

# TRANSPORT POLICY



Madanapalle Institute of Technology & Science

(UGC- AUTONOMOUS)

  
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PRINCIPAL  
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Madanapalle Institute of  
Technology & Science  
MADANAPALLE



# MITS



**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE**  
(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi  
Madanapalle-517325, Annamayya Dist., Andhra Pradesh

# Transport Policy



[www.mits.ac.in](http://www.mits.ac.in)

## **TRANSPORT POLICY OF MITS, MADANAPALLE (UGC-AUTONOMOUS)**

### ➤ **Vision**

The Transport Policy aspires to create a transportation system within Madanapalle Institute of Technology and Science Engineering College, Madanapalle, that is both comprehensive and seamlessly integrated. This system will prioritize accessibility, safety, efficiency, sustainability, and stakeholder engagement, aiming to offer a positive and convenient transportation experience.

### ➤ **Mission**

The mission of the Transport Policy is to deliver transportation services within Madanapalle Institute of Technology and Science Engineering College, Madanapalle, that are accessible, safe, efficient, and sustainable. This involves actively engaging stakeholders and continually enhancing the overall transportation experience.

### ➤ **Commitment**

Under the Transport Policy, we are dedicated to prioritizing the well-being and satisfaction of staff, students, patients, and their relatives. This commitment involves delivering reliable, safe, and environmentally conscious transportation services that consistently evolve to meet their needs.

### ➤ **Objectives of the Transport Policy**

**Accessible Transportation:** The core objective of our Transport Policy is to guarantee easy access to transportation facilities within the university campus for staff, students, patients, and their relatives. This involves offering convenient and efficient transportation options tailored to the diverse needs of the university community.

**Environmental Sustainability:** Our policy acknowledges the vital role of environmental sustainability and strives to promote eco-friendly transportation practices. This encompasses exploring and implementing options such as electric or hybrid vehicles, encouraging carpooling, and endorsing the use of public transportation where feasible.

**Safety and Security:** We prioritize the safety and security of all individuals using our transportation facilities. Measures like regular vehicle maintenance, adherence to traffic regulations, and background checks for drivers will be enforced to ensure a secure transportation environment.

**Efficient and Reliable Service:** Our Transport Policy is committed to delivering an efficient and reliable transportation service, minimizing delays and inconveniences for users. Consistent schedules, thoughtful route planning, and prompt responses to transportation requests are crucial aspects of achieving this objective.

**Cost-effectiveness:** We aim to optimize resource use while providing transportation facilities. By implementing cost-effective measures such as efficient route planning, vehicle utilization, and exploring partnerships with local transportation providers, our policy seeks to ensure the long-term financial sustainability of transportation services.

**Stakeholder Engagement:** Our policy places emphasis on engaging stakeholders, including staff,



students, patients, and their relatives, in the decision-making process. Establishing regular feedback mechanisms and open communication channels will enable us to solicit suggestions, address concerns, and incorporate user perspectives for the continuous improvement of transportation services.

**Integration with Local Transport Infrastructure:** We aim to seamlessly integrate our Transport Policy with the existing local transport infrastructure, facilitating smooth connectivity between the university campus and surrounding areas. Collaborations with local transportation authorities and the provision of necessary facilities like bus stops and shelters will be considered to enhance accessibility.

**Continuous Evaluation and Improvement:** Our Transport Policy will undergo periodic evaluation to assess its effectiveness and identify areas for improvement. User feedback, data analysis, and regular reviews will inform necessary modifications, ensuring that transportation services evolve to meet the changing needs and expectations of the university community.

#### ➤ **Composition of the Transport Committee**

**The Committee consists of -**

- i. Principal
- ii. Transport Manager
- iii. One Faculty from each constituent unit
- iv. Parent Representative from each constituent unit
- v. One Senior Driver.

The Committee is responsible for looking into any complaints filed by students and staff about Transportation if any happening inside the MITS premises.

#### ➤ **Duties of the Transport In-charge**

• **Fleet Oversight:** The Transport In-charge oversees the management of the vehicle fleet employed for transportation services at MITS, Madanapalle. Responsibilities encompass supervising vehicle maintenance, repairs, and ensuring the fleet's overall operational readiness. They also track vehicle documentation, permits, and insurance to ensure compliance with legal and regulatory standards.

• **Route Optimization:** The Transport In-charge is tasked with planning and optimizing transportation routes across the university campus and its surroundings. Considering factors like efficiency, convenience, and safety, they determine the most suitable routes to meet the needs of staff, students, patients, and their relatives. Regular route reviews are conducted to identify potential enhancements and address any issues.

• **Schedule Coordination:** Managing transportation schedules for timely and reliable services falls under the purview of the Transport In-charge. They coordinate with drivers and other transportation staff to establish schedules aligned with the university's operational requirements, accounting for peak hours, class timings, and other relevant factors.

• **Driver Administration:** Recruitment, training, and management of a team of drivers are responsibilities of the Transport In-charge. This includes conducting background checks, verifying licenses, and ensuring drivers adhere to traffic rules and regulations. Equipping drivers with the necessary skills and knowledge for safe and efficient transportation operations is a key aspect of this role.

• **Safety and Security:** Prioritizing the safety and security of individuals using transportation services is a fundamental responsibility of the Transport In-charge. They implement and enforce safety protocols, such as regular vehicle inspections, driver fatigue management, and emergency response procedures. Coordination with relevant authorities is essential to address security concerns and maintain a secure transportation environment.

• **Stakeholder Engagement:** Serving as a primary point of contact for transportation-related matters, the Transport In-charge communicates with staff, students, patients, and their relatives. Establishing effective communication channels, they address queries, provide information, and collect feedback from stakeholders. Regular communication with key stakeholders, including university administration and transport committee members, ensures smooth operations and addresses concerns or suggestions.

• **Budget Oversight:** The Transport In-charge manages the budget allocated for transportation services, ensuring proper monitoring and control of expenses related to fuel, maintenance, repairs, and other operational costs. Exploring cost-effective measures, such as optimizing vehicle utilization, implementing fuel-saving strategies, and exploring partnerships with external transport providers, is crucial for maximizing resource efficiency.

• **Continuous Enhancement:** The Transport In-charge continually evaluates and enhances transportation services by analyzing transportation data, gathering user feedback, and conducting regular reviews. Proactively seeking innovative solutions, such as adopting new technologies or implementing sustainable practices, contributes to improving the overall transportation experience for the university community.

By fulfilling these responsibilities, the Transport In-charge plays a crucial role in ensuring the smooth and efficient operation of transportation services at MITS, Madanapalle, thereby contributing to the overall satisfaction and well-being of staff, students, patients, and their relatives.

#### ➤ **Details of the Vehicles**

**MITS is in possession of**

##### **1. Buses – 30**

- a. 5 buses with capacity of 60 seats
- b. 25 buses with capacity of 51 seats.

##### **2. Four wheelers – 20**

With capacity of 2-7 seats.

##### **3. Ambulance - 1**

##### **4. Tractors -2**

#### ➤ **Safety Norms of Transport**

Ensuring the well-being and security of students, staff, and other passengers on college buses requires adherence to crucial safety norms. Below are essential safety guidelines for college buses:



1. **Regular Vehicle Maintenance:** It is imperative that college buses undergo routine maintenance checks to guarantee optimal working condition. This includes regular inspections of brakes, tires, lights, signals, engine, and other vital components. Detailed maintenance records must be consistently maintained.
2. **Trained and Licensed Drivers:** College bus drivers should be well-trained, experienced, and possess a valid driver's license with the necessary endorsements for operating commercial vehicles. A clean driving record, awareness of traffic rules, regulations, and safety practices are essential. Ongoing driver training and refresher courses should be provided to enhance their skills.
3. **Seat Belts:** All college buses must be equipped with functional seat belts, and passengers should be actively encouraged to use them at all times. Seat belts significantly reduce the risk of injury during sudden stops, collisions, or accidents.
4. **Capacity Limit:** College buses should not be overloaded beyond their seating capacity. The number of passengers should adhere to the bus manufacturer's specified limits, ensuring each passenger has a designated seat. Standing passengers should not be allowed.
5. **Emergency Exits and Equipment:** College buses should be equipped with easily accessible emergency exits, such as emergency doors, windows, and roof hatches. Regular checks of these exits should be conducted to ensure they are in proper working condition. Additionally, buses should carry essential safety equipment, including fire extinguishers, first aid kits, and prominently displayed emergency contact numbers.
6. **Regular Safety Inspections:** College buses should undergo periodic safety inspections conducted by authorized agencies or experts. These inspections should cover all aspects of the bus, including mechanical systems, safety equipment, and structural integrity.
7. **Safe Loading and Unloading:** Procedures must be established to ensure safe boarding and alighting from the bus. Students should be instructed to wait for the bus to come to a complete stop before approaching or leaving the vehicle. Clearly marked loading and unloading zones should be designated, with guidance provided to students for their use.
8. **Route Planning and Driver Communication:** Bus routes should be carefully planned, taking into account factors like traffic conditions, distance, and safety. Drivers should receive clear instructions regarding routes and any specific hazards they may encounter. Effective communication channels must be established between drivers, transportation staff, and relevant authorities for swift response to emergencies or route deviations.
9. **Student Supervision:** Designated staff members or supervisors should be present on college buses to maintain discipline and ensure the safety of students during the journey. They should monitor student behavior, discourage unsafe practices, and intervene if necessary.
10. **Communication with Parents/Guardians:** Regular communication with parents/guardians regarding bus safety, route changes, and any incidents is essential. Parents should be provided with contact information for the transportation department in case of emergencies or concerns.

Developing and enforcing a comprehensive transportation policy that incorporates these safety norms and procedures is crucial to creating a secure and comfortable environment for students and staff while using college buses.

### ➤ Responsibilities of Bus Drivers

1. **Operational Safety:** The primary duty of bus drivers is to safely operate the vehicle, strictly adhering to traffic laws, regulations, and established safety protocols.
2. **Passenger Well-being:** Bus drivers bear the responsibility of ensuring the safety and welfare of passengers throughout the journey. This includes enforcing seat belt usage, maintaining a composed and controlled environment, and promptly addressing any potential safety concerns or emergencies.
3. **Route Proficiency:** Bus drivers should possess a comprehensive understanding of designated routes, stops, and any specific instructions or hazards along the way. They must adhere to prescribed routes and schedules while adapting to traffic conditions and unforeseen situations.
4. **Vehicle Inspection and Maintenance:** Bus drivers are tasked with conducting pre-trip inspections of the vehicle, checking for any mechanical issues, and ensuring the proper functioning of lights, signals, brakes, and other safety features. Timely reporting of maintenance or repair needs to the appropriate authorities is essential.
5. **Effective Communication and Reporting:** Drivers must engage in clear communication with passengers, providing necessary information, and addressing inquiries or concerns in a professional manner. Additionally, they are responsible for promptly reporting any incidents, accidents, or passenger issues to the transportation department or relevant authorities as necessary.
6. **Emergency Readiness:** Bus drivers need to be ready to manage emergencies such as accidents, breakdowns, or medical situations. They should be acquainted with emergency procedures, including evacuation protocols and the process of contacting emergency services when required.
7. **Discipline and Behavior Oversight:** Bus drivers play a crucial role in upholding discipline and order among passengers. Their responsibilities include enforcing rules and regulations, discouraging unsafe or disruptive behavior, and reporting any recurring disciplinary issues to the transportation department or appropriate authorities.
8. **Professionalism and Service Excellence:** Bus drivers are expected to demonstrate professionalism, courtesy, and exemplary customer service skills when interacting with passengers, colleagues, and other stakeholders. Creating a positive and respectful environment onboard the bus is essential.
9. **Timeliness:** Bus drivers must adhere to schedules and ensure that passengers are picked up and dropped off punctually. This involves considering the convenience of all passengers while maintaining road safety.
10. **Documentation and Record-Keeping:** Bus drivers should maintain accurate records of daily operations, encompassing passenger counts, mileage, fuel consumption, and any incidents or accidents occurring during their shifts.

By fulfilling these responsibilities, bus drivers actively contribute to fostering a safe, efficient, and comfortable transportation experience for all passengers.



➤ **Responsibilities of Students and Staff**

1. **Adherence to Policies and Guidelines:** Students and staff are accountable for acquainting themselves with and complying with the rules and regulations outlined in the transportation policy of MITS, Madanapalle.
2. **Courteous Conduct:** Students and staff are expected to display respectful and considerate behavior towards bus drivers, fellow passengers, and other individuals involved in the transportation system.
3. **Timeliness:** Students and staff should be punctual, arriving at designated bus stops on time to facilitate smooth operations and minimize delays for themselves and fellow passengers.
4. **Safety Awareness:** Prioritizing personal safety and the safety of others, students and staff should adhere to the bus driver's instructions, utilize seat belts when available, and refrain from actions that may compromise their well-being or that of others.
5. **Responsible Facility Use:** Students and staff should responsibly use transportation facilities, treating them with care. This involves avoiding damage or vandalism to buses, maintaining cleanliness, and appropriately disposing of waste.
6. **Queue Organization:** While waiting for the bus, students and staff should form orderly queues, ensuring a seamless boarding process and preventing unnecessary crowding or pushing.
7. **Prompt Issue Reporting:** Students and staff are encouraged to promptly report any issues, concerns, or incidents related to the transportation system to designated authorities or the transportation department. This includes reporting malfunctioning safety equipment, disruptive behavior, or other relevant matters.
8. **Adherence to Guidelines:** Students and staff should comply with any additional guidelines or protocols communicated by bus drivers or transportation staff to facilitate the efficient and safe functioning of the transportation system.
9. **Collaboration with Bus Drivers:** Students and staff are urged to cooperate with bus drivers, follow their instructions, and demonstrate patience and understanding during unforeseen circumstances or delays.
10. **Environmental Responsibility:** Students and staff should be environmentally conscious and contribute to minimizing the environmental impact of transportation. This includes reducing waste generation, opting for sustainable transportation alternatives when possible, and endorsing eco-friendly practices.



**Bus services** to students and staffs to reduce the car and other transport mode to the MITS campus.



vivo V25 Pro - Narresh  
Dec 8, 2023, 11:03



vivo V25 Pro - Narresh  
Dec 8, 2023, 11:03

## Ambulance Service





## Parking Facility



  
Principal  
Madanapalle Institute of  
Technology & Science  
MADANAPALLE