

# BHARATA MATA SCHOOL OF LEGAL STUDIES, CHOONDY, ALUVA

## RULES, REGULATIONS AND RESPONSIBILITIES OF STUDENTS USING COLLEGE TRANSPORTATION FACILITY

Students are expected to strictly follow the safety rules of the bus and time requirements as enforced. For students, who are late and have missed the bus, getting to and from the college will be the responsibility of the parent. The college has a fleet of reliable buses with well trained, experienced and professional drivers. The college runs buses as per the norms laid down by the RTO department and are spacious with ample capacity accommodate an adequate number of students per bus. Our first preference is to provide safe and comfort conveyance.

**\*\*\*RAGGING IS STRICTLY PROHIBITED\*\*\***

### **Read the following rules and mark a tick in the box**

1. The bus fee will be paid through **online** in favour of BSOLS.
2. The student and Parents shall submit a duly signed consent form.
3. The student can withdraw the transport facility at least within 6 working days after payment of fee.
4. The bus pass is mandatory and is not transferable.
5. Bus will not wait for any student under any circumstances coming late to the bus stop.
6. The student indulging in any kind of indiscipline or ragging in the bus, his/her pass may be cancelled and appropriate action will be taken.
7. The student will have to pay Rs.200/ for the replacement of the lost bus pass.
8. In case of change of bus stop and bus stop is farther away than the present one, the differential amount shall be paid by the student along with additional amount of Rs. 100/- for the issue of new pass. In case the new bus stop is closer by, then the student will have to pay an additional amount of Rs. 100/- only for the issue of **the** new pass. No differential amounts would be refunded or adjusted.

9. The student may lodge a formal complaint with the principal for any
10. The student may lodge a formal complaint with the principal for any issues related to transport. Further the students shall not engage in an argument with driver, fellow students or staff members. Such an act would be considered as indiscipline.
11. No due certificate from accounts department is mandatory for the issue of transfer certificate.
12. No recommendation letters for fee waiver/concession/ instalment payment and temporary/ one way bus pass facility, etc. will be entertained.

## **All parents to adhere to the following important terms and conditions:**

By opting for college bus service, each parent enters into a minimum 6-month commitment with BSOLS bus service; Parents will be responsible for charges for bounced cheques and delayed payments.

### **The due dates of each instalment follow as below:**

1. 1<sup>st</sup> Instalment – 20<sup>th</sup> May
2. 2<sup>nd</sup> Instalment – 30<sup>th</sup> September

- Rs. 25/- per day will be the additional fee in case of any delays in paying the college transport fee.
- After 5 days of service, absolutely no cancellation will be accepted and payments will be returned.
- Prefixed Landmark is set for pickup or drop service, the distance for each-way (Pick/Drop) may differ due to one-ways and other reasons. In such case, highest distance will be considered for allocation of fee slab.
- If change of address takes place during the academic year and your new address happens to be in an area where we don't provide college bus service or it is out of the current bus route, it will be your responsibility to bring your student (s) to the closest bus stop. Change of route is purely based on availability of seats and the payment made earlier will not be refunded. The charges towards the college bus service will be based on the distance.
- Carrying a bus pass is compulsory while travelling in college bus.
- Students will be eligible to avail the college bus service post payments only.
- If a student misses the bus because he/she was late, parents will be responsible for his/her transportation to or from the college depending upon his/her missed trip.

- BSOLS management will work with the parents to resolve disciplinary issues in the college bus.
- BSOLS will not operate the college buses during Strike/Bandh and Natural disasters.
- In case of temporary road block to access the assigned landmarks for purpose of construction/local carnivals/road work, an alternative land mark will be assigned for a temporary period and communicated to the parents.
- If any student causes damages to the bus (Ex: Seats, Window glass) the repair cost has to be paid by the parents.
- Due to the annual cost of bus expenses, all college bus fees are prorated (No deductions for holidays).

#### **SAFETY - RESPECT – RESPONSIBILITY**

The college bus policy, which applies to all students on all buses, recognizes the driver as the authority on the bus at all times, and therefore, he must receive the respect, consideration and cooperation of each student.

- The college bus is considered an extension of the classroom, and therefore, classroom conduct must be observed at all times.
- Students are not to attempt to get on or off the bus, move inside or eat while the vehicle is in motion.
- Students are expected to be at the pickup point 5 min. before the scheduled time. The bus will not wait for more than 1 min in the morning for students who are not at the pickup point at the scheduled time.
- Students are expected to go promptly to their bus after college is dismissed or when their bus is scheduled to leave college.
- In case of a maintenance problem, an alternative service will be provided and the student should not leave the waiting area.
- Any student violating bus regulations shall be reported by the driver to the General

Superintendent, who shall inform the principal. The principal has the authority to suspend or recommend permanent withdrawal of the bus privileges subject to the provisions of the College Act.

**The following activities are prohibited:**

- Unnecessary conversation with the drivers.
- Extending any part of the body out of the window.
- Using profane language
- Throwing any items
- Fighting
- Damaging the Bus

**DO NOT BULLY OR INTIMIDATE OTHERS**

We have experienced an increase in incidents of student bullying and harassment on the buses. This behaviour will not be tolerated and will result in a long-term suspension of bus privileges or a referral to the college administration. Students experiencing bullying or intimidation on college buses are encouraged to discuss this with the administration team. Students wanting to disembark at a stop other than their designated stop must provide a permission slip signed by the principal or authorized staff member. Student behaviour which contravenes these values or whose actions distract the driver, cause or have the potential to cause harm or discomfort to self or others, is subject to disciplinary action, which includes the following:

- Verbal warning from the administration team
- Written warning
- Termination from the college bus service.

TO THE PARENTS

It is the parents' responsibility to ensure that students have been instructed the college bus rules and administer discipline. Your son/daughter's college bus driver has a tremendous responsibility for the safe and efficient transportation of your wards and keeping to a timely schedule. The college relies on drivers to maintain orderly buses where students are safe. If any student's behaviour jeopardizes the safety and rights of him/herself or others, it is the administration team's responsibility to provide the student with a conduct notice to be taken to his/her parents. Parents/guardians who wish to discuss such a notice are asked to contact the General Superintendent. We will be pleased to discuss your questions and investigate your concerns.

Do not discuss your concerns with the college bus driver. Any type of confrontation can divert the driver's attention from his/her driving responsibilities.

Please read this document thoroughly and make a copy and keep it for future reference.

- Pickup / drop will be provided to the designed/pre-approved

**DECLARATION OF ACCEPTANCE OF RULES, REGULATIONS AND  
RESPONSIBILITIES OF THE STUDENTS USING COLLEGE TRANSPORTATION**

Ms./Mr. \_\_\_\_\_ D/o.

\_\_\_\_\_ studying in year \_\_\_\_\_, Course  
\_\_\_\_\_ for the academic year \_\_\_\_\_ intend to travel by the college  
provided transportation, hereby state that I have read and understood all the enclosed  
“Terms and conditions for availing transport facility (2022 - 2023)” and abide by the  
same. I had also explained all these rules and regulations in appropriate language to my  
parent/s / guardian and they had understood all of them. I am also aware that when I  
am found not adhering to any of them by the concerned authority, I will stand to lose  
the Bus transport facility (Bus Pass) as decided by the management. I am also aware  
that the money paid towards the transportation will not be refunded and all the dues  
towards the transportation for the current academic year will be paid by me, if not paid  
already.

Signature of the parent  
student

Signature of the

Place:

Date: