



### **A. Exterior of the Bus**

- All the school buses must be painted with uniform colour preferably Yellow with the name of the school written prominently on both sides of the bus so that these can be identified easily.
- The word “School Bus” must be written on the back and front of the bus. If it is hired bus, “On School Duty” should be clearly indicated.
- Telephone number of the school and/or telephone number of any contact person shall also have to be written prominently in a prominent place in each school bus so that in case of necessity the public can inform the school authority/police or other authorities.

### **B. Fixture and furniture of the Bus**

- The windows of Bus should be fitted with horizontal grills and with mesh wire.
- The doors of the Bus should be fitted with reliable locks that can be locked.
- All school buses must be fitted with speed control devices so that they do not exceed the speed limit of 40 Km/h.
- There should be a fire extinguisher in the Bus

### **C. Manpower in the Bus**

- There must be a qualified attendant in the Bus to attend to Children.
- Each school should designate one Transport Manager/ Coordinator who will ensure the safety of the school children.
- The provision shall also to be made by the school authorities for travelling of at least one teacher in each school bus, keeping in view the safety of the school students all through out the journey and no outsider except the conductor or the said authorized teacher or one person authorized by the guardians shall be allowed to board school bus.
- Medical check up regarding the physical fitness of the driver including the eye testing shall be made every year.

### **D. Facilities in the Bus**

- Bus should have a First Aid Box.
- To keep the school bags safely, there should be a space fitted under the seats or as convenient.
- The buses should be fitted with alarm bell/siren so that in case of emergency every one can be alerted.



## E. Permits

- The driver should have valid licence and at least 5 years of experience of driving heavy vehicles.
- A driver who has been challaned more than twice in a year for offences like red light jumping, violation of lane discipline or allowing unauthorized person to drive cannot be employed.
- A driver who has been challaned even once for the offence of over speeding, driving dangerously or for the offences under Section 279,337,338 and 304A of the Indian Penal Code cannot be employed.
- Every vehicle shall carry a suitable photograph of the authorized driver duly certified by the RTA.
- Periodical fitness certificate regarding roadworthiness of the vehicle shall have to be obtained.
- Any school authority and/or driver found to have violated the provision of the Motor Vehicles Act, 1988 and the rules framed thereunder as well as of the directions must be penalized.

## F. Arrangements in the Schools

- All the affiliated schools will make safe arrangement for boarding and de-boarding of school children from the school bus.
- The school authority shall ensure that the doors of the buses remain shut while in running condition.
- They will ensure that buses halt only at bus stops designated for the purpose and within the marked area.
- Refresher course of driver training so as to fine tune and increase the proficiency of the driver shall be given to the drivers of the school buses periodically, i.e. least twice in a year.
- No person shall be allowed to drive the school bus in drunken condition. Regular check in the respect shall be undertaken by the school authorities and in case of any doubt in that regard such drivers must be subjected to medical test immediately and proper action including the action for cancellation of the license have to be taken.
- All drivers of the school buses have to be dressed in a distinctive uniform with their names inscribed in it.
- In every school bus there shall be another qualified person to keep attending children travelling in such buses, as conductor, who have to be dressed in distinctive uniform with their names inscribed in it.
- The school authority must provide one set of mobile phone in each school bus so that in case of emergency the bus can be contacted or the driver/conductor can contact the police or State authority as well as the school authority.
- The authority shall ensure that the school buses are not permitted to over take any other four wheelers while carrying the school children in the bus.
- The School authority shall ensure that the students maintain discipline when boarding and disembarking the bus so that no children get hurt.



Effort shall be made by the school to make necessary arrangement for parking the school bus inside the school campus at least at the time of boarding and disembarking. In case it is not possible to park such vehicle inside the school campus, the buses must be parked in such a way so that it does not create any traffic problem for other vehicles.

- The school should encourage its children to conduct programmes through play, exhibition etc. during Road Safety Week to create an awareness in public.
- Periodic feed-back from students using school Transport facility with regards to driver/conductor be taken and records are to be maintained.

  
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