



Safe Dispersal of Students

(Self/ School Bus/ Private Transport)

Student Identity Cards

The school issues a set of 2 identity cards for every child, one that will be worn by the child (student ID card), and the other to be retained by the parent (student exit card).

The identity card has a photograph of the child with name, class & section, names and mobile numbers of parents.

Identity cards are worn by all children, irrespective of whether they travel by school bus or some other shared transport or whether they are being dropped and picked up by the parents/other arrangement.

Ensuring Safety For Children Using School Transport

- a. Children reaching school by bus have a safe passage from the bus to the school premises. The school bus stops within the boundary wall of the school.
- b. Once the morning drop-off has been done, the school bus-in-charge ascertains with the help of guards that every single bus has been emptied and no child has remained in a bus, before the buses move to park or leave the premises, as may be the case.
- c. At dispersal time, a designated teacher accompanies children of classes Start Up to Grade 5 to the school bus in a group.
- d. Every bus has one female teacher and one female helper present on the route.
- e. Attendance of all children on that route is taken by the teacher in charge of the bus at the start of the journey.
- f. At dispersal time, after attendance is taken, if any child who was present in the morning is missing, the bus teacher to the bus-in-charge immediately informs the child's name.
- g. In case a child who usually travels by bus is being picked up by the parent for some reason, this should be done only after due procedure of request from parent to the Class teacher through email and a specific gate pass signed by the bus-in-charge. This gate pass is required to be given at the gate when the parent leaves with the child (if in Class 5 or below) or by the child him/herself (if in Class 6 and above).
- h. Care is taken that at no time should a child (especially a female) remain alone in the bus with the driver and male conductor, and presence of an adult female is

essential, whether at the start or at the end of a journey.

- i. Routing is accordingly planned so that the first and last child is not a female; also it is a must to have the Didis/ teacher present so that the first child, even if male, is not left alone with bus driver/conductor.
- j. The female attendant will be present from the first stop till the last stop.
- k. Routing of the bus is planned so that children are dropped as close as possible to their residence. In case of 5 or more children from the same condominium at a bus stop, the children are dropped at the gate itself and the route altered accordingly.
- l. The bus driver ensures that the doors of the bus are closed before he begins moving.
- m. At the time the bus begins to move from the spot both on the school grounds as well as at every stop thereafter, the conductor using a whistle shall be present on the ground to check that clear access is available to move, or particularly to reverse, with no children/other people are in the way, and indicate with a series of short whistles to proceed, or a long whistle as a caution to stop immediately.
- n. A transport-in-charge supervises safe and smooth movement of children and buses, and also that there is the presence of an adult female on board before the bus leaves the premises.
- o. When children especially those in Class 5 and below get off at their bus-stop at/near their homes, they are not left alone on the road but are handed over only to the parent/maid or authorized representative upon showing the identify card in their custody. The school impresses upon parents that it may not be safe even for older children, especially girls, to walk alone from the bus-stop to their home depending in the specific location and circumstances, and parents should ideally make arrangements for the child to be met. It is the joint responsibility of school and parent to minimize risk to the child and equip them with the confidence to handle risks in an age-appropriate manner; therefore the school will attempt to drop the child off closest to the gate, and should this not be possible, parents must make arrangements to prevent them walking alone or ensure that they are adequately equipped to manage this confidently, with a good awareness of safety skills.
- p. In case the parent/representative has not reached to pick-up a child of Class 5 or below, under no circumstances should the child be left on the road. In the event there is another known parent in the same complex willing to take responsibility, this may be permitted as an exception after the teacher confirms this with a parent. If there is no one else to pick up the child, the child may not be permitted to alight, and the teacher on the bus will coordinate with the parent for getting off at the next convenient stop.
- q. Once all children are dropped at their stops, the bus-conductor must report to the Admin in charge confirming that the route is completed.
- r. The Bus-in-charge will tally all reports and make a call to any bus, which has delayed its message reporting completion of route.

- s. Apart from safe passage of children, the School Bus-in-charge is also responsible to ensure that all safety aspects by bus-drivers are complied with, including strict speed regulation, safe driving habits, and specifically never answering mobiles while driving. In addition, all school buses must conform to the Supreme Court Order in this regard and the Surakshit School Vahan policy dated 30.1.14 of the Transport Commissioner in place for the state of Haryana, in respect of specific guidelines ensuring use of working speed-governors, first-aid boxes, certificate of fitness, etc. Compliance in respect of drivers valid license, prior offences, minimum experience of 5 years of driving such vehicles, etc. must be ensured.
- t. The school has a system by which the parents should be in a position to remain connected with the school bus in case of emergency or delay. The phone number of the bus driver is not given to parents to prevent him from taking calls while driving. Instead, either the number of the conductor, the teacher or the Didi on the bus is shared. Alternately, one or more designated persons from Admin connects parent and bus staff, so that only the really urgent calls are passed through to the staff on the bus.

Ensuring Safety For Children Travelling By Means Other Than School Bus

- a. Children are not allowed to leave the school premises on their own but must be picked up from the designated spot within the premises by the parent/authorized representative after showing the parent identity card. Handing over the child to the parent/authorized representative must be supervised by the Class teacher / representative /Admin representative.
- b. In case the parent who usually picks up the child cannot come to pick up their wards at the last minute for some reason, they must compulsorily inform the schoolteacher concerned (or the Admin in charge) through SMS or phone or email, if not informed already in writing through the child by a note or almanac. They may then authorize someone else to pick up their child who must carry the identity card.
- c. Handover of child to a person not carrying the identity card is not allowed, unless has been informed specifically either on phone or in person explained the extreme circumstances under which the reason that the meeting person will not be carrying the card.
- d. Each morning, the school ensures adequate number of teachers, Didis and security guards are present at the drop-off point for those reaching by cars, to ensure that the safety of children is not compromised, and the students safely reach the school gate.
- e. Likewise, at dispersal time as well, the school ensures that adequate number of teachers, didis and security guards is present at the pick-up point, to ensure that the safety of children is not compromised.
- f. School guards at dispersal area do not leave till the last students have dispersed to prevent any single case of a child waiting alone on a public road.
- g. School guards are trained at alertness to watch for any undesirable characters that

may be loitering in the area, particularly faces seen frequently even if they have no reason to be present.

- h. The school has in place the following measures to deal with the menace of underage driving, which is an offence and directly places the child and other commuters on the road at risk. Gate guards must report any such cases immediately to the Admin in charge, who will in turn report to a higher authority. The child or children in question must be spoken to by Principal and explained the dangers of this offence. Parents must be summoned, made aware of the seriousness of the offence, and their role by permitting the child use of the vehicle and their undertaking to prevent this from happening again must be obtained.

Incase of Private transportation- it is compulsory for the parent to send in writing the Vehicle number, and name of the driver, the ID card of the driver to the school office. The driver must also carry the Exit Card of the student.