



**Transport Rules & Regulations Policy**  
**Rules & Regulations**

**1. General Guidelines:**

- a. All students, faculty, and staff members of the R P Sarathy Institute of Technology must adhere to the following rules and regulations while using college transport facilities.
- b. The transport services are provided solely for commuting to and from the college campus.
- c. Any violation of the rules and regulations may result in disciplinary action and/or expulsion from utilising Transport facilities.

**2. Eligibility:**

- a. College transport facilities are available to all registered students, faculty, and staff members of R P Sarathy Institute of Technology.
- b. Students must possess a valid college ID card and Valid Transport ID Card which must be produced upon request.
- c. Students must have paid the required transport fee for availing the services.
- d. Only Students who accept to pay the Transport Fees applicable for the whole year are eligible to avail the Transport Facilities at the college.

**3. Route and Timings:**

- a. The college transport facilities will operate on predefined routes and timings, which will be communicated to all users.
- b. Students and staff members are advised to arrive at the designated pickup points at least 10 minutes before the scheduled departure time.

- c. The college transport services will strictly adhere to the prescribed timetable, and no request for delays or route deviations will be entertained.
- d. Any changes in the routes or timings will be communicated in advance through official channels such as the Transport Notice Board.

4. **Conduct and Discipline:**

- a. Students must maintain discipline and decorum while using the college transport facilities.
- b. Any form of misbehavior, including but not limited to, smoking, consuming alcohol, using foul language, or damaging the transport vehicles, will not be tolerated.
- c. Students must comply with the instructions given by the transport staff, including the driver and the conductor.
- d. Loud conversations, unruly behavior, playing of music, dance etc. or causing disturbances inside the transport vehicles are strictly prohibited.
- e. Any misconduct reported by the Transport Staff or Faculty will be taken seriously and may result in the expulsion from using transport facilities as the case may be.

5. **Safety and Security:**

- a. All students, faculty, and staff members must follow the safety guidelines provided by the college transport department.
- b. Students should not indulge in any activity that distracts the driver, such as playing loud music or causing unnecessary noise etc.
- c. Carrying hazardous or flammable substances, weapons, or any illegal items is strictly prohibited.
- d. Students should report any suspicious activities or unattended items to the transport staff immediately.

6. **Boarding and Alighting:**

- a. Students must board and alight from the transport vehicles only at the designated stops.

- b. Students must board and alight from the transport vehicles only at the stop that has been mentioned in the application form during registration for availing transport facilities.
- c. If the student wishes to make a change in the boarding or alighting point, a formal letter addressed to the transport staff must be written with permission given by the principal. The change of stop will only be approved for the students who have got written permission authorised by the Principal.
- c. Students should maintain a queue while boarding or alighting to ensure an orderly process.
- d. Rushing towards or away from the transport vehicles is strictly prohibited and may result in accidents.
- e. In case of an emergency, students should follow the instructions given by the transport staff.

**7. Loss or Damage:**

- a. Any loss or damage caused to the college transport vehicles or property due to the negligence of students will be subject to appropriate penalties/breakages/fines etc.
- b. Students should refrain from tampering with any equipment or settings in the transport vehicles.
- c. Any damage caused to the transport vehicles must be reported immediately to the transport staff.

**8. Complaints and Grievances:**

- a. Students can report any complaints or grievances related to the college transport services to the designated authority within R P Sarathy Institute of Technology in written form.
- b. All complaints will be investigated, and appropriate action will be taken.
- c. Students should provide accurate details and any supporting evidence while filing a complaint.

**9. Suspension of Services:**

- a. The college transport services may be suspended temporarily or permanently due to unforeseen circumstances or operational requirements.
- b. In case of any suspension or changes in the transport services, the students and staff members will be informed in advance through official channels.

**10. Amendments to Rules and Regulations:**

- a. The college reserves the right to amend or modify these transport rules and regulations as deemed necessary.
- b. Any changes will be communicated to all users through official channels, such as notice boards or college communication platforms.

**11. Transport Fees:**

- a. Students availing the college transport services must pay the prescribed transport fees within the specified timeframe.
- b. Students who are willing to avail the transport facilities must pay the fees applicable annually. No Day Fees, month fees, semester fees etc. will be entertained.
- c. There will be no refund of fees, if any student is willing to discontinue from using the transport facilities after the commencement of the Academic year.
- d. If there is a change in boarding point applied by the student, then the higher fees between both the boarding points will be considered as the Transport Fees applicable for that year.
- e. Failure to pay the transport fees within the prescribed time may result in the suspension of transport services availed by the Student.
- f. Students who have availed the Transport facilities but have failed to pay the transport fees within the prescribed time/ have been suspended from using the Transport facilities will definitely have to pay the Transport Annual Fees. Fees will not be calculated partially/ for the no of days/months used.

- g. The Management reserves the right to change or modify the Transport Fees /Boarding Points etc. which will be communicated through all official communication channels of the college.
- h. If any student wishes to avail the Transport Facilities after the commencement of the Academic Year or in between the Academic Year/ Semester, then the fees applicable to be collected is the Transport Annual Fees. Fees will not be calculated partially/ for the no of days/months used.

**12. Transportation of Personal Belongings:**

- a. Students are responsible for their personal belongings while using the college transport services.
- b. The college is not liable for any loss or damage to personal belongings during transit or otherwise.

**13. Breakdowns and Emergencies:**

- a. In case of a breakdown or any emergencies during the journey, students should remain calm and follow the instructions given by the transport staff.
- b. The transport staff will make necessary arrangements for alternative transport or assistance, if required.

**14. Prohibited Actions:**

- a. Consumption of food or beverages inside the transport vehicles is not allowed.
- b. Spitting, littering, or defacing etc. the transport vehicles or any public property is strictly prohibited.
- c. Engaging in any form of harassment, bullying, or misconduct towards fellow passengers or transport staff will not be tolerated.

**15. Transport Department Authority:**

- a. The transport department of R P Sarathy Institute of Technology has the authority to enforce and interpret the transport rules and regulations.

- b. Any decision made by the transport department regarding violations or disputes will be final and binding.

**16. Dress Code:**

- a. Students should adhere to the college's dress code policy while using the college transport services. Students must be dressed neatly and should not wear any form of clothing which is obscene/provocative Etc.

**17. Communication and Updates:**

- a. All important information, updates, or changes related to the college transport services will be communicated through official channels, such as notice boards, college websites, or college communication platforms.

**18. Respect for Public and Private Property:**

- a. Students should respect public and private property while using the college transport services.
- b. Vandalism or any act that causes damage to public or private property will be treated as a serious offense.

**19. Alcohol and Drug Policy:**

- a. Consumption, possession, or distribution of alcohol or illegal drugs inside the college transport vehicles is strictly prohibited.
- b. Any student found violating this policy may face disciplinary action.

**20. Endorsement of College Policies:**

- a. By using the college transport services, students and staff members acknowledge their agreement to abide by the college's overall policies and code of conduct.

**21. Rights of Admission to the Transport Facilities are Reserved.**

- a. The Management reserves the right to change, modify, add or remove wholly or partly any rule and/or regulation that forms a part and parcel of this Transport Rules & Regulations Policy.
- b. The Management reserves the right to Admit Students/ Staff to utilize the Transport Facilities at the College. Utilization of Transport Facilities cannot be claimed as a matter of right by any member.

**Declaration:**

I hereby declare that i have read and understood all the Rules and Regulations mentioned in the Transport Rules & Regulations Policy. I have also understood these Rules in my Native Language which is \_\_\_\_\_.

I hereby accept to all the rules & Regulations mentioned in the Transport Rules & Regulations Policy. I request the Management to consider my application to avail the Transport Facilities at R P Sarathy Institute of Technology.

**Student Name:**

**Father/Mother Name:**

**Student Signature:**

**Father/Mother Signature:**

**Student Mobile No:**

**Father/Mother Mobile No:**

**Date:**

**Date:**

**R P Sarathy Institute of Technology**  
**Poosaripatty (Po), Salem (Dt)**

**Transport Request form**

<b>Name of the Student</b>				<b>Academic year</b> <b>2023-2024</b>	
<b>Register No.</b>					
<b>Department</b>					
<b>Year/ Semester</b>					
<b>Student's mobile number</b>			<b>Parent's / Guardian's Mob. No.</b>		
<b>Are you willing to avail college transport facility</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Stamp size photo enclosed</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Boarding point with address</b>					
<b>Blood group</b>					

**Declaration:**

I hereby declare that I have read and understood all the rules and regulations mentioned in the Transport Rules & Regulations Policy which is available in the college website ([www.rpsit.ac.in](http://www.rpsit.ac.in)). I have also understood these rules in my native language which is \_\_\_\_\_.

I hereby accept to all the rules & regulations mentioned in the Transport Rules & Regulations Policy which is available in the college website ([www.rpsit.ac.in](http://www.rpsit.ac.in)). I request the Management to consider my application to avail the Transport Facilities at R P Sarathy Institute of Technology.

**Student Signature**  
**with date** :

**Father/Mother Signature**  
**with date** :

**For Office use only**

Sl.no. of bus pass issued :

Boarding point allotted :

Bus No. allotted :

Amount :

**Transport I/C**

**Accountant**