



THE ORCHID SCHOOL

Minutes of Transport Committee meeting held on 19th Sept 11

**The Orchid School
Baner, Pune**

Formation of the Transport Committee 2012-13

Based on the letter of Maharashtra Government letter no. MVR 0808/CR-153/TRA-2, Dt.22/4/2011, regarding 'School Transport Committee' The Orchid School, Baner, Pune -45, has formalized the Transport Committee (PTA) on 07-07-2012.

The following members are in the Committee:

1. Ms. Shilpa (Principal)
2. Mr. Matin Shaikh (Admin Unit Head)
3. Ms. Harini Bavani (PTA Representative)
4. Ms. Rajeshri Sharma (PTA Representative)
5. Ms. Monica Desai (Coordinator)
6. Ms. Preeti Parekh (Counsellor)
7. Mr. Shelar – Transport Contractor – Pradnya Enterprises
8. Mr. Bahirat – Transport Contractor – Pradnya Enterprises

The role responsibilities for the above mentioned committee members are as follows:

1. School authority and transport committee is responsible to verify compliance of the norms by all transport providers of the school. This includes the authorized transporters – Pradyna Enterprise and all the other private transporters as well.
2. TOS as a regular practice has been monitoring the Pradnya 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
3. All the authorized school buses maintain a daily student attendance register giving details of each child, class, bus stop, address, contact number and blood group. The PTA representatives present had a chance to see the above mentioned documents.
4. Transport committee takes all the private transporters in the ambit of school and monitor the same.
5. The school is continually monitoring and reinforcing bus rules with students.
6. The transport committee will meet every three months.