PICT Model School

Mahalunge – Balewadi Pune

Transport Committee Meeting 2026-2027

MINUTES OF MEETING

Day and Date: Friday, 24th April 2026
Time: 10:30 am to 11.30 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. Mrs. Nandini Saraf- Parent Representative of PTA
6. Mr. Sudeep Shinde- Transport Service Provider and Owner of Sudeep Logistics Pvt. Ltd.
7. Mr. Vishal Sawant - Transport In-charge of PICT Model School
8. Mr. Aakash Baravkar- Transport Manager 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 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.

Mrs. Abira Mishra, Principal, initiated the meeting by stating 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 and undergo police verification along with 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 have been implemented 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 parents pick them up from school.

- The school issues two types of escort cards—Original and Duplicate—and 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 onboard.
- 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 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 the health partners for all drivers on campus to monitor BP and eye issues.
- All drivers and support staff receive training and guidance regarding POCSO and POSH laws, conducted by our panel lawyer, Adv. Ishan Kolhatkar, in Marathi, followed by interactive question-and-answer sessions.
- A WhatsApp group exists for all transport members to facilitate quick communication and instant resolutions. For example, the absence of a driver or the lady attendant, traffic conditions on the road which affect the movement of the buses, and the absence of a teacher in 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 blind spot education.
- For students travelling in private vehicles, parents are required to submit the driver's Aadhaar card 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) appreciated the school's strict adherence to safety regulations and commended the well-maintained documentation.
- Mr. Anis Bagwan inquired about the escort card policy of the school. The Principal gave an overview of the standard procedure of the escort card and the school's regulations. She reiterated on the safety of the learners, which has always been the highest priority and has never been compromised on. He appreciated the explanation.
- Mr. Anis Bagwan asked Mr. Sudeep about the manufacturing company of the school buses at PICT Model School. Mr. Sudeep informed that all buses are of the Eicher Company.
- Mr. Sudeep Shinde requested the RTO Inspector to arrange a training program for the drivers, as such programs are highly beneficial for drivers and all the stakeholders. The RTO Inspector proposed to conduct it in the month of June.
- The Director Principal invited Mrs. Nandini Saraf (New Parent Representative) to participate in the meetings and directed Mr. Vishal to coordinate efficiently.
- Mr. Anis Bagwan informed the members that, as per government regulations, all school buses must be equipped with fire or smoke detectors. He stated that the Maharashtra Government has initiated the implementation of fire safety systems in newly manufactured buses, which activate automatically in case of fire. Currently, buses are equipped with a Panic Button System and Vehicle Tracking and Location Devices (VTLD), which help notify the police and parents during emergencies. He also mentioned that it is mandated by The Maharashtra Motor Vehicles (Regulations for School Buses) Rules, 2011, for the safety measures. He referred to a fire incident involving a school bus in Panvel. He also expressed his concern about how there are no strict safety regulations for auto rickshaws and vans, which often carry children beyond safe capacity.
- The RTO Inspector commented on the adherence of Mumbai citizens to traffic rules and expressed his appreciation.
- Mr. Vishal Sawant (Transport In-Charge) presented the Maintenance Register, Transport Review Meeting Register, Parent Undertaking File, and Driver Maintenance Checklist File to the RTO Inspector, Block Education Officer, and PTA Parent Representative. All members appreciated the documentation after reviewing it.
- The Director Principal informed Mr. Shankar Mandve (Block Education Officer, Aundh) about the Annual Fire Safety training conducted for all drivers and female attendants on the school campus.
- Mrs. Nandini Saraf spoke about the bond formed between children and female attendants during their journey and expressed her gratitude to the Director Principal.
- The Director Principal requested assistance from the RTO Inspector to facilitate the opening of the underpass near Surya Hospital, which can be made operational once the road is widened on both sides. The RTO Inspector suggested submitting a proposal to the local traffic police inspector to help move the process forward.
- Mr. Sudeep Shinde shared his thoughts on the school's advanced planning for routes, bus inspections, and field trips, and expressed his appreciation to the Director Principal.
- Mr. Sudeep Shinde expressed gratitude to all members for their valuable recommendations and thanked the Director Principal for the school's proactive approach to transport safety.

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, the meeting ended 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 member to **inspect the school buses** and suggest improvements to the transport system of the school, if any.

Post-Meeting Bus Inspection

After the meeting, 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 the representatives of the Traffic Division praised the high safety standards and expressed their appreciation for the stringent protocols followed by the school. Members encouraged the school to continue maintaining these high standards.






Friday, April 24 2026, 11:22:36
Survey No.6 & 7/54B Near Balewadi Stadium, National Games Park, Mahalunge, Pune, Maharashtra 411045, India
18° 34' 54" N, 73° 45' 27" E 497m
37.5°C 15.5Km/h 15%
Google


GPS Map Camera
Pune, Maharashtra, India
Survey No.6 & 7/54b Near Balewadi Stadium, National Games Park, Mahalunge, Pune, Maharashtra 411045, India
Lat 18.581885° Long 73.757579°
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PICT MODEL SCHOOL
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Pune, Maharashtra, India
Survey No.6 & 7/54b Near Balewadi Stadium, National Games Park, Mahalunge, Pune, Maharashtra 411045, India
Lat 18.58153° Long 73.757761°
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