

**NOTIFICATION NO. KU/POL./2019/008**  
**Date: 10<sup>th</sup> December 2019**

**Subject: Transportation Policy (Issue 01 Revision 00)**

Karnavati University hereby notifies 'Transportation Policy' as appended herewith. This policy will provide transport facilities to the employees and students of the University this will also Enhance safety and security measures for the students and employees traveling by University transport.

This comes into immediate effect.



**Tariq Ali Saiyed**  
**Registrar**



**Enclosure: Karnavati University - Transportation Policy (Issue 01**  
**Revision 00)**



## **Karnavati University Transportation Policy**

<b>Policy title</b>	Karnavati University Transportation Policy
<b>Key stakeholders</b>	Teaching Employee Non-Teaching Employee Students Campus Administrator - Transportation Transport Department
<b>Approved on</b>	10 <sup>th</sup> December 2019
<b>Date effective from</b>	11 <sup>th</sup> December 2019
<b>Next version</b>	
<b>Relevant policies</b>	
<b>Relevant committees</b>	
<b>Related Guideline</b>	

### **1. Short Title and Extent**

This Policy shall be called the '*Karnavati University Transportation Policy*'.

### **2. Objective**

The objective of this policy is to ensure that –

- i. All the transport related facilities and services are managed effectively,
- ii. Provide transport facility to the employees and students of the University,
- iii. Enhance safety and security measures for the students and employees travelling by University transport.

### **3. Definition**

- i. **“Employee”** shall mean the Full – time Teaching and Non-teaching employees of the University.
- ii. **“Stop - point”** shall mean the pick-up and drop points of the bus, as decided by the University transport department.
- iii. **“Student”** shall mean the students who are admitted in the various undergraduate and postgraduate programs/courses offered by the University and who have paid the requisite Transportation fees.
- iv. **“Vehicle”** shall mean and include but not limited to buses and cars used by the Transport department of the University for facilitating commutation of the students and employees, to and from the University and stop-point.

**4. Transport Department and its Responsibilities** - There shall be a Transport Department within the Karnavati University, it shall be headed by the Campus Administrator – Transportation. The Transport Department shall have the following responsibilities –

- i. Coordination of the official and unofficial trips of the University for its students and employees, allocating the bus routes for daily commutation of the students and employees to and from the University campus to the designated stops,
- ii. Allocation, maintenance, review, servicing and repairs of the vehicles, compiling documents related to the maintenance and repairs,
- iii. Fuelling of vehicles and checking fuel efficiency,
- iv. Scheduling vehicles and operations,
- v. Maintaining the records of all the certificates, licenses, permissions, insurance, PUC, RC, fitness certificates and etc. of the vehicle and timely renewal of the same,
- vi. Handling accidents and mishaps, breakdown services,
- vii. Making vehicle movement reports and GPS monitoring,
- viii. Supervising the daily bus operations and providing instructions to the bus drivers and supervising staff,
- ix. Make rules related to the working hours of the drivers, their conduct, incentives, and such other regulations.

**5. Rules for the Bus Transport Facility**

- i. The University shall maintain a fleet of buses to facilitate the commutation of the students and employees to and from the University campus to their stop - point in Ahmedabad and Gandhinagar;

- ii. Students can avail the transport facility after paying the prescribed annual fee i.e., **Transportation fee**, it shall be notified at the start of every academic year and a duly filled and signed undertaking (**Annexure A**), the facility is only available on first-cum-first serve basis;

**Annexure A**

**Undertaking for Bus Transport Facility**

**(To be filled by students availing Bus Transport Facility)**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Department, Institute: \_\_\_\_\_

- i. I shall avail the transport facility for the whole academic year and if due to any reason I leave/withdraw this facility during the on-going academic year, I shall have no claim for refund of fee & other charges already paid or otherwise. Fee and other charges already paid, including advance and security, shall stand forfeited and I shall further be liable to pay the fee and other charges for the remaining/ entire year.
- ii. I shall not be entitled to claim transport facility as a matter of right.
- iii. I shall board the transport vehicle from the assigned stop-point only.
- iv. I agree that the University shall have the full authority for the inspection of the transport vehicle or any of my personal belongings during transit or otherwise in or outside the University at any time.
- v. I agree that the University reserves the right to withdraw or to change the transport vehicle allotted and various provisions and facilities in the vehicle from time to time, as deemed appropriate by the University.
- vi. I shall carry the identity card at all times while on the bus (vehicle) and shall be liable to produce the same as and when the concerned authorities ask for and in case of not carrying the identity card, I shall be liable to pay the fine as imposed by the University.
- vii. I agree that the University shall not be liable for any damage, loss, accident, and/or mishappening caused to me or my belongings while being in the (bus) vehicle or otherwise.
- viii. I agree that in case the University is not able to arrange for transport facility for specific period due to any reason whatsoever, I shall make my own arrangements for the transport facility at my own cost; and I shall not be entitled to claim any compensation from the University.

- ix. In case it is found at any time that I am subject to be declared ineligible for appearing in any examination due to shortage of attendance in a particular term after due consideration of all the classes to be conducted for that term or in case I am detained at any time on account of disciplinary misconduct or any other reason whatsoever, I shall be liable to leave the bus transport facility as and when directed by the University. Allotment of transport facility in the next term/semester shall be solely at the discretion of the University.
- x. I agree that the transport fee and related charges are subject to revision from time to time as decided by the University.
- xi. I shall be liable to pay for any damage caused by me to the transport vehicle or provisions therein either alone or jointly with others and shall also be subject to face disciplinary action(s) as decided by the University.

I agree to abide by the above mentioned terms.

Place:

Signature of Student:

Name and Signature of Parent/Guardian: