



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

## TRANSPORT COMMITTEE STANDARD OPERATING PROCEDURE (SOP)

### Academic year 2018-2019

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

1. Administer and schedule transport facility for students and staff to various routes.
2. The transport in-charge will take care in organizing bus routes on a regular basis.
3. Daily supervision of the bus route operations is mandatory to maintain punctuality.
4. The fleet of buses should reach the Institute on or before 9.00 A.M and leave after 4.30 P.M.
5. The Conduction of review meeting with transport committee members takes place once in a semester.
6. Providing free bus facility to all the staff and non-teaching staff.
7. Providing 50% concession in bus fares for the wards of staff and non-teaching staff of the Aditya Group of Institutions.
8. Arranging transport facility for students and staff for any educational tour, sports meet, competitions and social service activities etc.
9. Providing additional Transport facility to students who are staying in the campus for placements/Project.
10. Displaying the details of driver, route map and stage points inside the Bus.



  
**PRINCIPAL**  
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