

Duties of Bus Route In- charges (2023-24)

- **Transport incharge: Mr. Pankaj Ahuja**
- **Convenor Transport: Ms Pooja Chawla**
- **Route incharges:**
 - PR-I Ms Neeru Trikha**
 - PR-2 Ms Kiran Adya**
 - PR -3 Ms Anju Tyagi**
- **Support staff on Morning Bus Duties:**
 - PR-1 Ms Babita**
 - PR-2 Ms Kanta**
 - PR-3 Ms Neetu Malik**

1. Preparation of Route lists at the beginning of the session and handing it over to the Transport In-charge. The same is to be verified at the end of each month. In case of any discrepancy or change in the number of bus users, a report is to be submitted to HM (Pre Primary), Mr. Pankaj and Ms Pooja Chawla.
2. Preparation of Bus notebook –a notebook will be prepared for every route: -
 - Bus note book should have the following information on the first page.
 - Name of the Route in charge along with her mobile number
 - Mobile number of Mr. Pankaj
 - Name & Mobile number of the bus driver and conductor
 - Name and class of the two bus monitors (appointed by you-one from Classes V-VI and other from VII-IX).
 - Bus Notebook should include:
 - Names of the bus stops along with the number of students at each stop
 - Stop wise names of the students along with their class and section
 - A detailed list of students travelling on the route should be stapled at the last page of the notebook. The list must include Father's name, Admission Number, Address and the contact numbers of the parents. The list should be updated every month.
3. Names should be written in the bus note book at the beginning of each month by the route in charges only.
4. Route in charges will sign the bus notebook on every Friday after carefully going through the record of attendance of the bus users. If any student is not reporting in the bus for more than three consecutive days, a follow up is to be done with the class teacher. Matter to be reported to HM (Pre Primary), Ms Pooja Chawla and Mr. Pankaj Ahuja in writing. Mail communication may be done.
5. The list of Transport users should be finalised before the commencement of new session i. e. 1 April every year. Fee for the transport users will be added to fee bill that will be uploaded latest by 10 April every year. Addition of names in the list after 10 April should be done after receiving the receipt of the payment of transport fee from Mr. Pankaj Ahuja. Mr. Pankaj will

update Ms Pooja Chawla regarding the addition of all such cases. Record of such receipts should be maintained by the route in charges throughout the year.

8. Deletion/ withdrawal from the transport facility is not allowed during the session. In case of any such requests, written application to be taken and forwarded to HM (Pre Primary). The same can be done only after receiving official intimation duly signed by HM (Pre Primary) and Mr. Pankaj Ahuja. After deletion, the same will be forwarded to the concerned VP/ HM / Chief Coordinator.

Geeta Gangwani
Principal