PICT Model School

Mahalunge – Balewadi Pune

Second Transport Committee Meeting 2025-2026

MINUTES OF MEETING

Day and Date: Thursday, 25th September 2025
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. Mrs. Vandana Shinde- RTO Inspector, Pune
4. Mr. Rahul Sonawane -Police Inspector, Hinjewadi-Traffic Division
5. Mr. Bapusaheb Pote- Police Havaldar, Hinjewadi-Traffic Division
6. Mr. Sudeep Shinde- Transport Service Provider and Owner of Sudeep Logistics Pvt. Ltd.
7. Mr. Vijay Bhosale - Operations Head of Sudeep Logistics Pvt.
8. Mr. Vishal Sawant - Transport In-charge of PICT Model School
9. 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 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 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 returned 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, with all staff reading and signing them. All incidents, minor or major, are documented in a register and reported to the Principal.
- A health check-up camp is organised 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 2025–26:

- Mrs. Vandana Shinde (RTO Inspector) appreciated the school's strict adherence to safety regulations and commended the well-maintained documentation.

- Mrs. Vandana Shinde informed the members that, as per government regulations, all school buses must be equipped with fire detectors or smoke detectors. Additionally, she stated that **the government requires all new school buses registered on or after 2025 to be equipped with CCTV cameras and fire detection devices.** She mentioned that an official **Government Resolution (GR)** outlining these requirements has been issued and assured the members that she would share a copy of the GR with the school for reference and compliance.
- Mr. Rahul Sonawane (Police Inspector, Hinjewadi-Traffic Division**)** highlighted emerging traffic issues related to AI technologies, including Coding and Decoding, as well as the rise in Cybercrimes such as photo manipulation and fraudulent calls. He emphasized the need for proper awareness programs to prevent such incidents.
- Mr. Sudeep Shinde requested assistance from Mrs. Vandana Shinde regarding difficulties faced by several KQ series vehicles in registering their High Security Registration Plates (HSRP). Mrs. Shinde assured her support in resolving these registration issues.
- **Mr. Sudeep Shinde** raised concerns regarding the challenges faced in registering **Vehicle Location Tracking Devices (VTLD)**. In response, Mrs. Vandana Shinde advised that the vendor must submit an official application letter to proceed with the registration process.
- Mrs. Vandana Shinde stressed the importance of awareness of road safety standards and the necessity of having a female attendant on every bus. She emphasized that only physical proof must be valid in safety-related matters.
- Mrs. Shinde mentioned that special provisions have been made for school bus vendors to obtain Vehicle Fitness Certificates on the school premises. Slots need to be booked for such inspections at least two weeks in advance. Mrs. Shinde stated that up to 20 vehicles can be exempted in a single slot.
- She also offered to conduct a road safety session for students as well as Driver staff. The Director Principal welcomed the initiative. The Principal directed Mr. Vishal to coordinate with Mrs. Shinde and provide her with a date in January 2026.
- 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 and First-Aid kits**.

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.


GPS Map Camera
Pune, Maharashtra, India
Survey No.6 & 7/54b Near Balewadi Stadium, National Games Park,
Mahalunge, Pune, Maharashtra 411045, India
Lat 18.581833° Long 73.757544°
25/09/2025 11:05 AM GMT +05:30
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Pune, Maharashtra, India
Survey No.6 & 7/54b Near Balewadi Stadium, National Games Park,
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