



THE ORCHID SCHOOL

Circular for Private Transport

**The Orchid School
Baner, Pune**

Circular No. TOS/FRO/CIR/FS/11-12/7

Date: 26-09-2011

Circular for Parents (Nursery to Std IX) – Using Private or Personal Transport

Subject: Formation of School Transport Committee

Implication and implementation of norms regarding Transportation

Dear Parents,

This is to inform you that the school has formalized the 'School Transport Committee' which includes school authorities - Principal, Admin Unit Head and two PTA members. (See latest PTA minutes on the school website).

It is clear from the guidelines by the Maharashtra home section letter no. MVR 0808/CR – 153/TRA -2,Dt. 22/4/2011, that the 'Transport Committee' is responsible to verify compliance of the school transport norms – both of the authorized transporters 'Pradyna Enterprise' and the privately run vehicles. Vehicles include vans and buses.

About School Transport -

As you would know, TOS has outsourced its transport facility to 'Pradyna Enterprise'. TOS as a regular practice has been monitoring the 'Pradyna Enterprise' (school transporters) , in accordance to the government guidelines and has verified records of all necessary documents namely RTO permit, registration of vehicle, insurance, PUC (bi - yearly), road tax document, copy of driver's license and his badge number. Each bus also has a fire extinguisher and first aid facility. Based on this, TOS has authorized them as 'official transporters' for the school.

Personal Transport -

If your children come to school by personal transport (no commercial involvement), then this communication does not affect you. This is only to keep you informed.

Private Transport –

We understand, from our school data base, that you have **not** opted for school authorized transport.

Hence this communication.

If you have arranged for private transport to ferry your ward to school, then please note the following :

- Give details of your Private transporter in writing to school office by 30th Sept.2011 – Name of the driver/ transporter, type of vehicle, vehicle number and number of children using that vehicle. If you share the vehicle with other parents, any one parent can take the responsibility for this.
- Ask your driver/ transporter to register their names with the school and come and meet Mr. Matin / Mr. Nitin in person at the school office before 30th September 2011.
- They will be handed a letter of compliance and asked to submit relevant documents before 20th October. On submission and verification of the documents and vehicle within the stipulated time period, the NOC (No Objection Certificate) from school will be given.

Only vehicles with NOC from school will be permitted to run transport from November onwards.

- The documents required from your transporters are -
 - Application to school for NOC
 - Registration of their vehicle/s (RCTC)
 - RTO Permit.
 - Road Tax documents
 - PUC (done within last 6 months)
 - Insurance documents
 - Copy of driver 'license/ badge number
 - Vehicle Number.
 - The name, phone number and address of the driver/s and the attendant
 - List of TOS children – with name , class, address, contact details and drop and pick – up stops

- If transporters comply with the above, school will issue NOC to them, after thorough verification of documents and vehicle by the Transport Committee. This will confirm and authorize them to ply TOS children.
- If transporters fail to comply with the above, then the list of defaulters will be sent to the relevant parents, put up the school website and the information will be sent to the RTO and the Chaturshingi police.

We urge parents to monitor the implementation of the transport norms and ensure that all documents are submitted to school before 20th October, to get the NOC.

Thanking you for cooperation,

Shilpa Solanki
Principal