



**M. E. S. INDIAN SCHOOL**  
**SAFE TRANSPORTATION PROCEDURE**

**Purpose**

The purpose of this procedure is to ensure safety of all students as they enter or depart from the school campus.

**Responsibility**

- Principal
- Head of Admin and Facilities
- Heads of Sections /HM
- Transport Manager
- Safety & Maintenance Engineer
- Asst. Safety Officer
- Drivers & Conductors
- Zone In-charges
- Teachers
- Security

**MORNING PRELIMINARY PROCEDURE:**

- All Drivers, Conductors, Zone In-charges to report at the school no later than 4:30 A.M.
- Zone-In-charges to conduct a briefing to all drivers and conductors. The topics may include but not limited to parents complaints, vehicle maintenance, traffic restrictions if any, General Safety measures.
- All drivers collect keys from the Zone Control Office.
- All drivers and conductor report to their assigned buses and conduct bus safety check and complete the checklist F 629.
- Report immediately any issue noted during the check to the Zone in-charge. Zone In-charges shall provide alternative vehicle from the spare fleet if necessary.
- All conductors to ensure cleanliness of the bus, availability of First Aid Kit and availability of attendance register with complete list of students to be picked up with the parent contact details.
- Zone In-charges to forward a list of fleet on route to Transport Manager, Safety & Maintenance Engineer and Head of Admin and Facilities.

**MORNING IN ROUTE PROCEDURE:**

- Busses to depart from bus yard as per the pre-approved fleet time chart.
- Drivers to ensure no student is picked up before 5:15 A.M.
- All Students are picked up from pre-agreed safety point which shall be free from any sort of hazard.
- Upon arrival at the Pick-up point, conductor shall get down from the bus to assist students in boarding and get inside the bus only after all students of the particular point have boarded the bus.
- Driver shall ensure bus shall not move while students are boarding the bus.
- For any reason, students should not be allowed to cross the road on their own to board the bus.
- Attendance to be marked in the register when the student boards the bus.
- The driver shall ensure the door is complete closed

- Conductor to ensure the passage inside the bus are not obstructed by bags and all bags are stored either in the berth or beneath the seat.
- Students to be made seated as per the seating plan in which all students from KG-1 to grade 3 should be seated in the first four rows.
- Conductor to ensure the seat belt is worn by all students throughout the journey.
- Upon boarding of all students and teachers the respective Teacher in-charge to make a head count and cross check with the attendance register. Attendance to be re-taken if any discrepancy found.
- Upon arrival at the school the bus shall be parked at a safe drop-off point within the school premise and the main engine of the bus is then shut off.
- Conductor shall get down and disembark all students from grade 4 and Higher and mark against each student in the attendance register. The students of KG-1 to grade 3 then shall be lined up and escorted by the conductor till their respective classes. The teachers/staff shall leave the bus only after all students have vacated the bus safely.
- The conductor shall make a thorough check of the bus to ensure that all students have been disembarked safely. The check is recorded in the form F631
- Before moving the bus, the team leader shall make a thorough check of the bus to ensure no student is left behind in the bus. The same is recorded in the form 631.
- At the gate before leaving the school premises, the security shall enter the bus to make a thorough check to ensure no student is left behind in the bus.
- Upon leaving the school premises all vehicles shall proceed directly to the bus parking yard.
- Upon arrival at the gate, the security on duty shall enter the bus to make thorough check and ensure there is no student left behind. The security shall record his entry by tapping the checkpoint located at the rear end of the bus using his personal reader and record the same in the form F 631 & F 637.
- Bus is parked at assigned location at the yard. The driver shall make a thorough check of the bus to ensure no student is left behind in the bus and ensure at least one window and main door is kept open when parked inside the yard. The check is recorded in the form F631
- The driver shall then proceed to the zone control office and hand-over the bus key, the attendance register, and the duly signed form F 631.
- All buses to complete the above procedure no later than 7:40 A.M.
- The deputed security at the bus yard to forward the form F637 and the checkpoint reader to the Asst. Safety Officer for review.
- The form F 637 is cross checked with the bus fleet list forwarded by Zone In-charges to ensure all buses have undergone check by the security and the checkpoint reader report is downloaded and reviewed to ensure no malpractice is done.
- All attendance registers and the form F637 and F631 are then verified by the Transport Manager.
- Form F 637 duly signed along with the report generated from the checkpoint reader is the forwarded to Safety & Maintenance Engineer, Head of Admin & Facilities and the Principal for review.
- Any bus which has not undergone any of the safety check in F637 and F631 is immediately checked by the Zone In-charges and a detailed report is submitted to the Principal.

## References

F 615 STUDENTS BUS LIST (ATTENDANCE)  
F 629 VEHICLE SAFETY CHECKLIST (TECHNICAL)  
F 631 STUDENT BUS SAFETY CHECKLIST  
F 637 DAILY VEHICLE DISEMBARKATION SECURITY CHECKLIST  
F 638 DETAILS OF BUS CHECKLIST  
F 639 BUS INCIDENT REPORT  
F 640 VEHICLE ACCIDENT REPORT