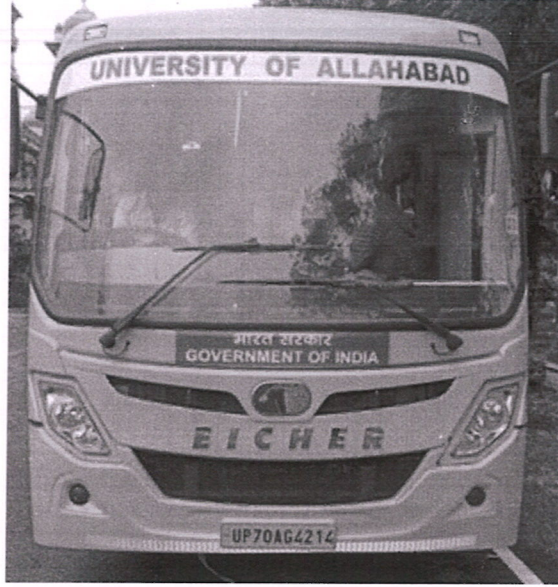


# UNIVERSITY OF ALLAHABAD



## STANDARD OPERATING PROCEDURE FOR UNIVERSITY'S BUSES MANAGEMENT

### TRANSPORT MANAGER

University of Allahabad

Room No. 8, Tilak Bhawan, Senate Campus, University of Allahabad

Phone No. ....Email ID



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## **01.OBJECTIVE :**

To provide safe, hassle free, in house transport facility to the students / faculty members/ Non Teaching staff.

## **02.PURPOSE:**

The purpose of this procedure is to ensure that all transport facility (Buses) are managed effectively to ensure compliance with safety measures as well as the Government's statutory policies, procedures, and regulations issued time to time.

## **03.WORKING MODALITY :**

These two buses are asset of the University. University management will make efforts to operate these buses under self finance mode, to meet out the running cost and other allied expenditure to the maximum extent to maintain these buses.

## **04.SCOPE:**

These procedures shall apply to and define all the activities during operation of these buses. The Transport Manager has the primary responsibility of ensuring that this procedure should implement and stays adequate for its intended purpose.

## **05. Manpower Planning**

Bus Driver, Conductor and Helper/Cleaner and other supporting staff (as per requirement) shall be appointed by the University for smooth operation of these buses. Faculty member or Non- teaching official may be nominated as Transport Manager by the competent authority. On requirement, more staff may be deployed for smooth functioning of transport section.

## **06. SPECIAL PROVISIONS:-**

In the interest of the University, Hon'ble Vice Chancellor has full power to relax, modify, withdraw, delete any provision of this SOP at any stage and at any time, without assigning any reason and without prior notice.

**07.**The Transport Section is situated at Room No.11, Tilak Bhawan, Senate Campus, University of Allahabad.

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## **08. PURPOSE OF UTILIZATION OF THE BUSES:-**

**A. One bus shall be utilized specifically for the following purposes :-**

- Academic
- Educational Tour/visit
- Extension services
- Field survey
- Outreach activity
- Official visits
- Examination Purposes
- To facilitate other affiliated institutions (subject to availability and prior approval of the competent authority) in their activities
- Any other purpose (Subject to approval of the Competent Authority)

**B. One bus shall be utilized specifically for the following purposes (This is not a mandatory provision) :-**

- i. Transport facility will be provided on charge basis to the Female students/faculty members/non teaching staff.

- ii. University Administration reserves the right to decide route, timing and operation of the bus. University administration can withdraw this facility at any stage without assigning any reason.
- iii. Students who desire to avail this transport facility (on pre decided route), may approach to the office of the DSW in the working days and submit their application and other required documents. After due verification of the these documents by the DSW office, they will be allowed to deposit required fees for issue of the travel pass.
- iv. Only valid pass holders will be authorized to travel in the bus.
- v. Bus conductor & helper/cleaner shall be responsible for compliance of the above provision.
- vi. Faculty Members/ Non Teaching staff, who desire to avail this transport facility (on pre decided route), may approach to the office of the DSW and submit their application and other required documents. After due verification of the these documents by the DSW office, they will be allowed to deposit required fees for issue of the travel pass.

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## 09. RULES TO BE FOLLOWED :

- a) Transport Manager shall be responsible for overall management of the University's buses and strict compliance of provisions of the SOP.
- b) The Buses will be used primarily to facilitate students, teachers, and employees of the university in commuting to University campus and to attend important external meetings, outreach activities of various Department/ Centres/ Institutes / Offices etc.
- c) The Transport Manager will be the Officer in -charge of the Transport Section and will be overall responsible for the proper utilization of all buses and keeping of relevant records.
- d) Transport Manager will maintain full control over movement of assigned vehicles as per approval of the competent authority and will look after their maintenance and repairs from time to time.
- e) Transport Manager will properly handle, maintain & update the records, registration books, insurance logbooks, log book and other documents of the vehicle.
- f) Transport Manager will be responsible for adequate parking of the buses at dedicated place.
- g) All the buses would be kept under general pool, and will be managed by the Transport Manager.

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- h) Driver appointed for the University will only be authorized to drive the bus. He shall park the vehicle at designated parking place after performing his duty and shall report to the Transport Manager to this effect.
- i) The Hon'ble Vice Chancellor will exercise his/her discretion to permit the use of these buses for any purposes.
- j) The user of the vehicle shall pay the prescribed charges and security deposit in advance.
- k) The security deposit will be adjusted and accounted for on the basis of bill submitted by beneficiary on return from the journey. A printed receipt will be issued by the Transport Manager to that effect.
- l) The vehicle will not be driven to a place other than the approved destination and route for which it has been requisitioned.
- m) Helper/Cleaner should be responsible to keep the bus clean and tidy. He should take care that trash is not left on the seats or floor.

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## 10.Booking process :

- Head of Departments/Coordinator of the Centres/Director of the Institutes/Office In- Charge, Principal Investigator/ Project Director, will furnish the detailed travel plan in the prescribed format and submit the same to the Transport Manager well in advance (10 days before commencement of the journey).
- Any faculty members, who is implementing project in the University, he/ she may also avail this facility by following the prescribed procedure.
- Passenger list must be provided in advance to the Transport Manager. This list should be signed by the concerned HoD and faculty member/ PI.
- Transport Manager, after examining the said application and ascertaining all aspects, will submit the file for approval of the Competent Authority.
- After approval of the Competent Authority, Transport Manager will inform to the concerned faculty to deposit the required charges and security deposit. Before issuing the Vehicle Gate Pass, Transport Manager will ensure that full payment must be received from the concerned.
- Vehicle Gate Pass will be issued under the Signature of the Transport Manager. Gate Pass will contain Date, time, meter reading, fuel, place

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of visit etc. Transport Manager will also apprise to the Driver, Helper for the proposed journey and maintain constant contact with there.

- After completion of the Journey, Transport Manager will inspect the bus. If any damaged/ loss is noticed, he should report it immediately to the University's Administration. The losses shall be recovered from the security deposit of concerned user.
- During the journey, the concerned faculty members shall be responsible to maintain safety & security of the students and Bus.
- The bus will operate on the pre approved route only. In case of an unavoidable circumstance, different route may be followed and difference shall be recovered / adjusted from security deposit.
- No passenger in standing capacity is allowed to travel in the bus. Booking shall be allowed as per the sitting capacity only

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## 11. DUTIES AND RESPONSIBILITIES OF THE BUS DRIVER :

- A) Driver shall be responsible for proper upkeep and cleanliness of the buses and careful driving, caution against accidents. He will also inform to Transport Manager about the service and repair, damage, losses to buses etc.
- B) He shall get entries recorded in the logbook before start journey.
- C) Driver should be ensuring that consumption of the alcohol and other prohibited goods are not allowed during the journey.
- D) Driver will abide all the driving and traffic rules, speed limits as laid down / prescribed by the Central Govt/.State Government.
- E) Driver shall not leave the vehicle unattended or in a dangerous position while on duty. He should be more careful during night stay on tour and ensure full safety of the bus.
- F) The driver should not allow anybody to drive the Govt. Bus (Bus).
- G) In case any person of the tour group insists for driving the vehicle, the driver should apprise him about provisions of SoP. Otherwise, he should not resist but should report the matter to the Transport Manager immediately. The entire responsibility for the damages, if any occurred will rest upon such person and disciplinary action will be initiated against him/ her.
- H) Driver should carry valid license while driving a University's bus.

- I) Driver should be familiar with and adhere to the requirement of the Highway Traffic Act and related sections of other Acts.
- J) Have a medical examination by the Medical Officer of the University before employment and as required by law thereafter a copy of which must be supplied to the Transport Manager.
- K) If driver fails to follow the guidelines and found guilty, his/ her services will be terminated immediately. Moreover, University will take administrative/disciplinary necessary action, if required.
- L) In case of accident/ fire etc. in the bus and/or other emergencies, Driver will inform immediately to the Transport Manager. Emergency Evacuation plan should be followed:
- Remain CALM and Keep patience.
  - Use emergency Exit
  - Use Fire Extinguishers only, if required.

## **12. DUTIES AND RESPONSIBILITIES OF THE BUS CLEANER**

- a) Cleaner shall be responsible for proper upkeep and cleanliness of buses. He will also inform to Transport Manager about the repair, damages, losses to buses etc.
- b) Cleaner should be ensuring that consumption of the alcohol and other prohibited goods are not allowed during the journey.
- c) Cleaner shall not leave the vehicle unattended. He should be more careful during night stay on tour and ensure full safety of the bus.

d) If cleaner fails to follow the guidelines and found guilty, his/ her services will be terminated immediately. Moreover, University will take administrative/disciplinary necessary action, if required.

M) In case of accident/ fire etc. in the bus and/or other emergencies, Cleaner will inform immediately to the Transport Manager. Emergency Evacuation plan should be followed:

- Remain CALM and Keep patience.
- Use emergency Exit.
- Use Fire Extinguishers only, if required.

**13.** Bus Conductor shall be responsible for checking the students & other passes. Any other responsibilities decided by the competent authority time to time.

#### **14. LOG-BOOK MANAGEMENT**

(a) A proper logbook is kept for each bus which shall remain in the custody of the driver of the vehicle. The Registration Number of the vehicle shall be shown on the title cover of the logbook. Each page should be numbered.

(b) Every person using the bus shall make entries of itinerary counter sign these entries in the logbook in respect of the journey performed ( at the time of start / finish the journey) by the vehicle with him/her and certify the total kilometres at the end of journey.

(c) Entries concerning repairs/service of the bus, replacement of tires, battery, spare parts, etc. shall be made by the driver concerned in the

logbook and proper records should be maintained by the Transport Manager.

- (d) The entries in logbook of all the buses should be checked by the Transport Manager at the end of each month. Before issuing a new log book, Transport Manager should collect used log book and keep it in his custody.

### **15. CHARGES OF THE BUSES FOR ACADEMIC PURPOSE**

#### **Option –A**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Per K.M Charge</b>	<b>Maintenance Cost (Not refundable)</b>	<b>Security Deposit* (Refundable)</b>
1.	Travel up to 50 k.m ( To&Fro) (For One Day) (For six hours)	@ Rs.40/- per k.m	Rs.2000/-	Rs.2000/-
2.	Travel up to 100 k.m ( To&Fro) (For One Day)	@ Rs.40/- per k.m	Rs.3500/-	Rs.3000/-
3.	Travel up to 200 k.m ( To&Fro) (For One Day) ( In case bus run more than 200 k.m	@ Rs.40/- per k.m	Rs.5000/-	Rs. 5000/-

	same rate shall be applicable)			
4.	In case bus is halt night during journey	--	Rs.600/- per night for bus and @ Rs. 500/- per night for retention of Driver and Helper	
5.	Parking charge ( As per actual ) to be paid by the user.			--
6.	In case of any tax/ entry charge is applicable, the same shall be paid by the User.			

- Terms & conditions applied.

The requisitioner bill submit a written request to the Transport Manager in advance (10 days before) in the prescribed template. (Annexure- A). Transport Manager after confirming the availability of the bus for said period will inform to the requisitioner after obtaining approval of the competent authority.

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**(Option –B)**

DSW is authorized to issue monthly pass to the selective bonafide students :-

Sr.No.	Particulars	Monthly charge*	Yearly charge*
1.	For students	Rs. 300/-Per month	Rs. 3600/-
2.	For faculty members/non teaching staff	Rs. 600/- Per month	Rs. 7200/-

\* **Note:** University Administration has reserve the right to revise the charges at any time, without any prior notification / without any reason.

- a) Female students/applicant will submit a written application along with valid ID to avail transport facility to the DSW. Afte due verification of the credential, DSW Office will allow for deposit of the required charge.
- b) After receipt of the deposit, DSW Office will issue necessary pass to the applicant. DSW has reserve the right for issue of the pass.
- c) The charges may be paid through QR code installed at DSW Office or the applicant can deposit the charges in the following bank account and will submit the proof of the payment to DSW office.

Sl. No.	Particulars	Details
1.	Name of the bank	
2.	Account Number	
3.	IFSC Code	



- d) No cash payment shall be entertained.
- e) Bus will be operate on the notified route only with fixed pick and drop facility on the bus stoppages constructed by the district administration.
- f) Time schedule of the bus ( To&Fro ) will be notified separately by the Transport Manager.
- g) Female students/faculty/Non- Teaching, who is authorised to travel in the bus have to reach at their pick- up point as per time table. Bus will operate as per its schedule.
- h) After issue of the pass, If transport facility is not availed off by the student/ faculty / non teaching employee, no fees shall be refunded/ adjusted.
- i) Only the valid pass holder is authorized to travel in the bus. Further no other companion is allowed to travel in the bus.
- j) Travel with prohibited items is punishable as per Law.
- k) In case of any, dispute, decision of the Hon'ble Vice Chancellor shall be binding.

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**Annexure-A**

To ,

Date :

The Transport Manager,  
Tilak Bhawan, Room No.  
University of Allahabad.

Sir,

Kindly arrange University Bus as per following details :-

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Objective of the trip	
2.	Place of visit	
3.	Date & time of visit  A- Time to start journey  B- Return from the visited place  C- Detail of the route  D- Whether stay required-please indicate number of days & nights	
4.	Distance from University senate campus to place of visit (KM)	
5.	Detail of the passenger ( Student/ Faculty members/ Non teaching staff)	

**Cont.**

## **UNDERTAKING**

I hereby declare that the above information as furnished is true and correct. I abide all the terms & conditions of the University during utilizing the University buses.

Name :  
Designation :  
Department/Centre/Institution

## **OFFICIAL USE**

### **To be filled by Transport Office**

- A. Availability of the vehicle- Yes or No
- B. Not recommended with reason
- C. Recommendation

**(Signature of the Section Officer/Office staff)**

**Signature of the Transport Manager**

For approval of Competent Authority

**Hon'ble Vice Chancellor**

**Annexure-B**

**After completion of the Journey ( Vehicle Used) To be filled by the  
Transport Manager and the user.**

- i. Registration No. \_\_\_\_\_
- ii. On (Date) \_\_\_\_\_
- iii. From \_\_\_\_\_ To \_\_\_\_\_
- iv. Vehicle reported back on (Date) \_\_\_\_\_ At (Time) \_\_\_\_\_
- v. Vehicle used till (Time) \_\_\_\_\_
- vi. Meter reading recorded (Out) \_\_\_\_\_
- vii. Meter reading after use (In) \_\_\_\_\_
- viii. Total KM/Miles used \_\_\_\_\_

Signature of the Requisitioner

**(Reporting Format - in case of any damage/ losses occurred)**

- 1) Nature of the damage
- 2) Attached Photographs
- 3) Estimated expenditure to be incurred for repair of the same.
- 4) Any causality
- 5) Location of the bus
- 6) Any other information.

(Driver)