PICT Model School

Mahalunge – Balewadi, Pune

Second Transport Committee Meeting 2026-2027

MINUTES OF THE MEETING

Day and Date: Tuesday, 8th September 2026

Time: 10:00 am to 11.00 am

Venue: Board Room, PICT Model School

Attendees:

1. Dr. Pampa Chaudhuri – Director Principal
2. Mrs. Abira Mishra- Principal
3. Mr. Shankar Mandve- Block Education Officer, Aundh, Pune
4. Mr. Anis Bagwan- RTO Inspector, Pune
5. Mr. Prashant Shinde- Assistant Sub Inspector, Traffic Division, Bavdhan
6. Mrs. Nandini Saraf- Parent Representative of PTA
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. Aakash Baravkar- Transport Manager of Sudeep Logistics Pvt. Ltd
10. Mr. Sharad Pawar- Transport Team In-charge 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 services.
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 Second Transport Committee Meeting of 2026-2027. Mr. Vishal Sawant introduced the Director Principal and Principal to the members present at the meeting. Mr. Vishal also introduced the other members present.

Dr. Pampa Chaudhuri, the Director Principal, initiated the meeting by highlighting the importance of the Transport Committee meeting for the safety of all stakeholders. She then presented the agenda to the members.

1. Review of Transport Safety at PICT Model School

The Director Principal and the Principal shared the following protocols and measures taken to ensure the safety and efficiency of school transport operations:

- The school operates a fleet of 50 buses designated exclusively for school use. All drivers and lady attendants are thoroughly trained, undergo police verification and complete the necessary statutory documentation as per RTO norms. No driver is allowed on campus without completing this documentation process.
- Each route has a designated bus driver and a lady attendant who strictly adhere to the school bus rules as outlined in the school diary.
- Random breathalyser tests are conducted for drivers to enhance road safety.

- All buses are equipped with essential safety features, including seat belts, emergency exit doors, fire extinguishers, first-aid boxes, hand sanitizers, speed governors, panic buttons, GPS trackers, and CCTV cameras.
- Bus drivers and lady attendants are regularly trained to ensure learners are handed over only to authorized persons presenting a valid escort card, which includes a photograph of the person collecting the child. The school changes the colour of escort cards annually to prevent misuse. If the escort card is forgotten, the student is brought back to campus, and the parents pick up the student from school.
- The school issues two types of escort cards: Original and Duplicate. The school does not provide new cards to any parent beyond these. Without the verification of escort cards, students are not handed over to the parents or guardians.
- Students above Grade 6 are allowed to travel alone only after submitting a parental undertaking.
- Students and educators are picked up and dropped off only at their designated stops. No deviation from these stops is permitted.
- Students must wear seat belts before the bus starts and remain seated throughout the journey. Lady attendants ensure discipline and safety on board.
- Transport policies are detailed in the school diary.
- The GPS of all buses is continuously monitored through a GPS Tracker App. Cameras are checked daily and documented by Mr. Vishal.
- Regular mechanical fitness checks are performed by an on-campus mechanic using a comprehensive checklist.
- Weekly meetings for all drivers and lady attendants are conducted every Friday by the Transport Department. Minutes of the Meeting (MOM) are recorded in Marathi, read, and signed by all the staff members. All incidents, minor or major, are documented in a register and reported to the Principal.
- A health check-up camp is organised by the school in association with its health partners for all drivers on campus to monitor BP and eye issues.
- All drivers and support staff receive training and guidance in Marathi regarding POCSO and POSH laws from Adv. Ishan Kolhatkar, an expert in this domain, followed by an interactive question-and-answer session.
- A WhatsApp group exists for all transport members to facilitate quick communication and instant resolutions. For example, the absence of a driver or lady attendant, traffic conditions on the road that affect the movement of buses and the absence of a teacher on the bus are promptly communicated in this group.

2. <u>Review of Updates in Transport Rules</u>

The Director Principal briefed the members on the latest updates and compliance measures related to transport safety:

- The school strictly follows all rules and guidelines issued by CBSE. Various committees, including POCSO, POSH, and the Sakhi Savitri Committee, have been formed to ensure student safety. All relevant information is regularly updated on the school website.
- All rules and regulations related to school transport are clearly communicated to parents during Parent Orientation sessions.
- The school has fully implemented all government-issued regulations (GR) concerning transport safety and compliance.

- Students have undergone training sessions covering safety topics such as good touch and bad touch awareness, along with awareness regarding blind spots.
- For students travelling in private vehicles, parents are required to submit the driver's Aadhaar card copy and police verification certificate. Vehicles lacking these documents are strictly prohibited from entering the school premises.

3. <u>Exchange of Ideas and Sharing Information to Strengthen Our Transport Service</u>

The Director Principal invited members to share inputs and suggest new initiatives to implement from the academic year 2026–2027:

- Mr. Anis Bagwan (RTO Inspector) shared the following rules from the Maharashtra Motor Vehicles (Regulations for School Buses) (First Amendment) Rules, 2026 with all committee members. **The School Transport Committee shall –** (1) Verify that the rates for school transport vehicles are in accordance with the fare schedule specified by the Regional Transport Authority, from time to time. (2) Address and resolve grievances of parents relating to school transport services, safety, and the fare. (3) Submit quarterly compliance reports relating to school transport services, safety, and fare matters to the District School Bus Safety Committee/RTO.
- **Regulation of Fare –** (1) The Regional Transport Authority shall fix the base fare per kilometre per student for school buses and school vans after considering directions issued by the State Government under section 67 of the Act, from time to time. (2) The fare collected on a monthly or quarterly basis shall not be less than ten per cent or more than ten per cent of that of the fare fixed by the Regional Transport Authority.
- **Appointment and records of school transport staff –** (1) The transport operator and school management shall ensure that every driver, lady attendant, or any other person designated as transport staff is duly appointed in writing by the owner or school authority, in case the bus is owned by the school, after due **background verification** and **medical fitness certification** and is issued an official appointment letter. (2) The school management and school bus operator shall maintain complete records of all transport staff, including verification reports, appointment letters or documents, training records, and medical fitness certificates, and such records shall be made available on demand for inspection by the Regional Transport Officers and Police.
- **Attendance record and supervision of students using school transport –** (1) Every school and bus or van operator shall maintain a daily attendance record of every student using a school bus, education institution bus or school van, including the time of boarding and de-boarding from the vehicle. (2) For the students of Pre-primary and Primary classes (up to grade five), additional supervision shall be provided on every trip by a lady attendant or any other designated staff.
- **Safety and support for children with disabilities or special needs –** (1) The school management and the transport operator shall ensure that children with disabilities or special needs are provided with appropriate support, including the appointment of a trained attendant, accessibility features in school buses and school vans and, where necessary, the presence of a parent or attendant during transit. The accessibility features shall be examined during annual vehicle fitness checks if required. (2) The presence of a teacher, counsellor, or parent during the transit may be arranged wherever necessary.
- **Additional safety requirements for all school buses and all school vans shall include:** (1) A Vehicle Location Tracking Device (VLTD) with a panic button, conforming to the specifications not inferior to the Automotive Industry Standards (AIS) – 140, specified by the Central Government. (2) Install a Fire Detection and Alarm System (FDAS) in accordance with the

Automotive Industry Standards (AIS) – 135, specified by the Central Government or a Fireball of minimum 1 kg of ABC class, to be fixed in the engine compartment and near the emergency exit. (3) A feed of the CCTV footage should be made available when required to parents, RTO officials, the education department or the police department.

- **Inspection of school transport arrangements** – (1) Random inspections of school transport arrangements shall be conducted jointly by officers of the School Education Department and the Transport Department. (2) The report of every such joint inspection shall be submitted to the District School Bus Safety Committee and shall form a part of the compliance records of the school.
- The Inspector clarified that these requirements have to be implemented within 3 months of the GR being issued. The GR has been issued on 16th July 2026.

4. <u>The Way Forward:</u>

- After the RTO Inspector shared the applicable rules and guidelines, the Director Principal instructed Mr. Sudeep Shinde to obtain written undertakings from all school bus drivers and get their documents self-attested.
- Mr. Vishal Sawant was instructed to coordinate with the GPS vendor and obtain the stop-wise boarding and de-boarding time report for the month. The data should be properly collated, maintained, and kept readily available for reference. The data is available on the GPS; Mr. Vishal will retrieve the same and maintain it henceforth.
- Mr. Sudeep Shinde was instructed to explore the provision of a ramp for boarding and de-boarding of children with disabilities.
- The Director Principal enquired with the RTO Inspector regarding the installation of VLTD (Vehicle Location Tracking Device) in old school buses. The RTO Inspector informed that the Regional Transport Office is currently working on the process and guidelines for implementing VLTD installation in older vehicles.
- The Director Principal enquired about the required retention period for school bus CCTV footage. The RTO Inspector informed that a minimum of **30 days of CCTV footage** should be maintained.
- The Director Principal raised a concern with the RTO Inspector regarding the privacy of learners while sharing CCTV footage with parents. The parent member also shared her concern in this regard. She emphasised that the privacy concern should be taken into consideration while sharing the footage. The inspector assured the members that he will raise this concern in the next RTO meeting.
- The Director Principal apprised the Assistant Police Inspector and the RTO Inspector about the traffic and road safety concerns on the Balewadi Service Road, particularly during school hours. The concerns highlighted included:
    - Movement of water tanker vehicles during school hours.
    - Poor condition of the road.
    - Sudden closure of the Balewadi Service Road, without any intimation.
    - Ongoing construction activities in nearby societies.
    - The resulting difficulties and safety concerns regarding school bus dispersal and the movement of private vehicles carrying school parents/students.
- The Assistant Police Inspector – Traffic Division advised the Director Principal to submit a formal letter to the Bavdhan Police Station highlighting these issues and requesting appropriate action to address the traffic and road-safety concerns.

All the members present appreciated the school's transport facilities, traffic management and the safety and security policies of the school.

Vote of Thanks

There being no other agenda items, the meeting concluded with a vote of thanks by the Director Principal, Dr. Pampa Chaudhuri. She thanked all the members for their valuable input and support. She also requested the members to inspect the school buses and suggest any improvements to the school transport system.

Post-Meeting Bus Inspection

After the meeting, the members carried out a detailed inspection of the school buses, checking the functioning of **emergency exits, panic buttons, cameras, GPS tracking devices, fire extinguishers, first-aid kits and seat belts**.

The RTO Inspector and Assistant Police Inspector of the Traffic Division praised the high safety standards and expressed their appreciation for the stringent protocols followed by the school. The members encouraged the school to continue maintaining these high standards.




Tuesday, September 08 2026, 10:48:48
9, Highway, National Games Park, Mahalunge, Pune, Maharashtra 411045, India
18° 34' 54" N, 73° 45' 27" E 498m
23.3°C 12.2Km/h 68%
Google
48


Tuesday, September 08 2026, 10:49:32
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18° 34' 54" N, 73° 45' 27" E 498m
23.3°C 12.2Km/h 68%
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Tuesday, September 08 2026, 10:47:21
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GPS Map Camera
Pune, Maharashtra, India
9, Highway, National Games Park, Mahalunge,
Pune, Maharashtra 411045, India
Lat 18.581557° Long 73.757826°
Tuesday, 08/09/2026 11:33 AM GMT +05:30
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PICT MODEL SCHOOL

Second Transport Committee Meeting

2026-2027

Tuesday 8th September - 2026

Timings: 10.00 am - 11.00 am

Venue: 1st Floor, Board Room, Admin Block, PICT Model School

Sr. No.	Name of the Member	Designation	Signature
1	Dr. Pampa Chaudhuri	Director Principal	
2	Mrs. Abira Mishra	Principal	
3	Mr. Shankar R. Mandve	Block Education Officer, Aundh	8/9/2026
4	Mr. Rakesh Gumane	Police Inspector, Bavdhan-Traffic Division	ABSENT
5	Mr. Anis Bagwan	RTO Inspector, Pune	
6	Mrs. Nandini Saraf	Parent Representative of PTA	
7	Mr. Sudeep Shinde	Transport Service Provider and Owner of Sudeep Logistics Pvt. Ltd.	
8	Mr. Vishal Sawant	Transport Incharge of PICT Model School	
9	Mr. Ramchandra Malusare	Operation Head of Sudeep Logistics Pvt. Ltd	ABSENT
10	Mr. Aakash Baravkar	Transport Manager of Sudeep Logistics Pvt. Ltd	Aakash
11	Mr. Sharad Pawar	Transport Team Incharge of Sudeep Logistics Pvt. Ltd	
12	Mr. Prashant Shinde	ASI Bavdhan Traffic	Shinde
13			