driver.
- The student must maintain cleanliness and discipline of the bus and advise the college management or his /her parent/guardian in case the driver or any other student breaches the rules in transit.
- Feedback to improve the transport services provided by the college, through Email: [transport@smvec.ac.in](mailto:transport@smvec.ac.in)

### **WORKING GUIDELINES FOR TRANSPORT COMMITTEE**

- To ensure safe, responsive and efficient transport service to the staff and the students.
- To plan the overall bus routes, scheduling, vehicle maintenance and acquisition.
- To monitor the operations and assure efficient performance in compliance with the regulations and according to the policies, guidelines and procedures that are laid down.
- To collect the details of students who are availing transport facility and issue bus pass.
- Inspecting the buses frequently and to ensure that all the buses are in proper condition and safe enough to transport the students to and from the college.
- Fixing up the routes for the buses, dispatch of the buses, working out their schedule, and managing the driver.
- Assigning the faculty representatives for all the busses in their respective routes to monitor the students travelling.

- To formally increase and decrease the number of buses to be operated based on the need of the hour.
- To maintain a positive relationship with drivers, parents, students and the faculty members of the college for effective coordination.
- To notify the parents, students and the faculty about route change, schedule change or timing change of the bus trip.
- To handle different aspects of bus maintenance issues and emergencies if any related to transport requirements and operation.