

## Rules and Guidelines for availing University Transport Service

1. A student/staff using the bus is expected to be at the bus stop at least ten minutes before the scheduled arrival of the bus. The scheduled pick-up time is available with the Transport Manager at the University. The University reserves the right to alter the timings, routes and stoppages as and when necessary.
2. The buses will not wait for latecomers.
3. Students/Staff are allowed to use only the allotted bus and bus stop.
4. Boarding and alighting from buses should be done in silence and in an orderly manner.
5. If a student misses his allotted bus he should not try to board any other bus. It is the responsibility of the parents to drop off their wards to the University. However the student will return by the allotted bus.
6. All students must occupy vacant seats immediately after boarding their respective buses. Reservations of seats for co-commuters are not allowed under any circumstances.
7. No student should travel standing on the footboard.
8. Students must not move around in the bus when it is in motion.
9. Students must not put any part of their body outside the bus. They should not put their hands out even for waving.
10. No object should be discarded inside or thrown outside the bus.
11. Consumption of edibles is not permitted in the buses.
12. Unruly behavior like shrieking, shouting and playing foul, playing loud music is strictly prohibited. Courteous behavior is expected at all times.
13. The driver's attention must not be distracted for any reason (Playing loud music etc.).
14. The drivers are authorized to stop buses at the designated stops only. The list of stops is prepared keeping in view the convenience and safety of all bus commuters and is always subject to change.
15. The bus Coordinator on duty is responsible for maintaining discipline in the buses. Any serious offence must be reported to the Coordinator immediately.
16. Parents should not try to overtake and stop the bus to facilitate the boarding of their wards as this endangers the safety of the bus and its occupants.
17. Parents should not argue with the coordinator present in the bus or the driver/conductor/helper. If there is any problem, a written complaint to **transport.srmuh@gmail.com** should be given.
18. Students are not allowed to sit in the parked buses during University hours.
19. Under no circumstances, should students touch the instrument panel of the buses.
20. The University will not be held responsible for any lapses in the bus services. In case of any discrepancies, parents may meet the Transport Manager.
21. The Annual Transport service charges for the scheduled route / routes will be as per notification. Fees will be charged for all 12 months. The amount is payable along with the University fees.