

**Government of Punjab
Department of School Education**

To

All DEOs
(EE) & (SE)
In the State of Punjab

Memo No: 10/191-2017 SE(6)/2019355309
Dated: 16-10-2019

- 1.0 Please find enclosed herewith a copy of the orders passed by the State Government of Punjab in the Department of Transport regarding Save School Vahan Scheme as certain actions are required to be taken by the Department of School Education regarding these instructions (copy enclosed).
- 2.0 All DEOs are hereby requested to hold a meeting with the Private schools/schools providing bus facility to the students within their respective districts. The matter will also to be reviewed shortly in a meeting though Video Conference.


**Secretary School Education
Punjab**

Encls: As above

School Authority -

The Principal / Head Master / Head Mistress of the school shall be a school authority responsible for transportation of the school children. It shall have the following functions.

- To ensure that school buses should be painted yellow.
- To ensure "School Bus" must be written on the back and front of the bus. If it is a hired bus, "On School Duty" should be clearly indicated.
- To ensure that bus should have first aid box and fire extinguisher.
- To ensure that windows of the school bus are fitted with horizontal grills.
- To ensure that school name and school telephone numbers are written on the school bus.
- To ensure that doors of the school bus are fitted with reliable lock.
- To ensure that driver should have at least five years of experience of driving heavy vehicle.
- To ensure that a driver who has been challaned more than twice in a year for the offences like red light jumping, violation of lane discipline or allow unauthorized person to drive the vehicle are not employed.
- To ensure that driver and conductor of the school bus shall wear uniform prescribed by the competent authority along with their name plates and license number.
- To ensure that no school vehicle shall carry the children in excess than its registered seating capacity.
- To ensure that one day refresher course of First - Aid and fire extinguishing techniques is conducted twice a year.

- To ensure that adequate number of traffic wardens are employed.
- To ensure medical checkup of the drivers.
- To ensure that attendant from the school in each bus is provided. If the bus is used to transport girls then a lady attendant shall be provided in such a bus.
- To ensure that the driver must not have been charged for a serious offence.
- To ensure the formation of a stretch of road outside the school prominently marked SCHOOL ZONE by introducing traffic signs, markings, zebra crossing etc.
- Pelican Signal could be installed (where required) outside the school. These would be operated by the school authorities only during opening and closing hours to facilitate safe crossing of the children.
- To ensure the control of vehicular speed in front of the school as maximum speed limit not to exceed 25 Kmph.
- To ensure the traffic opposite school gate be further reduced to 10 kmph with a provision of speed breakers.
- To ensure that the school must have their own designated land for parking areas so that the congestion caused due to traffic in front of school could be minimised.
- To ensure that boarding and alighting from the school buses / vans should be arranged on the school side of the road so that children do not have to cross the road.
- To ensure that the driver and attendants of the school bus should not suffer from any contagious disease.
- To ensure no smoking or drinking of alcohol or chewing tobacco / pan masala etc.

School Level Transport Committee -

A school level transport Committee shall be constituted in the each school. This Committee shall be headed by the Principle / Head Master / Head Mistress of the school and shall consist of a police officer not below the rank of Assistant Sub Inspector of the area

concerned, Motor Vehicle Inspector, Assistant District Education Officer and a representative from the parents - teachers Association of the school.

This Committee shall meet once in a month to discuss the matters pertaining to safe transportation of the school children and evolve suitable plan of action. It shall verify the documents relating to the school buses like certificate of school registration, certificate of fitness, certificate of insurance, permit, pollution under control certificate, driving license etc. /