

# DPU

## Dr. D. Y. PATIL VIDYAPEETH, PUNE

(Deemed to be University)

(Accredited (3<sup>rd</sup> Cycle) by NAAC with a CGPA of 3.64 on four point scale at 'A++' Grade)

NIRF-2022 : 41<sup>st</sup> (University), 3<sup>rd</sup> (Dental) and 17<sup>th</sup> (Medical) in India

(Declared as Category - I University by UGC Under Graded Autonomy Regulations, 2018)

(An ISO 9001:2015, ISO 14001:2015 and Green Education Campus Certified University)

## TRANSPORT POLICY OF

## Dr. D. Y. PATIL VIDYAPEETH, PUNE

## (DEEMED TO BE UNIVERSITY)





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(Deemed to be University)

(Accredited (3<sup>rd</sup> Cycle) by NAAC with a CGPA of 3.64 on four point scale at 'A++' Grade)  
(Declared as **Category - I University** by UGC Under Graded Autonomy Regulations, 2018)  
(An ISO 9001:2015 and 14001:2015 Certified University and Green Education Campus)

**Dr. A. N. Suryakar**  
Registrar

Ref. No. : DPU/960-H/2022  
Date : 20/08/2022

**NOTIFICATION**

Whereas in pursuance of the resolutions passed by the **Board of Management** at its meeting held on **10<sup>th</sup> August, 2022** vide **Resolution No. BM-37(i)-22**.

It is hereby notified for information of all concerned that Dr. D. Y. Patil Vidyapeeth, Pune has published the "**Transport Policy**" for information to all the concerned.

The Transport Policy Document mainly comprises of the following parts:

1. Vision
2. Mission
3. Commitment
4. Objectives of the Transport Policy
5. Composition of the Transport Committee
6. Duties of the Transport In-charge
7. Details of the Vehicles
8. Safety Norms of Transport
9. Responsibilities of Bus Drivers
10. Responsibilities of Students and Staff

The Transport Policy Document will serve detail guidelines and will be useful to all the concerned. This will come into force with immediate effect.



*A. N. Suryakar*

(Dr. A. N. Suryakar)  
Registrar

(Dr. A. N. Suryakar)  
Registrar

Dr. D. Y. Patil Vidyapeeth  
(Deemed to be University)  
Pimpri, Pune- 18.

**Copy to:**

1. PS to Chancellor for kind information of Hon'ble Chancellor, Dr. D. Y. Patil Vidyapeeth, Pune.
2. PS to Vice Chancellor for kind information of Hon'ble Vice Chancellor, Dr. D. Y. Patil Vidyapeeth, Pune.
3. The Transport In-charge, Dr. D. Y. Patil Vidyapeeth, Pune.
4. All Heads of the Colleges/ Institutes of Dr. D. Y. Patil Vidyapeeth, Pune.
5. The Controller of Examinations, Dr. D. Y. Patil Vidyapeeth, Pune.
6. The Finance Officer, Dr. D. Y. Patil Vidyapeeth, Pune.
7. Director (IQAC), Dr. D. Y. Patil Vidyapeeth, Pune.
8. Web Master for uploading on Website.

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## TRANSPORT POLICY OF Dr. D. Y. PATIL VIDYAPEETH, PUNE (DEEMED TO BE UNIVERSITY)

**WHEREAS**, the UNIVERSITY GRANTS COMMISSION, (Institution Deemed to be Universities) Regulation 2019, (hereinafter in this referred to as Regulations) has been published in the Gazette Notification of India by the Authority, University Grants Commission.

**AND WHEREAS** the provision of sub clause 10.07 sub-sub clauses 10.07.1 and 10.07.2 of the Regulations provides that the Board of Management shall be the principal organ of management and the apex executive body of the Institution Deemed to be University, with powers to make rules and shall be the final decision making body in respect of every matter including academic, administrative, personnel, financial, development matters of Institution Deemed to be Universities.

**AND WHEREAS** making of such provisions that every individual inside the campus has facility of transportation.

### ➤ **Vision**

The vision of the Transport Policy is to establish a comprehensive and seamlessly integrated transportation system that prioritizes accessibility, safety, efficiency, sustainability, and stakeholder engagement, providing a positive and convenient transportation experience within Dr. D. Y. Patil Vidyapeeth, Pune.

### ➤ **Mission**

The mission of the Transport Policy is to provide accessible, safe, efficient, and sustainable transportation services while actively engaging stakeholders and continuously improving the overall transportation experience within Dr. D. Y. Patil Vidyapeeth, Pune.

### ➤ **Commitment**

Our commitment under the Transport Policy is to prioritize the well-being and satisfaction of staff, students, patients, and their relatives by providing reliable, safe, and **environmentally conscious transportation services** that continually evolve to meet their needs.

### ➤ **Objectives of the Transport Policy**

- **Accessible Transportation:** The primary objective of the Transport Policy is to ensure that staff, students, patients, and their relatives have easy access to transportation facilities within the university campus. This includes providing convenient and efficient transportation options that cater to the diverse needs of the university community.
- **Environmental Sustainability:** The policy recognizes the importance of environmental sustainability and aims to promote eco-friendly transportation practices. This includes exploring and implementing options such as electric or hybrid vehicles, encouraging carpooling, and promoting the use of public transportation wherever feasible.
- **Safety and Security:** The policy aims to prioritize the safety and security of all individuals using the transportation facilities. Measures such as regular maintenance of vehicles, adherence to traffic regulations, and background checks for drivers will be implemented to ensure a secure transportation environment.

- **Efficient and Reliable Service:** The Transport Policy strives to provide an efficient and reliable transportation service, minimizing delays and inconveniences for users. Regular schedules, appropriate route planning, and prompt responses to transportation requests are important aspects of achieving this objective.
- **Cost-effectiveness:** The Transport Policy seeks to optimize the use of resources while providing transportation facilities. By implementing cost-effective measures, such as efficient route planning, vehicle utilization, and exploring partnerships with local transportation providers, the policy aims to ensure that transportation services are financially sustainable in the long run.
- **Stakeholder Engagement:** The policy emphasizes the importance of engaging stakeholders, including staff, students, patients, and their relatives, in the decision-making process. Regular feedback mechanisms and open channels of communication will be established to solicit suggestions, address concerns, and incorporate user perspectives in the continuous improvement of the transportation services.
- **Integration with Local Transport Infrastructure:** The Transport Policy aims to seamlessly integrate with the existing local transport infrastructure, facilitating smooth connectivity between the university campus and surrounding areas. Collaborations with local transportation authorities and the provision of necessary facilities like bus stops and shelters will be considered to enhance accessibility.
- **Continuous Evaluation and Improvement:** The Transport Policy will be subject to periodic evaluation to assess its effectiveness and identify areas for improvement. Feedback from users, data analysis, and regular reviews will inform necessary modifications, ensuring that the transportation services meet evolving needs and expectations.

**By adhering to these objectives, the Transport Policy at Dr. D. Y. Patil Vidyapeeth, Pune will strive to create a transportation system that enhances the overall experience of staff, students, patients, and their relatives, fostering a safe, convenient, and sustainable environment within the university campus. Implementation of this policy will also lead to a reduction in the number of vehicles on the road, thereby contributing to a significant decrease in pollution levels.**

## ➤ Composition of the Transport Committee

**The Committee consists of -**

- Transport In-charge
- Assistant Registrar
- One Faculty from each constituent unit (Professor / Associate Professor level)
- Student Representative from each constituent unit
- One Senior Driver.

The Committee is responsible for looking into any complaints filed by students and staff about Transportation if any happening inside the Vidyapeeth premises.

### ➤ Duties of the Transport In-charge

- **Fleet Management:** The Transport In-charge is responsible for managing the fleet of vehicles used for transportation services within Dr. D. Y. Patil Vidyapeeth, Pune. This includes overseeing vehicle maintenance, repairs, and ensuring that all vehicles are in proper working condition. They must also keep track of vehicle documentation, permits, and insurance, ensuring compliance with legal and regulatory requirements.
- **Route Planning:** The Transport In-charge is responsible for planning and optimizing transportation routes within the university campus and surrounding areas. They must consider factors such as efficiency, convenience, and safety while determining the best routes to cater to the needs of staff, students, patients, and their relatives. Regular reviews of routes should be conducted to identify potential improvements and address any issues.
- **Schedule Management:** The Transport In-charge is responsible for creating and managing transportation schedules to ensure timely and reliable services. They must coordinate with drivers and other transportation staff to establish schedules that align with the university's operational requirements, taking into account peak hours, class timings, and other relevant factors.
- **Driver Management:** The Transport In-charge is responsible for recruiting, training, and managing a team of drivers. This includes conducting background checks, verifying licenses, and ensuring that drivers adhere to traffic rules and regulations. The Transport In-charge must provide necessary training and guidance to drivers, ensuring that they are equipped with the skills and knowledge required for safe and efficient transportation operations.
- **Safety and Security:** The Transport In-charge must prioritize the safety and security of all individuals using the transportation services. They should implement and enforce safety protocols, such as regular vehicle inspections, driver fatigue management, and emergency response procedures. They must also coordinate with relevant authorities to address any security concerns and ensure a secure transportation environment.
- **Stakeholder Communication:** The Transport In-charge serves as a point of contact for staff, students, patients, and their relatives regarding transportation-related matters. They should establish effective communication channels to address queries, provide information, and collect feedback from stakeholders. Regular communication with key stakeholders, such as university administration and transport committee members, is crucial to ensure smooth operations and address any concerns or suggestions.
- **Budget Management:** The Transport In-charge is responsible for managing the budget allocated for transportation services. They must ensure that expenses related to fuel, maintenance, repairs, and other operational costs are properly monitored and controlled. They should explore cost-effective measures, such as optimizing vehicle utilization, implementing fuel-saving strategies, and exploring partnerships with external transport providers, to maximize the efficient use of resources.
- **Continuous Improvement:** The Transport In-charge must continuously evaluate and improve transportation services. They should analyse transportation data, gather feedback from users, and conduct regular reviews to identify areas for enhancement. They should proactively seek innovative solutions, such as adopting new technologies or implementing sustainable practices, to improve the overall transportation experience for the university community.

By fulfilling these duties, the Transport In-charge plays a vital role in ensuring the smooth and efficient operation of transportation services at Dr. D. Y. Patil Vidyapeeth, Pune, contributing to the overall satisfaction and well-being of staff, students, patients, and their relatives.

## ➤ Details of the Vehicles

**Dr. D. Y. Patil Vidyapeeth is in possession of**

### 1. Buses – 14

- a. 8 buses with capacity of 32-35 seats
- b. 6 buses with capacity of 50-55 seats.

### 2. Four wheelers – 16

With capacity of 5-7 seats.

### 3. Ambulances - 15

This includes two cardiac ambulances and a milk van

### 4. Battery car -10

With capacity of 4-7 seats.

### 5. Three dumpers, two JCB, one ACE and one truck

## ➤ Safety Norms of Transport

Safety norms for college buses are crucial to ensure the well-being and security of students, staff, and other passengers. Here are some important safety norms that should be followed for college buses:

1. **Regular Vehicle Maintenance:** College buses should undergo regular maintenance checks to ensure that they are in good working condition. This includes routine inspections of brakes, tires, lights, signals, engine, and other essential parts of the vehicle. Maintenance records should be properly maintained.
2. **Trained and Licensed Drivers:** College bus drivers should be well-trained, experienced, and possess a valid driver's license with the appropriate endorsements for operating commercial vehicles. They should have a clean driving record and be aware of traffic rules, regulations, and safety practices. Regular driver training and refresher courses should be provided to enhance their skills.
3. **Seat Belts:** All college buses should be equipped with functioning seat belts, and passengers should be encouraged to use them at all times. Seat belts significantly reduce the risk of injury during sudden stops, collisions, or accidents.
4. **Capacity Limit:** The bus should not be overloaded beyond its seating capacity. The number of passengers should be within the bus manufacturer's specified limits, ensuring that each passenger has a designated seat. Standing passengers should not be allowed.
5. **Emergency Exits and Equipment:** College buses should be equipped with easily accessible emergency exits, such as emergency doors, windows, and roof hatches. The emergency exits should be regularly checked to ensure they are in proper working condition. Additionally, the bus should be equipped with essential safety equipment, including fire extinguishers, first aid kits, and emergency contact numbers prominently displayed.

6. **Regular Safety Inspections:** College buses should undergo periodic safety inspections conducted by authorized agencies or experts. These inspections should cover all aspects of the bus, including mechanical systems, safety equipment, and structural integrity.
7. **Safe Loading and Unloading:** Procedures should be established to ensure safe boarding and alighting from the bus. Students should be instructed to wait for the bus to come to a complete stop before approaching or leaving the vehicle. Designated loading and unloading zones should be clearly marked, and students should be guided to use these areas.
8. **Route Planning and Driver Communication:** Bus routes should be planned carefully, considering factors like traffic conditions, distance, and safety. Drivers should be provided with clear instructions regarding routes and any specific hazards they may encounter. Effective communication channels should be established between drivers, transportation staff, and relevant authorities for quick response to emergencies or route deviations.
9. **Student Supervision:** College buses should have designated staff members or supervisors responsible for maintaining discipline and ensuring the safety of students during the bus journey. They should monitor student behavior, discourage unsafe practices, and intervene if necessary.
10. **Communication with Parents/Guardians:** Regular communication with parents/guardians regarding bus safety, route changes, and any incidents is essential. Parents should be provided with contact information for the transportation department in case of emergencies or concerns.

It is important to develop and enforce a comprehensive transportation policy that includes these safety norms and procedures to create a secure and comfortable environment for students and staff while using college buses.

## ➤ Responsibilities of Bus Drivers

1. **Safe Operation:** The primary responsibility of bus drivers is to operate the vehicle safely, adhering to traffic laws, regulations, and established safety protocols.
2. **Passenger Safety:** Bus drivers are responsible for ensuring the safety and well-being of passengers during the journey. They must enforce seat belt usage, maintain a calm and controlled environment, and address any potential safety concerns or emergencies promptly.
3. **Route Familiarity:** Bus drivers should have a thorough knowledge of designated routes, stops, and any specific instructions or hazards along the way. They must follow established routes and schedules, while also adapting to traffic conditions and unexpected situations.
4. **Vehicle Maintenance:** Bus drivers are responsible for conducting pre-trip inspections of the vehicle, checking for any mechanical issues, ensuring proper functioning of lights, signals, brakes, and other safety features. They should promptly report any maintenance or repair needs to the appropriate authorities.
5. **Communication and Reporting:** Drivers must effectively communicate with passengers, providing necessary information and responding to inquiries or concerns professionally. They should also report any incidents, accidents, or passenger issues to the transportation department or relevant authorities as required.

6. **Emergency Preparedness:** Bus drivers should be prepared to handle emergencies such as accidents, breakdowns, or medical situations. They must be familiar with emergency procedures, including evacuation protocols and contacting emergency services when necessary.
7. **Discipline and Behavior Management:** Bus drivers play a role in maintaining discipline and order among passengers. They should enforce rules and regulations, discourage unsafe or disruptive behavior, and report any recurring disciplinary issues to the transportation department or appropriate authorities.
8. **Professionalism and Customer Service:** Bus drivers should exhibit professionalism, courtesy, and excellent customer service skills when interacting with passengers, colleagues, and other stakeholders. They should create a positive and respectful environment onboard the bus.
9. **Punctuality:** Bus drivers must adhere to schedules and ensure that passengers are picked up and dropped off in a timely manner, considering the convenience of all passengers while maintaining road safety.
10. **Documentation and Record Keeping:** Bus drivers should maintain accurate records of daily operations, including passenger counts, mileage, fuel consumption, and any incidents or accidents that occur during their shifts.

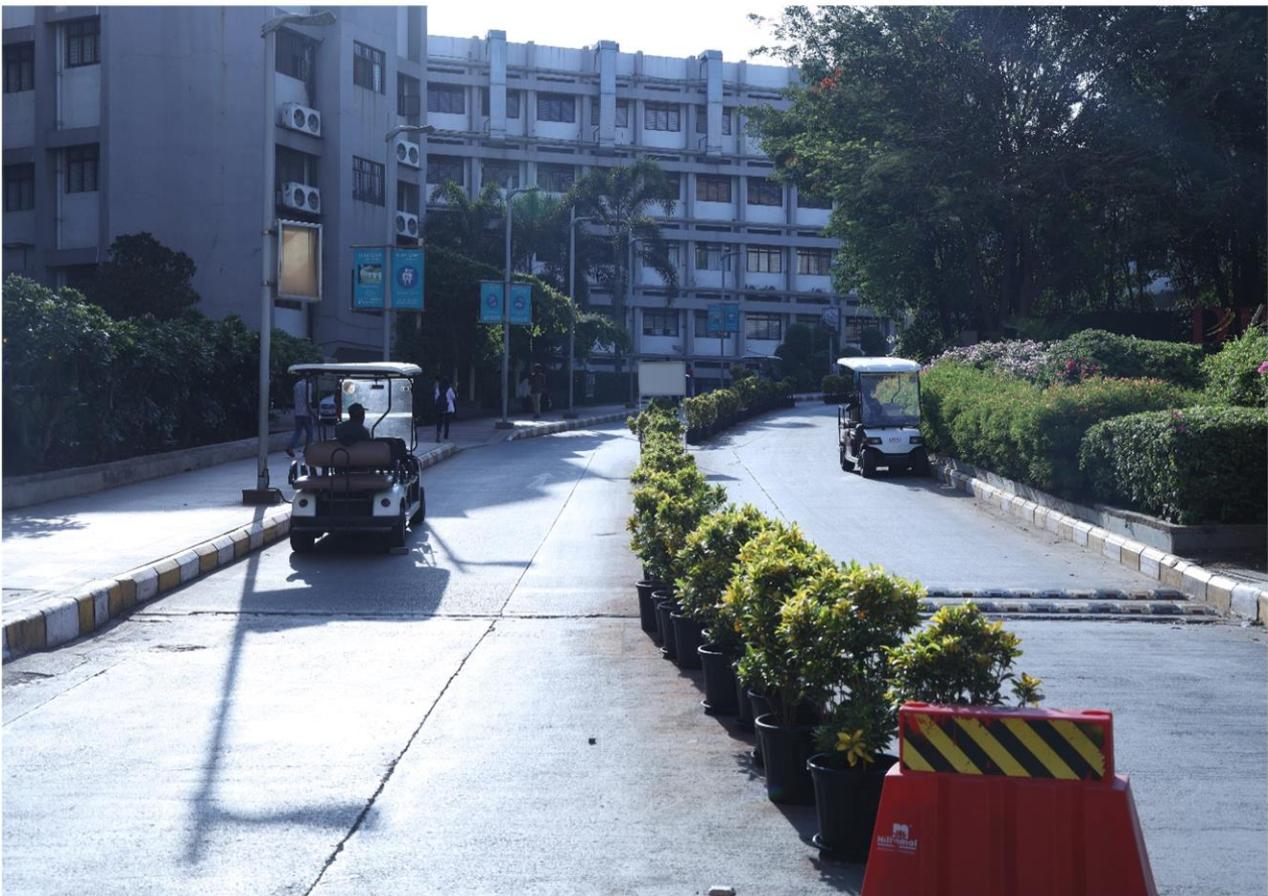
By fulfilling these responsibilities, bus drivers contribute to the safe, efficient, and comfortable transportation experience for all passengers.

## ➤ Responsibilities of Students and Staff

1. **Compliance with Rules and Regulations:** Students and staff are responsible for familiarizing themselves with and adhering to the rules and regulations set forth by the transportation policy of Dr. D. Y. Patil Vidyapeeth, Pune.
2. **Respectful Behaviour:** Students and staff should exhibit respectful and considerate behaviour towards the bus drivers, fellow passengers, and other individuals involved in the transportation system.
3. **Punctuality:** Students and staff should be punctual and arrive at the designated bus stops on time to ensure smooth operations and minimize delays for themselves and other passengers.
4. **Safety Consciousness:** Students and staff should prioritize their own safety and the safety of others. This includes following the instructions of the bus driver, using seat belts when available, and avoiding any actions that may jeopardize the well-being of themselves or others.
5. **Proper Use of Facilities:** Students and staff should use transportation facilities responsibly and treat them with care. This includes not damaging or vandalizing the buses, maintaining cleanliness, and disposing of waste appropriately.
6. **Queue Management:** Students and staff should form orderly queues while waiting for the bus, ensuring a smooth boarding process and avoiding unnecessary crowding or pushing.
7. **Reporting Issues:** Students and staff should promptly report any issues, concerns, or incidents related to the transportation system to the designated authorities or transportation department. This includes reporting any malfunctioning safety equipment, disruptive behaviour, or other relevant matters.

8. **Compliance with Guidelines:** Students and staff should comply with any additional guidelines or protocols communicated by the bus driver or transportation staff for the efficient and safe functioning of the transportation system.
9. **Cooperation with Bus Drivers:** Students and staff should cooperate with the bus drivers, follow their instructions, and show patience and understanding during unforeseen circumstances or delays.
10. **Environmental Responsibility:** Students and staff should be mindful of environmental sustainability and contribute to reducing the environmental impact of transportation. This includes minimizing waste generation, opting for sustainable transportation options when feasible, and promoting eco-friendly practices.

**Sd/-**  
**(Dr. A. N. Suryakar)**  
**Registrar**



Battery operated Car at DPU campus to reduce transportation program.



Battery operated Car at DPU campus to reduce transportation program.



Spacious Car parking area at the DPU campus



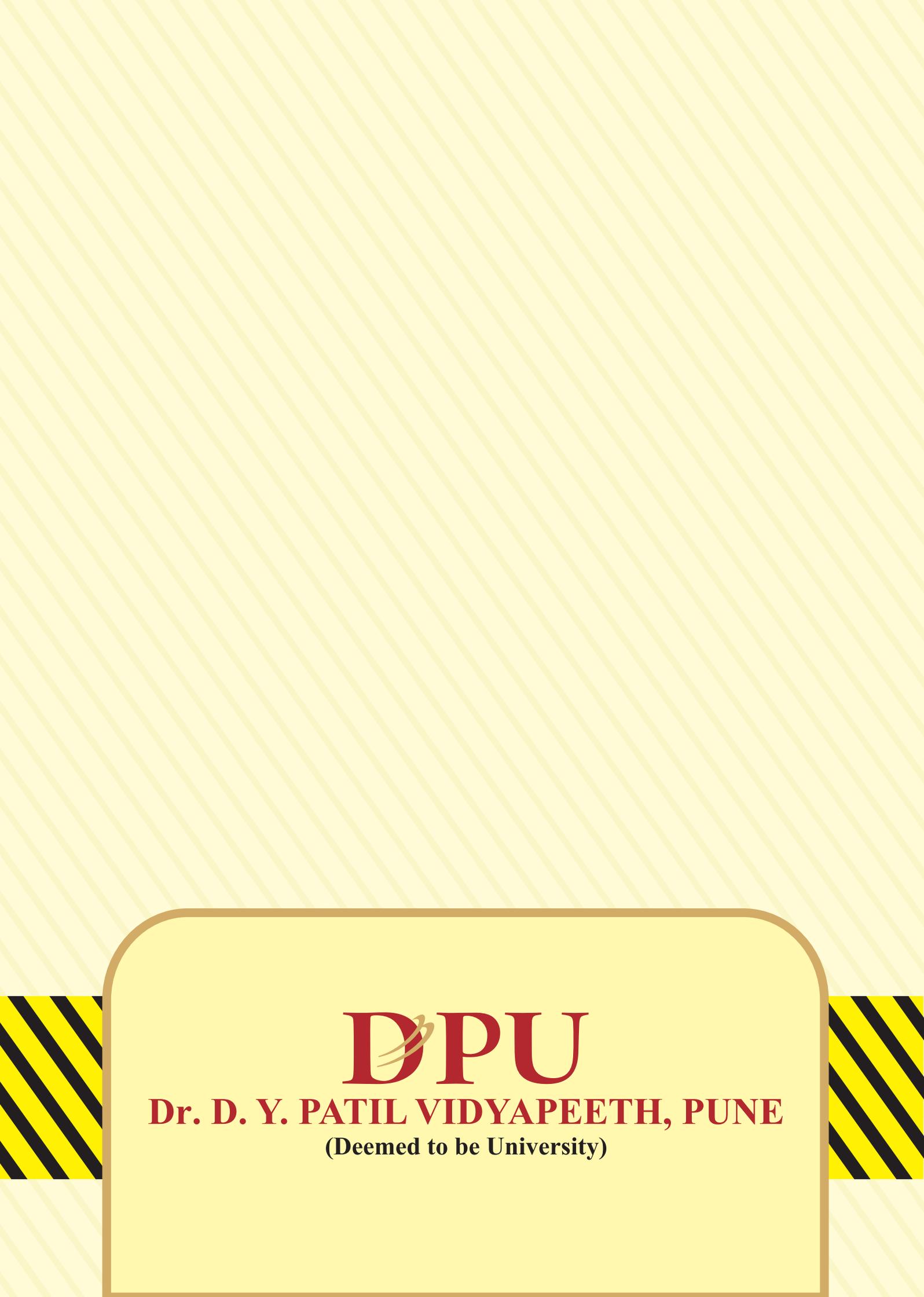
Ambulance facilities for the patients



Bus services to students and staffs to reduce the car and other transport mode to the DPU campus.



Covered and open two wheeler parking areas at DPU campus.



**DPU**

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