



Date: 23<sup>rd</sup> September 2023

## Minutes of the Meeting (Transport)

Date: 23<sup>rd</sup> September 2023

Venue: Conference Hall, GG International School

### Agenda:

- 1) Welcoming the Members
- 2) Details of Buses and Routes
- 3) Transport Guidelines
- 4) General Discussion
- 5) Addressing Concerns/Parent queries

### Minutes of the meeting:

- 1) **Welcoming the Members:** Welcoming the Members: Ms. Dhruvi Bhatia, Vice Principal of the school welcomed the Transport committee 2023-24 with warm wishes. She has introduced all the TC members.
- 2) **Details of Buses and Routes:** Ms. Dhruvi Bhatia, Vice Principal of the school presented an overview of the current bus fleet and routes, including any recent changes or updates.
- 3) **Transport Guidelines:** A monthly compliance review for the vendor, with oversight from Surykant sir.
- 4) **General Discussion:** Various topics related to school transport were discussed, including safety measures, punctuality, and communication channels.
- 5) **Addressing Concerns/Parent queries:** The bulk of the meeting was dedicated to addressing concerns and queries from parents. The following concerns were discussed:
  - a) Monthly Reporting by contractor:
    - It was agreed that the following details should be provided every month:
    - CCTV footage status of 25 buses
    - GPRS in working condition
    - Fire extinguisher status
    - Submission of the Bus Register to the Administrator head
    - Status of the emergency door buzzer
    - Availability of a first aid box in every bus
    - Compliance details (Tax, Insurance, Fitness, Permit, RC book, and PUC)
    - Maintenance schedules and cleanliness checks would be implemented and monitored.



b) Driver & Mausi Documentation:

- The documentation for drivers and mausis (bus attendants) was discussed, including the need for:

- Aadhar Card
- Pan Card
- Police Verification
- Driver's License
- Driver's batch
- Address proof
- Uniform & ID card

c) Cleanliness & Maintenance:

- The importance of cleanliness and regular maintenance of the buses was emphasized.

d) Mr. Sunil Kshirsagar sir, RTO Officer, Pimpri was given detailed information on following points:

**Driver's License and Batch:**

- Highlighted that drivers must possess a valid HMV driver's license, and a batch number is required. It was also noted that insurance is not applicable without a valid driver's batch.

**Permit, Bus PUC, and Insurance:**

- Mentioned the importance of having a valid permit, bus PUC (Pollution Under Control), and insurance coverage for all vehicles.

**Vehicle Life:**

- Clarified that as per regulations, the maximum vehicle life is 15 years for contractors and 18 years for school-owned buses.

**Age of Transport Vehicle:**

- Noted that for vehicles aged less than 8 years, fitness certificate renewal is required every 2 years, while for vehicles older than 8 years, renewal is needed annually.

**Fire Extinguisher and Emergency Exit:**

- Emphasized the need to refill fire extinguishers annually and keep records of the refill date. Ensured that emergency exit doors should be in good condition, and a buzzer must be installed for safety.

**Driver and Attendant Character Verification:**

- Discussed the school's ability to verify the character and background of drivers and attendants at the time of their joining for added safety.

**Workshop for Students and Parents:**

- Highlighted that Mr. Sunil Kshirsagar sir will conduct a workshop to educate students and parents about the rules and regulations that students and parents must follow.





It was decided that a committee would be formed to ensure compliance with the monthly reporting requirements.

The meeting was adjourned with a vote of thanks to all attendees for their participation.

Approved By

Mr. Suryakant Chavan

Secretary EC 2023-24

