

GG International School, Tathawade
Minutes of Transport Committee Meeting

Day & Date: Saturday, 30th August 2025

Time: 10:30 a.m.

Venue: GG International School, Tathawade

Agenda

1. Welcome
2. Transport Guidelines 2025–26
3. Details of Buses and Routes 2025–26
4. Addressing Concerns/Parent Queries
5. School Bus Internal Audit Report – August 2025

Proceedings of the Meeting

1. Welcome

Ms. Latika Thakur, Head Mistress, welcomed all members of the Transport Committee and initiated the meeting.

2. Transport Guidelines 2025–26

The committee was briefed on the updated transport guidelines for the academic year 2025–26.

3. Details of Buses and Routes 2025–26

- o The school currently operates **8 buses in the morning** and **9 buses in the afternoon.**



- It was highlighted that all routes and bus details have been streamlined for the academic year.

4. Parent Concerns/Queries

Traco App Issue

- Parents reported that the Traco application is not auto-updating, requiring manual updates.
- Mr. Ashish (Transport Supervisor) will coordinate with the application provider to resolve the issue and ensure seamless automatic updates for parents.

Bus No. 6 – Behaviour & Punctuality

- The Mavshi was reported to be rude, using inappropriate language, and the bus arrives late, causing students to miss assembly.
- The concerned Mavshi will be replaced. Additionally, all mavshies will undergo behaviour and communication training to maintain discipline and punctuality.

Route No. 1 – Supervision Issue

- The Mavshi engages in casual conversations with the driver and fails to ensure students are seated before departure.
- CCTV footage of the bus will be reviewed regularly, and corrective action will be taken against negligence. Supervisors will monitor compliance.



Training Requirement for all Drivers & Mavshi

- Parents requested that Mavshis of Tej buses, especially Ms. Rajashri, receive training similar to Indira bus staff.
- All drivers and mavshis will undergo training on **student & parent interaction, POSH, POCSO guidelines, student safety, fire safety, rescue operations, and first aid**. Training completion deadline: **20th September 2025**.

Travel Time Guidelines

- As per authority directives, student travel time should be strictly monitored.
- Transport in-charges will review routes to ensure travel time remains within prescribed limits.

HSRP Number Plates

- Mandatory HSRP number plates are not installed on some buses.
- Vendors to complete installation of HSRP number plates on all school buses at the earliest.

Police Verification of Drivers & Mavshis

- Only 2 out of 9 drivers have completed police verification.
- Mr. Ashish committed to completing and submitting police verification reports for all drivers and Mavshi by **6th September 2025**.



5. School Bus Internal Audit Report – August 2025

- The internal audit file and bus documents were reviewed by all members. It was observed that attested documents from authorities must be submitted to the school at the earliest.

Conclusion

The meeting concluded with an emphasis on timely implementation of the action plan and strict adherence to student safety guidelines. All committee members agreed to review progress in the next scheduled meeting.

Meeting Adjourned at: 12:00 p.m.

Recorded by:



Ms. Deepali Sawant
Compliance Head
GGIS, Tathawade

Approved by:



Mr. Manoj Londhe
Secretary
Transport Committee
GGIS, Tathawade