

Government of Odisha
Commerce & Transport (Transport) Department

RESOLUTION

No. LC-TR-01/2016 6395 /T., dated 21/08/2016

SUBJECT: POLICY ON TRANSPORT OF SCHOOL CHILDREN- 2016.

1.0 PREAMBLE:

Safety of the school children continues to remain a major challenge and cause for deep concern to every parent in India. Keeping this in view, it is felt that a comprehensive Policy on transport of school children should be framed in the State.

2.0 VISION:

Policy adheres to the safety standards prescribed by the authorities from time to time. It involves the Transport Department, Police, Educational Authorities, School Authorities, Parents Associations and the N.G.Os to ensure that safety of school going children is given prime importance and is not compromised in any situation.

The policy shall act as a guide in times to come and would instill in minds of the parents a strong belief that lives of their children would be safe and secure at every moment during commuting.

3.0 OBJECTIVES:

The policy shall:

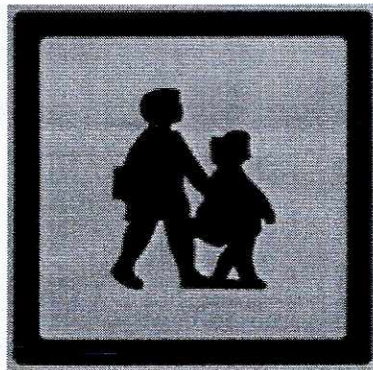
- Propose a suitable framework for ensuring safety of school children by adopting and integrating best practices in other States;
- Seek the involvement of both Government and Non-Government bodies and personnel for its smooth implementation;
- Devise an inbuilt mechanism for frequent evaluation and delivery assessment.

4.0 REQUIREMENTS & IMPLEMENTATION STRATEGIES:

1. Standard Requirements of school buses/vehicles:

(1) Identification:

- It shall be mandatory for all school buses to have an external colour of Golden Yellow. This colour shall be as per IS-5-1994.(as amended from time to time)
- On all sides of the bus below the window level, a 150mm wide band of Golden Brown colour shall be provided.
- The inscription “ School Bus” shall be painted in the front and rear top of the school bus in bold and visible letters in case it is owned by the school; if the bus is a hired one ,then the inscription “On School Duty” shall be clearly indicated.
- Following diagram of rectangular size 40 cm x 30cm shall be painted in Golden Yellow colour with black back-ground on both the exterior sides in the front and rear bottom of the school bus .



- On the left rear side of the School Bus, particulars of name and address of the School, contact phone number, mobile phone number etc. shall be printed.
- Name of the School shall be written horizontally in a conspicuous manner at top of the front and rear ends and on both sides of the School Bus .
- In the rear right side of the School Bus, contact numbers of the Bus in-charge, Administrator of the School, local Regional Transport Officer and Police authority of the School Level Transport Committee should be printed. A separate e-mail ID shall be created and displayed for registering the complaints.

(2). **Construction & Maintenance of School Buses.**

- **Type of Body:-** Every School Bus shall be semi- salon type with steel body and no vehicle shall be covered with canvass hood/roof.
- **Entrance-cum-exit:** In every School bus, there shall be one entrance-cum-exit in the front left side. Hand -rails shall be fixed firmly along the steps in the front door. It shall be provided with a suitable door.
- **Doors:-** In every School Bus, the door for the entrance-cum-exit shall be well maintained to ensure safe locking and unlocking ; the doors must always remain closed when the bus is in motion.
- **Foot Board:-** In every School Bus, first step of the foot board shall be at a height not exceeding 300 mms and not less than 250 mms from the ground level and all steps shall be fitted with non-slip treads. In case the School Bus is used exclusively for conveyance of the differently abled students, the steps shall be suitably amended to suit their convenience.
- **Driver's Cabin:-** In every School Bus, grilled partition shall be provided to separate driver cabin.
- **Seats:-** In every School Bus, all the seats shall be firmly fixed to the floor board by bolts or studs and nuts and fastened by some efficient device to the floor board so as to prevent from coming loose. All seats other than the ones facing the passenger step well shall be forward facing.
- **Bag racks:-** In every School Bus suitable grilled provision shall be made for bag racks under the seat for keeping things of the students. The racks shall be of dimensions not less than 350 mm depth, 500 mm width and clear height of 300 mm.
- **Floor Board:-** In every School Bus, the floor boards shall be so fitted as to exclude dirt and dust. If any part of the floor board caves or weakens, no patch work shall be done. Instead, the entire length and breadth of that stretch of the floor board shall be replaced by new floor board.

- **Windows:-** Every School Bus shall be provided with windows on each sides of size not less than 55 cms x 70cms.
- **Window grill:-** In every School Bus, three horizontal steel bars shall be fixed on the bus exterior along the windows in such a manner that the distance between adjoining bars does not exceed 5 cms.
- **Emergency Exit:-** Every School Bus shall be fitted with an emergency exit door at the rear right side or at the rear wind screen with quick release latches mechanism which can be operated from inside and outside of the Bus.
- Emergency exit shall be in the form of a frame fixed with a toughened glass with dimensions of 160 cmsx120 cms or in the form of a door hinged at the top, capable of being operated both from inside and outside. The words "EMERGENCY EXIT" shall be prominently inscribed in red colour on a white background inside and outside of the emergency exit.
- **Reflecting Tape:-** Every School Bus, shall have retro reflecting marking as specified in Rule 104 of the Central Motor Vehicle Rules, 1989.
- **First Aid Box:-** In every School Bus, a first aid box containing medicines / equipments as specified under the Motor Vehicle Rules shall be provided and replaced periodically.
- **Fire extinguisher:-** In every School Bus, two fire extinguishers of ABC type having a capacity of 2kg each bearing ISI mark shall be properly mounted; one in the driver's cabin and other near emergency door of the bus.
- **Fitment of Speed Governor:-** In every School Bus, a tamper-proof speed controlling device (Speed governor) conforming to standards prescribed under Rule 118 of C.M.V. (A) Rules, 1989 shall be fitted.
- **Blood Group & Contact Number:-** Every school bus shall carry information of each student indicating the blood group and contact number for any emergency.

- **Fumigation & Cleaning:-** Fumigation of the buses must be done on regular basis to avoid mosquitoes/pests. Body and interior of the bus must be cleaned regularly. Air freshener must be provided in each bus. No hazardous material shall ever be stored/carried in the bus.
- **Installation of GPS Unit:-** Every school bus shall be equipped with a GPS Unit that allows the school and parents to track location of school buses in real- time. Parents can use the free “where is my school bus” app on- line to locate the child’s bus when it is on the road. One Transportation Hot line number (Toll free) shall be developed by Transport Commissioner, Odisha. A real time video transmission through telecom network service i.e. 3G or 4G may be adopted.
- **Safety:-** When the entrance door or one of the emergency exit is open, the bus should be incapable of movement. The driver should get an indication of the doors being open by means of flashing light/ buzzer or other suitable means.

2. Statutory requirements :

(1) Permit:

- No School Bus shall be used in any public place, whether or not such vehicle is actually carrying any student, without obtaining necessary permit from the appropriate authority under Section 76 of Motor Vehicles Act, 1988.
- School Bus shall have valid insurance, fitness certificate, valid road permit, PUC certificate as prescribed under Motor Vehicles Act, 1988.
- School Bus shall be registered in name of the School and not in the name of Trust or Society running the School except in case of hired buses.

(2) Sitting Capacity:

- Under no condition, overloading of vehicles is permissible. The number of children in the Bus shall normally be restricted to its seating capacity. But, if the age of school children is below 12 years, the number of children carried shall not exceed 1 ½ times of permitted seating capacity. Children above 12 years shall be treated as one person.

3. Qualification and duties of driver of School Buses:- No person shall drive or no School Authority shall allow any person to drive any School Bus unless such person possesses the qualifications and satisfy the conditions as below:-

- He must have a valid Driving License to drive such class of vehicle.
- He must have a minimum driving experience of at least 5 years in similar category of vehicle;
- He should not have been fined more than twice in a year for offences like red light jumping, violation of lane discipline or allowing unauthorized person to drive etc.;
- He should not have been ever challaned /fined for the offences of over speeding, drunken driving and dangerous driving resulting in fatal accident;
- He should undergo driving skill test before the School Level Transport Committee once in a year. He should also undergo eye test at that time;
- The driver must maintain a log book. He must point out any defect noticed while driving the School Bus on day to day basis and also he must ensure that the defects noticed in the log book are certified and mentioned in the log book;
- While on duty, he should be in a uniform as decided by the School Level Transport Committee. He should also display on his left chest pocket a white plastic plate of size 8 cms x 2cms inscribed with his name in bold black letters of size 0.5cm both in English and Odia with badge number;
- He shall not drive the School Bus in contravention of the speed limit prescribed;
- He shall carry the authorization issued by the School Authority in form of AVT prescribed under rule 12 of the Odisha Motor Vehicles Rules, 1989 and certified by the Regional Transport Officer;
- Utmost care should be taken by the driver of the School Bus to follow the Rules of Road Regulations, 1989 as notified in the Govt. of India Notification No. S.O. 439(E) dated 12.6.1989.

4. Duties and responsibilities of the Attendant in School Buses:-

- In every School bus, there shall be an attendant while transporting students. He should possess valid conductor license granted under the Odisha Motor Vehicles Rules, 1993;
- Attendant shall not be less than 21 years of age and not more than 50 years of age.
- Attendant should be adequately trained to handle young children to attend to their needs and ensure their safety while travelling in the School Bus;
- On return journey from school, attendant shall properly hand over the children to the parent or to the authorized person at the bus stop where the child gets down.
- At the School Bus stops, attendant shall first get down from the bus, stand outside the bus near the steps, help the students to embark and disembark safely .
- In case, School Bus is carrying girl students exclusively, there shall be a female attendant in the School Bus.

5.0 School Bus Transportation by Private Services:-

- Schools which are engaging buses on contractual/ hire basis shall abide by the stipulations as applicable to the buses owned by school as mentioned above. Besides, the schools shall enter into a Common Standard Agreement (CSA) to be executed on Rs.100/- Non Judicial Stamp paper as per Schedule-A annexed hereto. Schools need to follow the guidelines as stated below while executing such agreement.
 1. Transporters/ Contractors shall give an undertaking to empower the School to enforce such conditions and terms it may deem fit, regarding safety and security of the Students as per CSA.
 2. School will take reasonable care in selecting the transport Contractor and in ensuring that the vehicles and drivers are of good standards.
 3. Responsibility or liability for any negligence or breach of duty shall rest with the Contractor/driver or conductor.

4. CSA shall be available for inspection by the parents/ guardians with prior appointment of the Bus Administrator of the School.

S.01. Other Smaller Vehicles:-

In case of any other type of vehicle that are to be used for transportation of school children, safety standards as applicable to such vehicle should be strictly enforced. Vehicles such as Auto-rickshaws, Omni & EECO (Maruti Suzuki), Tata magic (Tata Motors), Bolero (Mahindra & Mahindra) and all other similar type of vehicle (used as School Van) must adhere to the following safety standards.

- i) Hangers to hold.
- ii) Safety grills.
- iii) Speed Governor
- iv) First Aid Box
- v) Fire Extinguisher

Besides, at a conspicuous place in the front and back side of such vehicles 'school van' 'on school duty' must be written. Number of children in such vehicles shall be restricted to its seating capacity. All other guidelines as applicable to the school bus policy shall be scrupulously followed.

6. Formation of Exclusive Parent Teacher Association (PTA):-

- As regards the operation and maintenance of the School Buses, concerned parents should have a major say. In order to enable such parents to make any representations with regard to conduct of the drivers and attendants, maintenance of School Buses and safety of the students, an exclusive Parent Teacher Association(PTA) headed by the Principal/Headmaster with concerned parents as members shall be formed in every school.
- PTA shall meet once in a month. Views, suggestions and complaints made by the parents should be duly considered and recorded by the Principal/Headmaster. On the same day, minutes of the meeting should be sent to the School Level Transport Committee.

- Principal/Headmaster shall convene the Transport Committee meeting on the same day to consider representations received from the Association and take necessary action to redress the issues.

7. School Level Transport Committee:-

(1) Constitution:- Every School shall have a School Level Transport Committee to look into the matters pertaining to safe transportation of the school children. Committee shall be headed by the Principal/ Head Master/ Head Mistress of the School and consist of the following members namely:-

- Police Official not below the rank of Sub-Inspector of Police of the area concerned.
- An official from the Educational Authority concerned.
- Motor Vehicles Inspector of area concerned.
- A representative from the Parent Teacher Association (PTA).

(2) Functions:-

- Committee shall meet at least once in a month on the same day on which the meeting of the Parent Teacher Association is held. It shall discuss the matters pertaining to safe transportation of the school children and evolve suitable plan of action. It shall verify the documents relating to School Buses, viz, Certificate of Registration, Certificate of Fitness, Certificate of Insurance, Permit, Pollution Under Control Certificate, Driving License and ensure the provision of Fire Extinguisher and First Aid Kit.
- Committee shall send a report to the District Level Inter-Departmental Committee for necessary action.

8. District level Inter-Departmental Committee:-

(1) Constitution: There shall be a District Level Inter-Departmental Committee to discuss and decide on the issues pertaining to safety of the children and their transportation. Committee shall be constituted under the Chairmanship of District Collector with following officials as members:-

- Regional Transport Officer (Member- Secretary-Convener)
- Deputy Superintendent of Police
- Dist. Educational Officer

- Motor vehicles Inspector.

(2) Functions:-

- Committee shall meet once in three months and evolve an action plan to conduct inspection of School Buses either in the premises of the school concerned or in such other places as decided, to ensure that School Buses comply with the provisions outlined in the Policy.
- Committee will constitute a flying squad to enforce provisions of this policy and the conditions of permit specified in Section 84 of the Act and exercise the powers under section 207 of the Act.
- Programme of inspection shall be decided in such a manner that a particular School Bus is inspected by the committee at least once in a year.
- Committee shall verify log book of the School Bus to confirm whether defects pointed out by the driver are rectified.
- Committee shall have power to recommend to suspend or cancel the fitness certificate under relevant rule of the Odisha Motor Vehicles Rules, 1993 and impose other penal actions under provisions of the Act.
- Based on the Committee's report, Regional Transport Officer shall take action to suspend or cancel the fitness certificate under rule 121 of Central Motor Vehicles Rules, 1989 and impose other penal action under provisions of the Act.

By order of Governor

CRC & Special Secretary to Government.

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Memo No 6396 /T. dated 31/08/2016

Copy along with its soft copy forwarded to the In-charge, Gazette Cell, C & T (Commerce) Department with a request to publish this notification in the extraordinary Odisha Gazette and to provide 100 copies of the same to this Department for record.

Memo No 6397 /T. dated 31/08/2016

Joint Secretary to Govt.

Copy along with its soft copy forwarded to Head, State Portal Group, I.T. Center, Secretariat with a request to host the Resolution in the website.

Memo No 6398 /T. dated 31/08/2016

Joint Secretary to Government

Copy forwarded to all Departments/ All Heads of Departments/ Secretary, OLA, Bhubaneswar/ Registrar, Orissa High Court, Cuttack/ T.C. Odisha, Cuttack / P.D. NHAI, Bhubaneswar/ D.G. & I.G. of Police, Odisha, Cuttack./ G. M. OSRTC, Bhubaneswar/ Chief Engineer, N.H. Odisha, Bhubaneswar/ Chief Engineer, Road, Odisha, Bhubaneswar/ All Deputy Commissioners, Cuttack/ Berhampur/ Sambalpur/ All RTOs for information.

Memo No 6399 /T. dated 31/08/2016

Joint Secretary to Govt.

Copy forwarded to the Ministry of Road Transport & Highways, Deptt. of Road Transport, Govt. of India, New Delhi for information.

Memo No 6400 /T. dated 31/08/2016

Joint Secretary to Govt.

Copy forwarded to the P.S. to Chief Minister, Odisha/ P.S. to Minister, C & T. Odisha/ P.S. to Chief Secretary, Odisha/ P.S. to DC-cum-ACS/ Sr. PS to Principal Secretary, C & T. Department / Sr. P.S. to CRC & Special Secretary, C & T Department for kind information and necessary action.

Memo No 6401 /T. dated 31/08/2016

Joint Secretary to Govt.

Copy forwarded to Secretary, Committee on Road Safety, Supreme Court of India, New Delhi for kind information.

Memo No 6402 /T. dated 31/08/2016

Joint Secretary to Govt.

Copy to Sri N.C. Lenka, ASO, O.E. Section with a request to host the Resolution in the Department website/ Guard File (10 copies).

Joint Secretary to Govt.