



PICT Model School

Mahalunge – Balewadi Pune

2nd Transport Committee Meeting 2023-24

MINUTES OF MEETING

Date: 21st August 2023

Time: 10:00 am

Venue: School Board Room

Attendees:

1. Dr. Pampa Chaudhuri – Director Principal
2. Mrs. Abira Mishra- Principal
3. Mr. Suresh Sable – Center Head of Zilla Parishad Educational Department (Mulshi)
4. Mr. Ganesh Mane – Police Sub Inspector, Hinjewadi-Traffic Division (PSI)
5. Mr. Lalit Desale - RTO Inspector
6. Mr. Pawan Singh – Parent Representative
7. Mr. Sudeep Shinde - Transport Service Provider and Owner of Sudeep Logistics Pvt. Ltd.
8. Mr. Vishal Sawant - Transport In-charge of PICT Model School
9. Mr. Arun Chavan - Transport Manager of Sudeep Logistics Pvt. Ltd
10. Mr. Anil Shinde - Operation Head of Sudeep Logistics Pvt. Ltd

Agenda:

1. Review the status of transport safety at PICT Model School.
2. Review of updates in transport rules from the RTO office.
3. Exchange ideas and share information to strengthen our transport service.
4. Any other point with the consent of the members.

Welcoming the Members of the Meeting:

Dr. Pampa Chaudhuri, the Director Principal, welcomed all the members to the Transport Committee Meeting of 2023-2024. She introduced herself and requested all other members to introduce themselves present at the meeting. She then introduced the School Transport Team and Mr. Sudeep, the owner of Sudeep Logistics Pvt. Ltd and the Transport Service Provider of PICT Model School. Further, she requested Ms. Abira Mishra, the Principal, to take over the agenda of the meeting.

1. The Principal highlighted the following protocols and preparedness which are in place on campus:

- 1.1** All 49 school buses are being specially designed for school purpose, painted yellow having school branding and emergency contact numbers.
- 1.2** The buses are well equipped with Seat Belts, Emergency Exit Door, Fire-Extinguisher, First-Aid Box, Hand Sanitizers, Panic Button System, GPS Tracker and Cameras.
- 1.3** All the buses have speed governors.
- 1.4** The bus drivers have undergone police verification and relative statutory papers have been documented as per the RTO norms and recruitment process of PICT Model School.
- 1.5** In case of replacements of drivers, the new driver is allowed in the campus only after all statutory compliances have been completed. The route is assigned to the new driver after 5 days of dry run to get acquainted with transport rules of the school, the designated stops, the leaners and the staff travelling in the bus.
- 1.6** All routes have a designated Bus Drivers and a Lady Bus Attendants. In case of absence of a driver, one of the supervisors take charge of the route.
- 1.7** There are 3 supervisors assigned for every 10 buses. Replacement of a driver in case of absenteeism is done by the Supervisor.

1.8 All students in the bus are instructed to wear seat belts before the bus starts and while on move. Designated lady attendants are well trained and accompanies the learners during the trip.

2. The Principal of the School added the following:

2.1 The GPS of the buses is monitored using the GPS Tracker App while all the cameras are checked on a daily basis. A random monitoring for specific routes is done and documented by the Transport Managers, Mr. Vishal and Mr. Arun. The Leadership Team checks and endorses the same regularly.

2.2 Daily check and report on the bus maintenance, cleanliness and bus functionaries is given by the Transport Managers to the Leadership Team.

2.3 She mentioned about her and Mr. Vishal Sawant the transport in-charge's presence in school until the arrival of the last bus and dispersal of the student been done in the campus.

2.4 All buses have Fire Extinguishers, and the Drivers are trained to handle the extinguishers.

2.5 School transport policies are mentioned in our school diary. Educators too are instructed to administer all the school transport policies regulated for the safety and security of the travellers and themselves.

Mr. Lalit Desale, RTO Inspector, advised Mrs. Abira Mishra, the Principal, to conduct fire drills with all the drivers and lady attendants every six months so that they are ready to handle emergencies. should know how to use the same. He enquired with Mr. Sudeep, the Service Provider, about the status of checking on operations of emergency doors. Mr. Sudeep informed them that the same is checked twice in every month to which Mr. Lalit Desale advised them to check it on weekly basis especially for the older buses. Mr. Sudeep assured to do the same accordingly.

3. The Director Principal mentioned about the trainings given to the staff:

3.1 The briefing meeting for all drivers and lady attendants is conducted on every Friday by the Transport Department. Every minor and major incident is recorded in the register and reported to the Leadership Team.

3.2 The minutes of the Friday Meetings is written in Marathi Language which are read and are signed by all the drivers and lady attendants, Transport Managers, Supervisors and the Leadership Team.

3.3 Fire Safety Training and Drill is conducted by Sudeep Logistics Pvt. Ltd. once in a year for all the drivers and lady attendants.

3.4 First Aid training is conducted by the PICT Model School in coordination with the experts of their Health Partner - Jupiter Hospital, once in a year for all the drivers and lady attendants.

3.5 First Aid boxes are checked by the designated paramedic staff who has been appointed from the Jupiter Hospital.

- Mr. Lalit Desale, RTO Inspector, mentioned that it is mandatory to have a lady attendant in the school bus for girls. All lady attendants must take rounds in the bus enroute to and from the school campus. He also proposed to visit the School Training Drill during the Road Safety week which happens once in a year. The proposal was well received and accepted by Dr. Pampa Chaudhuri, Director Principal.
- Mr. Ganesh Mane, the Police Sub Inspector (PSI) appreciated the Transport Management done by the School and School Transport Team. He introduced new types of insurances of the school bus and enquired with the Transport Service Provider about the type of insurance buses have. Mr. Sudeep, the Service Provider mentioned about the insurances and updates were given relatively.
- Mr. Suresh Sable, ZP Officer advised the vendor that medical checkup needs to be done in every 6 months of all drivers, especially the eye checkup. He read out the Transport Rules and Regulations Norms given by the Education Ministry for Transport and enquired if it was followed accordingly as per the circular starting with the ID cards being mandate for all the drivers. He also told that there should be no music system installed in the bus. And Lady attendant should not give any food to the student passengers. Learners must be dropped and picked up from their designated stops only. No deviation from the designated stops is allowed to which Dr. Pampa Chaudhuri, the Director Principal assured that all the norms & regulations are being followed from the inception of the school and no compromise is done at any cost regarding the same. She added that the emergency numbers are pasted in the school bus to access in case of any incident. Also,

that the school educators travel too in the bus who monitor the safety and security of the learners at all times. The learners are given designated stops and are dropped off only at their designated stops no compromise.

4. The Director Principal and the Principal shared the following:

4.1 The daily traffic challenges faced due to metro construction beside the Balewadi Stadium.

4.2 The major traffic congestion in places like Radha Chowk and Bhumkar Chowk at that time.

4.3 Requested the Police Sub Inspector to open the under-pass near Surya Hospital during the dispersal timings for one hour or two and allocate at least one personnel to be present for assistance.

Mr. Ganesh Mane, the PSI, assured that he will recommend posting of two warden guys at underpass, opposite to the Surya Hospital during the dispersal timings for one hour.

Dr. Pampa Chaudhuri requested Mr. Ganesh Mane for a procedure to help in road widening from School Gate Number 1 through the Mahalunge village so that school buses move easily from the road due to congestion and traffic as it is a one-way road. Mr. Ganesh Mane advised the school to submit the letter from the school in this regard to the local MLA. And assured they will help the school in this regard. Dr. Pampa Chaudhuri requested Mr. Sudeep Shinde to assist school and discuss the same with the local MLA in this regard.

Mr. Lalit Desale assured to visit again in the month of January for safety training to the driver as well as lady attendants.

Ms. Abira Mishra opened the floor for discussion and requested the members for suggestions to improvise the transport services of the school.

Mr. Ganesh Mane and Mr. Lalit Desale appreciated the school's transport facilities, traffic management and safety and security policies of the school.

Vote of Thanks

There being no other agenda, the meeting ended with a vote of thanks by the Ms Abira Mishra, the Principal to all the members present in the meeting and sharing their valuable inputs post which the Dr. Pampa Chaudhuri, the Director Principal requested Mr. Vishal Sawant, the Transport In-charge to open the school buses for inspection and feedback from the officials.

After the meeting, bus inspection was conducted by all the officials with special checks on the functioning of emergency doors, panic buttons, cameras, and first aid boxes.

The RTO Inspector and PSI checked all the above equipment in the bus.

Observing all the safety measures in the bus, the RTO Inspector and Police Sub Inspector appreciated the school and suggested to maintain the same quality of services.

The officials and the other invitees left the campus at 11.15 am.

Submitted By-

Mr. Vishal Sawant
Transport Incharge



Pune, MH, India
Mahalunge, Pune, 411045, MH, India
Lat 18.581857, Long 73.757752
08/21/2023 11:09 AM GMT+05:30
Note : Captured by GPS Map Camera



Pune, MH, India
Mahalunge, Pune, 411045, MH, India
Lat 18.581857, Long 73.757752
08/21/2023 10:38 AM GMT+05:30
Note : Captured by GPS Map Camera



Pune, MH, India
Mahalunge, Pune, 411045, MH, India
Lat 18.581550, Long 73.757722
08/21/2023 11:12 AM GMT+05:30
Note : Captured by GPS Map Camera