



BHARATA MATA SCHOOL OF LEGAL STUDIES, CHOONDY, ALUVA

Policy for Students Using the College Transportation Facility

Objective

Students are required to strictly adhere to all bus safety regulations and time schedules. Those who miss the bus due to lateness will be responsible for arranging their own transportation to and from the college.

The college operates a fleet of reliable, well-maintained buses driven by trained, experienced, and professional drivers. All buses comply with RTO regulations and are spacious enough to accommodate the designated number of students comfortably.

Our top priority is to provide safe, comfortable, and efficient transportation for all students.

Rules, Regulations, and Responsibilities for Students using College Transportation Facility

1. **Bus Fee Payment**-The bus fee must be paid online in favor of BSOLS.
2. **Consent Form Submission**-Students and parents must submit a duly signed consent form before availing of the transport facility.
3. **Withdrawal Policy**-Students may withdraw from the transport facility within six (6) working days of fee payment. No withdrawals will be accepted beyond this period.
4. **Bus Pass Requirement** valid bus pass is mandatory for travel and is non-transferable.
5. **Punctuality** -Buses will not wait under any circumstances for students arriving late at the designated stop.
6. **Discipline**-Any student found indulging in indiscipline or ragging in the bus will have their pass cancelled immediately, and appropriate disciplinary action will be taken.
7. **Lost Bus Pass**-A replacement for a lost bus pass will be issued upon payment of Rs. 200/-.
8. **Change of Bus Stop**
 - If the new bus stop is farther than the current one, the student must pay the differential amount plus an additional Rs. 100/- for re-issuance of the pass.
 - If the new stop is closer, the student must pay only Rs. 100/- for the new pass.
 - No refund or adjustment of the fare difference will be made.
9. **Grievance Handling**-Any transport-related issues should be formally reported to the Principal. Students must not argue with drivers, staff, or fellow students. Such behavior will be treated as indiscipline.
10. **No Dues Certificate**- No Dues Certificate from the Accounts Department is compulsory for obtaining a Transfer Certificate.
11. **No Special Requests**-Requests for fee waivers, concessions, installment payments, temporary, or one-way bus passes will not be entertained under any circumstances.
12. **Bus timings** will remain unchanged during college days. No special provisions will be made for examination schedules.

BSOLS College Transportation Policy

Terms and Conditions for Parents

By opting for the BSOLS college transportation service, parents agree to the following terms and conditions:

1. Commitment Duration:

A minimum 6-month commitment is required upon opting for the transport facility.

2. Payment & Penalties:

- Payment is to be made in installments as per the schedule below:
 - 1st Instalment: 30th April
 - 2nd Instalment: 30th September
- A late fee of Rs. 25/- per day will be applicable for delayed payments.
- Parents will be responsible for any charges due to bounced cheques or delayed payments.

3. Cancellation Policy:

- After 5 days of availing the service, no cancellations will be accepted and no refunds will be provided.

4. Bus Stops & Fee Slab Allocation:

- Pickup/drop will occur from prefixed landmarks only.
- If the pickup and drop distances differ, the longer distance will be used to determine the fee slab.

5. Change of Address:

- If a change in address results in a location outside the current route, parents must bring the student to the nearest available bus stop.
- No route adjustments will be made unless seats are available, and no refund will be issued for mid-year address changes.

6. Bus Pass & Eligibility:

- Carrying a valid bus pass is compulsory for travel.
- Students will be permitted to board only after payment is complete.

7. Missed Bus:

- If a student misses the bus due to lateness, it is the parent's responsibility to arrange alternative transportation.

8. Discipline and Responsibility:

- BSOLS will coordinate with parents in the event of disciplinary issues.
- Any damage caused to the bus (e.g., seats, windows) must be paid for by the parent.

9. Operational Exceptions:

- Buses will not operate during strikes, bandhs, or natural disasters.
- Temporary roadblocks (e.g., due to construction or local events) may result in an alternative stop, which will be communicated in advance.

10. Annual Charges:

- Transport fees are annual and prorated. There will be no deductions for holidays.

College Bus Conduct Policy

Core Values: Safety – Respect – Responsibility

The college bus is considered an extension of the classroom, and appropriate student conduct is expected at all times. The driver is the authority on the bus and must be respected.

Expected Student Behaviour

- Be at the pickup point 5 minutes before the scheduled time.
- Buses will wait no more than 1 minute at each stop.
- Go promptly to your bus after college dismissal.
- Remain seated, do not move or eat while the bus is in motion.
- Obey the driver and staff instructions at all times.
- Report any transport issues or maintenance problems to the college—do not leave the waiting area.

Prohibited Activities

- Talking unnecessarily to the driver
- Extending any body part out of the windows
- Using profane or inappropriate language
- Throwing objects out of the window
- Fighting or bullying
- Damaging bus property

Anti-Bullying Policy

BSOLS maintains zero tolerance for bullying or harassment on college buses.

- Consequences for Bullying:
 - Verbal warning from the administration
 - Written warning to the student and parents
 - Suspension or permanent removal from the bus service

Students wishing to change their drop-off point must present a permission slip signed by the Principal or authorized staff.

Responsibilities of Parents

- Instruct students on bus rules and the importance of good conduct.
- Do not engage drivers in discussions or confrontations.
- For concerns or disciplinary notices, contact the Office Secretary directly.
- Support safe transportation by reinforcing respectful and responsible behavior.

The safety and efficiency of our college transportation service depend on partnership and cooperation between the college, parents, and students.

TRANSPORTATION CONSENT FORM

I, Ms./Mr. _____ S/o or D/o _____,
studying in Year _____, Course _____, for the academic year _____,
hereby declare the following:

- I intend to avail the college-provided transportation facility.
- I have read and understood all the enclosed “*Terms and Conditions for Availing Transport Facility (2025–2026)*” and agree to abide by them in full.
- I have explained these rules and regulations in an appropriate manner to my parents/guardian, and they have fully understood the same.
- I am aware that non-compliance with any of the transportation rules may lead to termination of my transport privileges, as per the discretion of the college management.
- I also understand that the amount paid towards the transportation facility is non-refundable under any circumstances.
- If any transport fee is pending, I undertake to clear all dues for the current academic year without delay.

Signature of the Student: _____

Name of the Student: _____

Contact Number: _____

Date: _____

Signature of the Parent/Guardian: _____

Name of the Parent/Guardian: _____

Contact Number: _____