

## **INSTRUCTIONS FOR TEACHERS ON BUS DUTY**

Safe & smooth running of school transport facility is an important aspect of school functioning. Collaborative efforts of staff members are requested for the same. Please note the following points with reference to Transport duties:-

1. Two Teachers are being allocated bus duties for 2 weeks on sharing basis. If teacher on duty is on leave during the week of her bus duty then it is expected that she will inform about her bus duty to Ms Pooja Chawla and the second teacher on duty. The other teacher will do the bus duty on her behalf. No separate intimation will be sent to the second teacher.
2. There will be one Route notebook for each bus (stop wise) for all the bus users (to be kept in bus only).
3. Attendance in the Route notebook will be marked by the teacher after boarding the bus.
4. It is mandatory to take attendance in the morning as well as in afternoon. In the morning, the attendance will be marked by the support staff on duty and in the afternoon by the teacher on duty. The teacher on bus duty is requested to mark the attendance before the bus leaves the school premises.
- 5 Make sure that the school bus starts only after all the students have safely boarded/deboarded the bus.
6. All the students should be seated in the bus and must maintain discipline & decorum. Please be observant that no child should put his/her body part or head outside the window.
7. Students of classes I and II should take their seats nearer to the exit door to facilitate smoother movement.
8. In a case of any injury in the bus, First aid is to be given to the child by the teacher.
9. Only authorized students/staff members should travel in the bus.
10. Rear door of the bus is kept closed at all times.
11. Make sure that the bus driver obeys all traffic rules. Speed limit of 40 kmph is observed. Any violation of traffic rules or negligent driving by the driver must be brought to the notice of the school authorities immediately.
12. Keep a check whether the parents are present to pick up their ward from the stop and are carrying their Parent I-card (up to class 5).

**Geeta Gangwani**  
**Principal**