



INSTITUTE OF AERONAUTICAL ENGINEERING

DUNDIGAL – 500 043, HYDERABAD

COLLEGE BUS TRANSPORT OPERATING INSTRUCTIONS

24 March, 2015

1. College buses cover every nook and corner of Hyderabad - Secunderabad and suburbs.
2. Students availing the bus facility must deposit their bus charges at the time of registration in each year, failing which they will not be allowed to avail the same.
3. All the day scholar students and staff members should prefer to come to college by the college bus only. No private vehicles are advised. Hence, parents are kindly requested not to provide two wheelers or any other vehicles to their wards to commute to the college.
4. Students and staff should consider it mandatory to board the bus on time and the bus will not wait in any circumstances. The students should be supportive to the bus staff for the desired convenience. They are advised to reach the boarding point well in advance.
5. The bus in-charge should ensure that the bus should not leave the boarding before the schedule time under any circumstances.
6. The bus in-charge should see that the driver should not use mobile phone while he is driving. The driver of the bus must handover the mobile phone to the bus in-charge before he start driving and collect it after parking the bus in the college premises.
7. The bus in-charge should see that the buses are starting sharp by 4.30 PM on all days in the evening. The bus will not be stopped for any reason by the students or faculty under any circumstance. In case the bus stops beyond 4.30 PM the bus in-charge should give an explanation in writing to the Director giving reasons for the delay.
8. All students and staff should board only the college bus which is allotted to them with proper dress code, bus ID card and wearing their college ID card before boarding the bus and till getting out of the bus in the evening. They are not allowed to board any bus other than the one which is allotted to them.
9. Bus in-charge should keep the name list of the staff and students boarding the bus and note the attendance of the staff and students boarding the bus for which he / she is in-charge in the morning and in the evening every day.
10. Staff members and students are strictly not allowed to use any electronic gadgets like i pods, MP3 players, cameras, etc. in the buses.
11. Boarding of the college buses shall be in the sequence of I) Girls, II) Staff and III) Boys students.
12. During University examinations, it may not be possible to cover all the boarding points and will be dropped at the nearest boarding points.
13. Hostlers or unauthorized day scholars are not allowed to claim bus facility.

Disciplinary action will be taken on those violating the above instructions.

IN CASE OF EMERGENCY, CONTACT: Sri S Ravikanth, Convener, Mobile No: 9985821460 or Sri N.V. Krishna Rao, Mobile No: 9985821437, Transport In-charge. **E-Mail: director@iare.ac.in**

DIRECTOR

Copy to:

Chairman, Secretary and Executive Director & Treasurer

HOD's of Freshman, CSE, IT, ECE, EEE, ME, AE, CE and MBA

Deans – Academic, R & D, PG, Audit and Planning, Student Affairs

Administrative Officer

I/C Transport, Bus in-charges and Bus drivers

Faculty coordinators and Student coordinators (Transport)

Notice Boards, College website and Student Corner – Bulletin Board