PICT Model School

Mahalunge – Balewadi Pune

Transport Committee Meeting 2025-26

MINUTES OF MEETING

Day and Date: Friday, 25th April 2025
Time: 2:00 pm to 3.00 pm
Venue: Board Room, PICT Model School

Attendees:

1. Dr. Pampa Chaudhuri – Director Principal
2. Mrs. Abira Mishra- Principal
3. Mr. Ganesh Londhe - Assistant Police Inspector, Traffic Division, Hinjewadi
4. Mr. Bapusaheb Pote-Constable, Traffic Division, Hinjewadi
5. Mrs. Bhavna Shelar – RTO- Inspector, Pune
6. Mr. Pawan Singh - Parent Representative of PTA
7. Mr. Sudeep Shinde - Transport Service Provider and Owner of Sudeep Logistics Pvt. Ltd.
8. Mr. Anil Shinde - Operation Head of Sudeep Logistics Pvt. Ltd.
9. Mr. Vishal Sawant - Transport In-charge of PICT Model School
10. Mr. Aakash Baravkar- Transport Manager of Sudeep Logistics Pvt. Ltd

Agenda:

1. Review of Transport Safety at PICT Model School
2. Review of updates in transport rules.
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 2025-2026. 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 informed the meeting about the last-minute absence notification from Mr. Suresh Uchale, Block Education Officer, Aundh. Despite calls from the school to send at least one representative from the BEO, they could not manage to attend the session.

Mrs. Mishra then presented the agenda to the members.

1. **Review of Transport Safety at PICT Model School**

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

- All 50 school buses are specially designated for school purposes only and all the drivers and lady attendants are well-trained.
- All routes have a designated bus driver and a lady attendant, and they follow the school bus rules as laid down in the school diary.
- In response to the safety concerns, the school introduced random breathalyser tests for drivers starting last year.
- All buses are equipped with essential safety features: **seat belts, emergency exit doors, fire extinguishers, first-aid boxes, hand sanitizers, speed governors, panic buttons, GPS trackers, and cameras**.

- Bus driver and lady attendant have been guided and are regularly trained not to hand over the learner to the parent if the escort card is not shown by the parents. The escort card must mandatorily have the photograph of the person who has come to collect the child. Examples were shared about how the parents sometimes misuse the escort card. A sample of escort cards was shown, and it was mentioned that every year we change the colour of the escort cards to prevent misuse. In case the parent forgets the escort card, the learner is brought back to the campus and the parents have to come and pick up the learner from school.
- Educators and learners are picked up from and dropped off at their designated stops only. No deviation from the designated stops is allowed.
- The bus drivers have undergone police verification and relevant statutory papers have been documented as per the RTO norms and the recruitment process of PICT Model School. Without completing the documentation process, we do not allow the driver on the campus.
- All students on the bus are instructed to wear seat belts before the bus starts and they remain seated while on the move. Designated lady attendants are well-trained to ensure the discipline and safety of the learners on the bus.
- School transport policies are mentioned in our school diary. In most buses, educators travel with the learners.
- First Aid boxes are checked by the designated school nurse from Jupiter Hospital. She checks the availability and expiry date of all essentials in the first aid boxes.
- The GPS of the buses is monitored using the GPS Tracker App, while all the cameras are checked daily by the transport team. Random monitoring for specific routes is done every day and documented by Mr. Vishal. The Leadership Team regularly checks and endorses the report of the checks carried on.
- Buses undergo checks regularly for mechanical fitness. There is a mechanic on campus to deal with regular maintenance.
- The Principal and admin staff are present in school before the buses arrive on campus in the morning and until the arrival of the last bus back on campus.
- A meeting for all drivers and lady attendants is conducted every Friday by the Transport Department. The MOM of this meeting is recorded in Marathi and each staff member involved reads and signs the same. Every minor and major incident is recorded in the register and reported to the Principal.
- Twice a year, a health checkup camp is organised by the school for all drivers.
- All drivers and support staff are guided about POCSO and POSH. They are acquainted with the provisions of the law in this regard by expert lawyers, and the sessions are conducted in Marathi, followed by question-and-answer sessions.

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

- The Director Principal shared new rules implemented from the academic year 2025–26: -
  - A fine of **Rs. 500/-** is imposed on drivers found not wearing seat belts.
  - If a driver is caught using a mobile phone while driving, a warning is issued. Upon a second offense, the driver is replaced.
- Mr. Sudeep also mentioned that no bus is allowed to leave the campus without prior approval from the Director Principal. For any bus maintenance work, a prior email request must be submitted. As part of the school's branding, all 50 buses are used exclusively for PICT Model School.
- All regulations from the **Government GR** have been fully implemented.

3. **Exchange ideas and share information to strengthen our transport service-**

The Director Principal invited suggestions from members to further enhance the transport system.

- Mrs. Bhavna Shelar, RTO Inspector, inquired about the recruitment and documentation process for drivers and the route allocation for drivers and attendants. Mr. Sudeep explained the process and informed the committee members that drivers are recruited only if they have 4 to 5 years of driving experience, and a background check is conducted with their previous employer.
- Mr. Bapusaheb Pote (Constable) shared an incident from Hinjewadi involving psychological issues with a driver and recommended psychological counselling as part of the recruitment process. Mr. Sudeep agreed and assured more vigilance to avoid such incidents.
- The Director Principal also addressed the concern regarding washroom facilities for drivers, as they are outside the campus. Accordingly, appropriate arrangements were made to resolve this issue.
- The Director Principal was happy to inform the committee members that 80% of are Educators avail School transport and strict rules prohibit them from using mobile phones or headphones while traveling on school buses.

4. **Any other point with the consent of the members.**

- Mrs. Bhavna Shelar, RTO Inspector, recommended installing Defender Window Guards on all 50 buses to prevent students from putting their hands outside the windows, ensuring their safety.
- The Director Principal requested a fast-track process for obtaining Police Verification Certificates for Drivers & Staff. Mr. Ganesh Londhe (API) suggested sending an official letter to Mr. Vishal Gaikwad, Zonal DSP (Zone 2).
- A concern was raised related to traffic violations. The RTO Inspector informed that complaints regarding private vehicle violations can be emailed to: **rto.12-mh@gov.in**
- The Director Principal commended Ms. Reshma Shaikh, a lady police constable at Radha Chowk, for her commendable service. Mr. Bapusaheb Pote also appreciated her efforts.
- Mr. Pawan Singh, the Parent Representative, shared his views and acknowledged that while new parents initially raise concerns about school norms, they eventually come to appreciate that all guidelines are designed with learner safety in mind. He thanked the Director Principal and expressed his gratitude for the school's proactive approach to safety.

All members present applauded the school's transport management, traffic control efforts, and overall focus on student safety and security protocols.

Vote of Thanks

There being no other agenda, the meeting ended with a vote of thanks by 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, windows, cameras, and first-aid kits**. The RTO Inspector and Constable 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 25 2025, 15:09:24
6, National Games Park, Mahalunge, Pune, Maharashtra 411045, India
18° 34' 54" N, 73° 45' 27" E 498m
38.5°C 13.0Km/h 15%
Google 48


Friday, April 25 2025, 14:26:10
Survey No.6 & 7/54B Near Balewadi Stadium, National Games Park, Mahalunge, Pune, Maharashtra 411045, India
18° 34' 54" N, 73° 45' 27" E 498m
38.7°C 8.6Km/h 15%
Google 48


Friday, April 25 2025, 14:37:02
6, National Games Park, Mahalunge, Pune, Maharashtra 411045, India
18° 34' 54" N, 73° 45' 27" E 498m
38.7°C 8.6Km/h 15%
Google
48


Friday, April 25 2025, 14:48:47
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
38.7°C 8.6Km/h 15%
Google
48


Friday, April 25 2025, 14:54:48
6, National Games Park, Mahalunge, Pune, Maharashtra 411045, India
18° 34' 54" N, 73° 45' 27" E 498m
38.7°C 8.6Km/h 15%
Google
48


Friday, April 25 2025, 14:37:11
6, National Games Park, Mahalunge, Pune, Maharashtra 411045, India
18° 34' 54" N, 73° 45' 27" E 498m
38.7°C 8.6Km/h 15%
Google
48


Friday, April 25 2025, 14:55:10
6, National Games Park, Mahalunge, Pune, Maharashtra 411045, India
18° 34' 54" N, 73° 45' 27" E 498m
38.7°C 8.6Km/h 15%
Google 48


Friday, April 25 2025, 15:09:32
6, National Games Park, Mahalunge, Pune, Maharashtra 411045, India
18° 34' 54" N, 73° 45' 27" E 498m
38.5°C 13.0Km/h 15%
Google 48


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