

Standard Operating Procedure (SOP) for Transport Committee

1. Title:

Transport Committee – College Operations

2. Objective:

To ensure the safe, punctual, and efficient transportation of students, staff, and faculty members by maintaining and monitoring college transport facilities in compliance with institutional and government norms.

3. Scope:

This SOP applies to all college-owned and contracted transport vehicles, drivers, and transport service users, including students and staff.

4. Composition of the Committee:

Convener: Transport In-charge / Administrative Officer

Members:

Faculty Representatives

Student Representatives

Transport Supervisor / Coordinator

Driver Representative (if applicable)

5. Responsibilities:

Convener:

Oversee overall transport operations and safety.

Approve vehicle schedules, routes, and maintenance plans.

Faculty & Student Members:

Provide feedback on transport-related issues.

Ensure students follow transport discipline and safety rules.

Transport Supervisor:

Maintain vehicle logs, fuel records, and driver attendance.

Coordinate repairs, servicing, and insurance renewals.

Drivers:

Adhere to approved routes, timings, and safety norms.



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