



**Aditya College of Pharmacy**  
Aditya Nagar, ADB Road, Gandepally Mandal,  
Surampalem, Andhra Pradesh- 533 437

**TRANSPORT COMMITTEE STANDARD OPERATING PROCEDURE**  
**Academic year 2020-2021**

The committee members has discussed on the following aspects and made necessary suggestions.

1. Administer and schedule transport facility for the students and staff to various routes.
2. Daily supervision of the bus route operations is mandatory to maintain the punctuality
3. The fleet of buses should reach the institution on or before 9.AM and leave after 4.PM
4. The conduction of review meeting with transport committee members takes place twice in a semester
5. Providing free bus facility to staff and non- teaching staff.
6. Providing 50 % concession in bus fares for the wards of staff and non-teaching staff of Aditya group of educational institutions.
7. Providing additional transport facility to the students and staff who are staying in the campus beyond working hours for placement and project work.
8. Arrange transport facility for students and also to staff for any educational tour, sports meet, social service activities.
9. Displaying driver route map and stages points inside the bus.
10. Plans to see that at least one faculty must travel in the student bus to maintain display in the bus.
11. Sanitizing and cleaning of all buses at regular intervals of time to maintain the hygienic conditions.



*Xaani Chaudhary*  
Principal

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