

MALWANCHAL UNIVERSITY, INDORE



TRANSPORT POLICY

Year- 2016


Registrar
Malwanchal University
Indore (M.P.)



TRANSPORT POLICY

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Created by: Mr. R.C. Yadav

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MALWANCHAL UNIVERSITY, INDORE

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TRANSPORT POLICY

1. INTRODUCTION:

In accordance with UGC guidelines, a Transport policy has been created and implemented.

2. OBJECTIVES:

To ensure that staff, students and faculty of all constituent units get easy access to the Transport facilities.

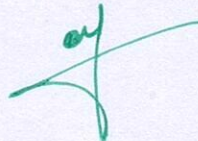
- To provide safe efficient transport services.
- To ensure that patients coming from remote villages get Transport facility to the Index hospital.

3. SCOPE:

Applicable to students, staff and faculty of all constituent units.

4. POLICY STATEMENT:

- Organization is committed to providing the comprehensive transport service to all stakeholders.
- To adopt eco-friendly transport practices.
- To ensure uninterrupted safe services.
- To recruit trained, licensed and experienced and reliable drivers and supervisors.
- To restrict unauthorized vehicle entries in the campus.
- To ensure no crime records of drivers.
- To train Ambulance drivers in NABH Standards.
- To ensure functional seat belts and their regular use.
- To ensure emergency exits in buses.
- To maintain capacity limits. No overloading to be allowed.
- Regular safety inspections of every vehicle should be done.



5. ROLES AND RESPONSIBILITIES OF TRANSPORT INCHARGE:

- To allot duties of drivers.
- To check annual maintenance contract, renewal of Licenses, and repair needs of vehicles.
- To control misconducts by drivers.
- To check punctuality of drivers.
- To do surprise inspection of safety measures availability and unauthorized entries in buses.
- To keep attendance and leave records of drivers and supervisors.
- To address complaints by students, staff if any such as rash driving ,
- To monitor fuel consumption and ensure availability.

6. ROLE AND RESPONSIBILITIES OF SUPERVISORS:


- To maintain discipline and cleanliness in the buses.
- To ensure exact timings of departure and arrival of vehicles.
- To ensure queue management and parking arrangements.
- To keep contact numbers of parents to inform them in any event of accident or no availability of vehicles.


7. RESPONSIBILITIES OF DRIVERS:

- To keep their Licences updated.
- To operate vehicles safely
- To adhere to traffic rules.
- To be responsible for passenger's safety.
- To check fuel and proper functioning of breaks, lights, horn, accelerator etc.
- To be familiar with routes.

8. RESPONSIBILITIES OF STUDENTS AND STAFF:

- To adhere to transport rules.
- To maintain discipline and punctuality.
- To maintain cleanliness and avoid any damage to the vehicle.
- To cooperate with co-passengers, supervisors and drivers.
- Restricted Vehicular movement and parking rules inside the campus:
- The staff and students coming by own vehicles should park their vehicles in designated parking area.
- All students and staff are instructed not to park their vehicles in front of any building gate.
- Rash driving of two and four wheeler is strictly prohibited.
- The staff residing in campus should park their vehicles in designated areas and must cooperate with supervisors and security guards.
- The movement of vehicles through various gates is checked by guards on duty. All stakeholders must cooperate with them.
- In late hours some of the gates will be closed for security reasons.
- At night movement through hospital gate is permitted.
- Haphazard parking in hospital area is not allowed to avoid inconvenience to patients.
- The visitors coming to hostels and family quarters are expected to cooperate with management.
- These guidelines should be strictly followed by all stakeholders.


AR - Academic
Malwanchal University,
Indore (M.P.)


Registrar
Malwanchal University,
Indore (M.P.)
Registrar
Malwanchal University
Indore (M.P.)