



College of Pharmacy, Dehradun, Dehradun

Rev.	Implementation Date	Approved by
1	Effective From July 2022	Principal

TRANSPORT POLICY

1. The Transport facility can be availed subject to the submission of the Application form and requisite fees to the office of the Principal.
2. The college bus services are allotted based on First Come, First Served. No student is allowed to withdraw from the bus facility during the middle of the academic year/semester.
3. Faculty and Staff members shall be allowed to opt for the Transport Services free of cost.
4. Once opted, the Bus Fee will be charged for the complete academic year.
5. Discontinuation of the bus during the academic session will not be permitted except under extreme circumstances & with prior approval of the Principal. The bus fee is to be paid for the entire semester, even if the bus has been used only for a day in a month/semester; there is no system of one-way charge.
6. Students/faculty/ staff must not argue with the Bus In-Charge or the Driver /Helper. For any problem, a written communication should be forwarded to the Admin Officer/ Registrar.
7. Students/faculty/ staff availing of the bus facility will be provided with a bus Number, pick-up, and alighting stop.
8. A student using the college bus is expected to be at the bus stop at least 5 to 10 minutes before the scheduled arrival of the bus. The buses will not wait for latecomers. The scheduled pick-up time is available on the driver's/college's notice board. The college reserves the right to alter the timings, routes, and stops, as and when necessary.
9. All students are issued a Bus Pass. Students must carry their bus pass and show it to the staff at the time of boarding the bus.
10. Students/faculty/ staff are allowed to board only the allotted bus at the fixed bus stop. No change can be allowed without the prior written permission of the Principal/Registrar.
11. No student should come near the entry door of the bus until it comes to a complete halt. The front door of the bus is the only authorized entrance and exit.
12. Students/faculty/ staff should maintain proper decorum on the bus. Fighting, shouting, playing loud music, and the use of obscene language are strictly prohibited; The driver's attention must not be distracted for any reason. In such cases, a warning notice is to be issued, and if it repeats twice, the bus services to the concerned students shall be withdrawn with immediate effect.
13. Students must occupy the vacant seats immediately after boarding the bus. Reservation of seats for co-commuters is not allowed under any circumstances. No student should travel standing on the footboard.
14. Students must not put any part of their body outside the bus. They should not put their hands and arms out, even for waving. Students must not move around in the bus when it is in motion.
15. No object should be discarded inside or thrown outside the bus. If any student is reported to be throwing objects outside the bus, strict disciplinary action will be taken against him/her.

16. Consumption of edibles is not permitted on the buses.
17. The Bus in charge, on duty, is responsible for maintaining discipline on the bus. Any serious offense must be reported to the Principal/ Registrar/Competent Authority immediately.
18. For any change, of a temporary or permanent nature, in transport pick-up/drop point or transport route, permission for the same has to be sought by writing an application to the Principal/ Registrar.
19. Bus services will be withdrawn without notice for students who do not follow bus rules, damage the accessories of the bus, or offend passers-by with their actions or words. A student shall be refused the bus facility if involved in damaging the bus property. Besides, the damage done will have to be compensated by the student.
20. Students involved in acts of indiscipline, especially those affecting the safety and well-being of other students, will be debarred from using the bus.
21. If transport services are used by a student who has no valid pass and is not authorized to access the services shall pay Rs 300/- per day.
22. Transport service is an optional service facilitated by the college for the convenience of its students.
23. The college bus facility available to the student cannot be expected or demanded as a matter of right. The Administration of the college, at its discretion, has the right to disallow any student from availing the bus facility.
24. Transport services are available for the department for an Industrial tour or any official visit, subject to the approval of the Principal.
25. The College has taken utmost care for the safety and convenience of the students.
26. Any change in the bus timings will be notified to the students by the Motor Transport Officer in advance.
27. Any suggestion/ complaint regarding the transport service is to be made in writing strictly to the Principal /MTO.

Approved by

Principal