



# **MALWANCHAL UNIVERSITY**

**(Index Group of Institutions)**



## **Transport Policy**

### **Year - 2024-2025**

# MALWANCHAL UNIVERSITY, INDORE



## TRANSPORT POLICY

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**TRANSPORT  
POLICY**

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# MALWANCHAL UNIVERSITY, INDORE

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# TRANSPORT POLICY

## 1. INTRODUCTION

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

## 2. OBJECTIVES

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

- that patients coming from remote villages get transport facility to the nearest 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

## 5. DUTIES OF TRANSPORT INCHARGE -

- . Management The transport - in- charge is responsible for managing transport services including:

- Overseeing annual maintenance contract, renewal of licences, repair needs of vehicles.
- To keep track of vehicle documents such as insurance, compliance with legal and regulatory norms.

## **6. Route Planning**

The transport incharge is responsible for planning transport routes for students and staff buses and cars for senior faculties. Regular review of routes should be conducted to identify potential improvements and address any issues.

## **7. Shedule management**

The transport incharge is responsible for creating and managing transport shedules to ensure timely and reliable service, taking in to account class timing, and examination timings.

## **8. Safety and security surprise inspection:**

To do surprise inspection of safety measures as per NABH standards, unauthorised entries buses.

To ensure availability of equipments, Oxygen, stature, wheel chair, emergency medicines and trained staff in Code Blue Ambulance and safety measures in other ambulances.

## **9. Driver management:**

The transport in charge will conduct checks ensuring that drivers adhere to traffic rules and regulations, permissible speed limit.

- To keep attendance and leave records of drivers and supervisors.
- To address complaints by students and staff if any such as rash driving, behaviour of drivers etc.
- To monitor fuel consumption and availability. fety inspections of every vehicle should be done. Stake holders communication: The transport in charge as a point of contact for staff, Faculty and students must keep communication regarding transport related issues and redressal.

## **10. Budget Management:**

The transport incharge is responsible for managing the budget allocated for transport services. They must ensure that expenses related to fuel, maintenance, repairs and other operations costs are properly controlled.

## **11. Roles and responsibilities of Supervisors**

- To maintain discipline and cleanliness in vehicles .
- 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 non availability of vehicles and change in time.

## **12. 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.

## **13. RESPONISBILITIES OF STUDENT 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-passenger, 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.
- 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 gaurds.
- The movement of vehicle through various gates is checked by gaurds 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 hospital area is not allowed to avoid inconvenience to patients.
- The visitors coming to hostel and family quarters are expected to cooperate with management.
- These guidelines should be strictly followed by all stakeholders.