

Channabasaveshwara Institute of Technology

NH 206 (B.H. Road), Gubbi, Tumkur – 572 216. Karnataka.

Transportation Policy





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Transportation Policy

Mandatory Disclosure:

This **Transportation Policy** is the property of **Channabasaveshwara Institute of Technology**. It is lent on the condition that it, in whole or part, shall not be reproduced, copied, lent or disclosed to any person without written consent of management of **Channabasaveshwara Institute of Technology** and shall be returned to **Channabasaveshwara Institute of Technology** after its use or when asked.

Channabasaveshwara Institute of Technology

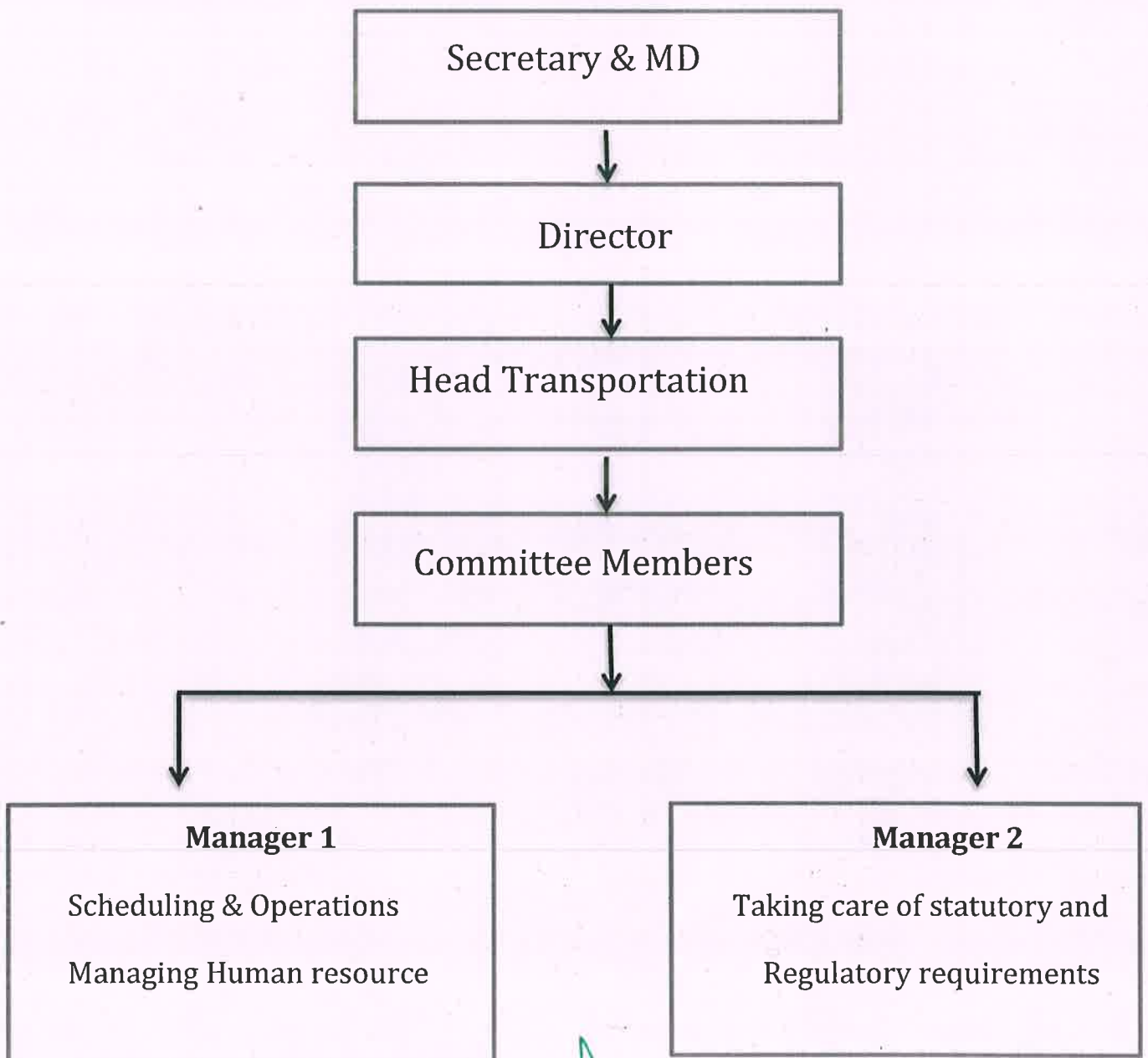
The Channabasaveshwara Institute of Technology (CIT) was established in the year 2001 and is affiliated to Visvesvaraya Technological University (VTU), Belagavi. It is located in an ideal and congenial environment in the outskirts of Gubbi town, Tumkur city on the Bangalore - Honnavar National Highway 206, 90 km from Bangalore, spread over 60 acres of lush green, landscaped campus. It is one among the institutions run by Sri Channabasaveshwara Swamy Rural Education Society (CRED) Regd., Gubbi. The Chairman of the Society is Sri G. S. Basavaraj, Former Member of Parliament from Tumkur Constituency.

At the time of inception, the college had an intake of 180 students in the three undergraduate disciplines of Computer Science, Information Science and Electronics & Communication Engineering. The undergraduate course in Electrical & Electronics Engineering was started in the year 2004 and Civil and Mechanical Engineering branches were started in 2010, in the same year Post Graduate courses in engineering of different disciplines like Electronics, Computer Science also incepted. CIT focuses in developing young entrepreneurs and has started Management studies in Business Administration under VTU in 2010. Further another P.G course in Software Engineering stream started in 2012. In addition with this, second shift diploma programmes in Electronics, Mechanical Engineering were started in the same campus with the name of CIT Polytechnic in the year of 2012. In 2013, another two courses in the stream of Civil and Computer Science were added.



Policy Guidelines

The college maintains Buses / vehicles to support the travel needs of students and faculty. The Head of Dept. of Transportation will be responsible for meeting and maintaining the standards set forth in this policy. Committee members & Managers are appointed by the management in consultation with Dept. head. Committee members play an important role in providing timely information to the dept. head regarding reports of repairs, maintenance, insurance, losses, accidents, informing changes in any motor vehicle safety policy. Managers have to maintain the commuters list, Issue ID cards for students, and regularly monitoring them.



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DRIVER APPOINTMENT

The committee members are responsible for hiring the drivers in consultation with the transportation dept. head and management. Once they identify the drivers who meet all the requirements (as per annexure - 3), Drivers are appointed. The appointed drivers are informed to produce original Driving Licenses and Badges to the department as securities.

OPERATING VEHICLE

Safety Belt/Harnesses safety Devices

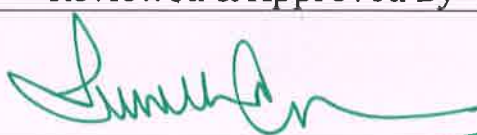
Driver must be following applicable state laws and regulations requiring the use of seat belts and restraint devices.

Alcoholic Beverages and Illegal Drugs

No illegal drugs or alcoholic beverage containers (empty, full, open, or closed) are allowed in college-owned vehicles.

Cell Phone Use

The use of cell phones while driving a vehicle is discouraged and must be in compliance with applicable laws and regulations.

Particulars	Reviewed & Approved By
Signature	
Name & Designation	Dr. Suresh DS Director & Principal

VEHICLE AVAILABILITY

Daily Commuters:

The transportation department collects the details of the daily commuters and allots the buses and plans the daily trips. Students who wish to avail the transportation facility have to register/ fill the requisition form (Annexure -1) during the time of admission and have to renew on a yearly basis if they wish to continue the services. Faculties who would like to avail the facility have to inform the transportation department and a nominal amount would be charged for commuting.


Special purpose:

Transportation Departments may reserve vehicles for special purposes like Special class, site visit, Industry visit, placement activities or any sort, in this regard the department who require such facility has to inform well in advance and inform the managers. All the request has to reach the transportation department at least 2 days in advance (Annexure-2).

RECORD KEEPING & MAINTENANCE

Online Bus tracking System

The bus tracking system helps us to see the real-time location of all the buses at once. with the click of a button bus tracking system gives live over-speeding alerts, alerts on entry and exit bus points; monitors idling in real-time, etc. the managers must

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download this data regularly and provide information to the transportation head in case if they find any discrepancies.

Insurance

All the buses are insured and the Committee members must ensure that the vehicles are insured the whole year round and have to keep track of the renewal of insurance policies before they expire.

Reporting Accidents, Damage, or other Losses

Accidents, damage, and other losses must be reported by the Driver to the managers and committee members as and when the incident occurs, upon return to the campus the driver who was driving the vehicle has to register the incident/damage that occurred. The Drivers must also report the accident when it happened outside of the college during and of the official trips.

Faculty who are commuting in bus are also informed to report any accidents if occurred and bring to the notice of mangers & committee members.

Sometime routes may be merged or a new route may be added based on need and requirement.

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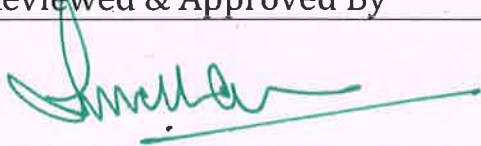
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Maintenance & expenditure

For smooth functioning of buses, drivers are instructed to do periodic maintenance and manually inspect the condition of the gearbox, lubricant replacement of the engine gearbox, differential, steering gearbox; hub greasing, coolant top up to the radiator, distilled water top-up to the batteries etc. these observations are recorded and will help while servicing the vehicle.

Sl No	Parameter	Frequency	Responsibility
1.	Log book	Daily	Security
2.	Periodical Maintenance book	Monthly	Transportation Dept. Manager
3.	Fuel Consumption	Weekly	Transportation Dept. Manager
4.	Emission test	Six months	Transportation Dept. Manager
5.	Tax & other fees	Yearly	Transportation Dept. Manager

Transportation expenditures are maintained by the Transportation Dept. Manager managers and submitted to the head and management when required.

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TRAINING


Transportation department managers ensures that all the drivers who are appointed are aware of institution policy, understand their responsibilities and are familiarized with their vehicle, routes and also should understand the -

- a. Vehicle Assignment Agreement.(Annexure V)
- c. Review individual Motor Vehicle Report (MVR).
- d. Understand accident reporting & emergency procedures.
- e. Review operation and controls of vehicle being assigned.

Drivers may be required to attend a safe driving school (National Safety Council Defensive Driving course of equivalent) or an alcohol/drug abuse program on their own time and at their own expense if a review of the driver's MVR indicates:

- A. One or more violation convictions within any one-year period, or
- B. A conviction for driving while under the influence of alcohol or drugs.

Also, depending on the severity of the conviction, the employee's driving privileges may be revoked and/or may result in employment termination.

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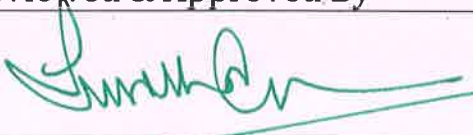
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REVISION OF RULES AND REGULATIONS

The institution reserves the right to revise or amend the Transportation policy from time to time as required by institution. Such changes will be informed through circulars issued and they shall abide by the revised/amended Policy.

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Signature	
Name & Designation	Dr. Suresh DS Director & Principal

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Annexure 1

Department Of Transportation Bus Pass Form


Department:

Ref.

							Affix your Photo								
1.Name Of the Student(in block letter)															
2.USN,Sem & Branch															
3. Aadhar Number															
4.Gender (Tick)									Male	Female					
									<input type="checkbox"/>	<input type="checkbox"/>					
5.Present Address															
6.Permanent Address(if both present & Permanent Address are same, then please mention as same as above)															
7. Contact Number of student & Email ID															
8.Contact No:									Father:	Mother:					
9.Bus Route Number(Tick only one route)									1	2	3	4	5	6	7
									8	9	10	11	12	13	
10.Pick up Point/Location:															
11.Signature from Transportation Department															
12.No Dues From Account Section															
13.Bus Fees Paid Receipt(Attach 2 copy of Receipt)						Receipt No.									
						Date:									
						Receipt Date:									
						Amount Paid									

Terms and Conditions

- Once The Student gives requisition for the bus facility, he/she has to pay the bus fee.
- Cost of the application form Rs 10/-
- The Student must travel in the registered route and also should produce bus pass whenever the authorized person asks. Otherwise fine will be imposed.

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Annexure II

Department of Transportation

Requisition for Bus facility

1.Special Bus Facility required to the Department	
2. Date & Day	
3. Purpose	
4. Total Number of Students and Staff	
5. Total Number of Buses Required	
6. Starting place and Time	
7. Reaching place & time	
8. Place of Departure & Time	
9. Place of Reaching & Time	
10. Total K.M (To & From)	
11. Name of the Coordinator Mobile Number	

Signature of the person
Seeking Bus Facility

HOD

Principal/Director

To be filled by the Department of Transportation


Bus No. Allotted _____

Name of the Bus Driver _____

Contact Number of Driver _____

Name of the Helper _____

Organizing Authority

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Signature	
Name & Designation	Dr. Suresh DS Director & Principal

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Signature of the Transportation In-Charge

Annexure III

Department of Transportation

Criteria for Selection of Bus Drivers

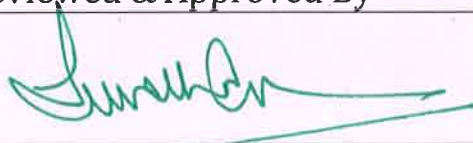
Physical Fitness	Test Drive	Verbal Language	Previous Experience	Behavior & Habits
Yes() No()	Yes() No()	Yes() No()	Yes() No()	Good() normal() OK()

Note

1. The Bus Drivers with Valid Heavy vehicle driving license will be considered.
2. A minimum of 5 years' Experience in HTV driving.
3. Retired K S R T C bus drivers in Good health will be considering, for the post of driver.
4. The Following Aspects will be taken in to consideration.
 - Good Skill in Driving
 - Honesty & sincerity towards organization.
 - Punctuality & Patience
 - Cooperation with the students and staff members
5. Drivers with Criminal background to be avoided.
6. Drivers with Good reference will be considered.
7. Drivers with any type of physical disability to be avoided.
8. The selection of driver will be made after test drive, in presence of Transportation committee members.
9. The appointment will be made with consultation of transportation committee and Transportation Department

Head
Transportation Dept.

Committee members.

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Annexure IV

DEPARTMENT OF TRANSPORTATION

APPROVAL REQUISITION

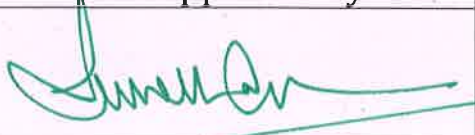
Submitted to the Director/Principal

Date:

Subject: _____

Nature of Work/Breakdown Details	Consultant Opinion
<p>Head Transportation Dept.</p> <p>Driver: Mob:</p>	<p>Consultant signature</p>

Committee member's signature:

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Signature	
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ANNEXURE V VEHICLE ASSIGNMENT TO DRIVER AGREEMENT

The undersigned hereby acknowledges receipt of Institution-owned buses. I understand this vehicle is to be regularly maintained and serviced, according to the service schedule outlined in the Owner's Manual or the instructions issued by the Manager, whichever is appropriate.

Further, it is agreed this vehicle will be operated in a safe manner. I agree to wear my seat belt whenever the vehicle is in motion and will require other occupants to do so. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me.

I understand articles of this agreement apply regardless of who is operating this vehicle. I may authorize others to drive this vehicle according to the following guidelines:

- Licensed employees of (Channabasaveshwara Institute of Technology) or its subsidiaries or affiliates.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant (Channabasaveshwara Institute of Technology) the right to investigate my motor vehicle driving record at any time. My current driver's license is issued from the State of (Karnataka) and is No. _____. I understand that I am responsible for my own license plate renewal.

If my driving record contains two moving violations within a one-year period, my record will be brought up before the Institution committee members for consideration of remedial training and/or loss of driving privileges.

I understand I am not to modify the vehicle in any way without written permission. This specifically applies to the installation of cellular telephones, radios, CBs, speakers, etc. Further, trailer hitches and towing trailers are specifically prohibited.

I agree to reimburse the Institute for damages done to this vehicle because of my negligence. In the event of an accident, which has been determined to have been my fault by citation, traffic court conviction, by my own admission, or determination by management.

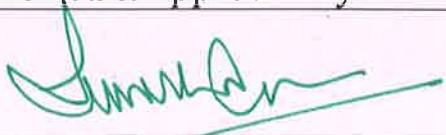
I read and agree to the provisions of this Vehicle Assignment Agreement and the requirements of the Motor Vehicle Safety Program.

SIGNATURE

DATE

VEHICLE ASSIGNED: _____

PLATE NUMBER: _____

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