

BUS INCHARGES DUTIES & RESPONSIBILITIES:

1. To maintain students attendance properly and submit the bus co-ordinator daily at 8.30 am.
2. To monitor and regulate bus timings and stoppings.
3. To ensure that no ragging takes place in the college bus.
4. To ensure the safety and security of the students and bus.
5. To identify the in disciplined actions of the students like singing, dancing, whistle and roaming in the bus.
6. Responsibility to handle all student related issues with good administrative and operational skills.
7. To control the students
 - Hearing the songs using speakers.
 - Usage of cameras.
 - Communicating with girl students.
8. Number of bus user details should be submitted to bus co-ordinator/AO daily.
9. Make the bus users to reach college in time, if delayed, the reason should be reported to bus co-ordinator/AO
10. Guide the guest and make them to take food.
11. To identify hostellers & bus users, paid and not paid candidates.
12. If there is brake down or other issues contact immediately to bus co-ordinator/AO.
13. To monitor and verify periodically the busses halted in respective allotted area.
14. If any abnormal condition occurs such as accidents, immediately admit them in nearby hospital on intimation to the principal, management & parents.