

## **Institute Bus Transport Guidelines**

### **1. Strict Adherence to Timing**

All students, staff, and boarders must strictly follow the scheduled bus timings. The bus will not wait for late passengers under any circumstances. There is no stopping zone, the buses shall only ply on the designated routes and the boarders shall have to be on the pickup point before time without fail

### **2. No Change in Bus Route or Stop**

The designated bus routes are fixed. Requests for route diversion will not be entertained without prior approval from the competent authority.

### **3. Maintain Discipline and Decorum**

Passengers must maintain proper behavior and discipline while travelling. Any form of misconduct, unruly behavior, or activities causing inconvenience to others is strictly prohibited.

### **4. Prohibition of Unwanted Activities**

Activities such as shouting, fighting, damaging bus property, littering, or creating disturbance inside the bus are not allowed.

### **5. No Smoking or Consumption of Intoxicants**

Smoking, vaping, chewing tobacco, or consumption of alcohol/intoxicating substances inside the bus or during travel is strictly prohibited.

### **6. Avoid Disturbance to Other Boarders**

Passengers should not disturb fellow boarders by playing loud music, speaking loudly, or engaging in disruptive conversations. Use of mobile phones and audio devices should be kept at a reasonable volume.

### **7. Care of Institute Property**

All passengers are responsible for maintaining cleanliness and safeguarding bus property. Any damage caused intentionally will attract disciplinary action and recovery charges.

### **8. Follow Instructions Institute Transport Committee**

Instructions issued by the Institute Transport Committee, or institute authority must be followed at all times for safety and smooth operation.

### **9. Safety Measures**

Passengers should remain seated while the bus is in motion and avoid any unsafe practices such as leaning out of windows or standing near the door.

### **10. Disciplinary Action**

Violation of any of the above guidelines may lead to suspension or cancellation of transport facility and other disciplinary action as deemed appropriate by the institute authority.