



NEW ERA SENIOR SECONDARY SCHOOL

Transportation Protocols (Self-Pick-Up/Drop-Off & Private Transport Guidelines)

1. Introduction

New Era Senior Secondary School is committed to ensuring the safety and well-being of all students during arrival and departure from school premises. As the school does not operate its own transport facilities, parents/guardians are responsible for arranging transportation for their children. These protocols aim to regulate self-pick-up/drop-off and the use of private transport services.

2. Objectives

- To ensure safe and smooth movement of students during school hours.
- To minimize traffic congestion near school premises.
- To promote discipline and responsibility among parents, students, and transport providers.
- To safeguard students against accidents and security risks.

3. Scope

These guidelines apply to:

- Parents/Guardians who personally drop and pick up students.
- Students using bicycles, two-wheelers (where permitted), or walking.
- Students using private vans, auto-rickshaws, or hired vehicles.
- Authorized drivers and transport providers engaged by parents.

PART A: Guidelines for Self Pick-Up and Drop-Off by Parents/Guardians

4. Arrival and Departure Timings

- Parents/guardians must strictly follow the school's reporting and dispersal timings.
- Early arrival or late pick-up should be avoided unless prior permission is granted.
- Students should not be left unattended before school opens.

5. Designated Pick-Up and Drop-Off Zones

- Parents must use only the designated areas marked by the school.
- Stopping vehicles in no-parking or unsafe zones is strictly prohibited.
- Double parking and blocking school gates must be avoided.



6. Traffic and Parking Discipline

- Follow all traffic rules and instructions of school staff/security personnel.
- Maintain low speed near the school campus.
- Do not use mobile phones while driving.
- Switch off engines during long waiting periods.

7. Student Safety

- Ensure children enter and exit vehicles from the safer side (footpath side).
- Younger students must be escorted by parents/guardians till the gate.
- Students should not cross roads without supervision.

8. Identification and Authorization

- Only authorized parents/guardians may pick up students.
- In case of change in pick-up arrangements, prior written intimation must be given.
- School-issued ID cards must be carried and shown when required.

9. Walking and Cycling/Two wheeler Students

- Students who walk or cycle must follow traffic rules.
- Use footpaths wherever available.
- Cycling/Two wheeler students should wear helmets and reflective accessories in case of two wheeler licence are also mandatory.
- Parents are responsible for assessing route safety.

PART B: Guidelines for Private and Hired Transport (School Transport by Parents)

10. Selection of Transport Providers

- Parents must select reliable and licensed transport providers.
- Vehicles should be registered, insured, and in good condition.
- Drivers must hold valid driving licenses.

11. Vehicle Safety Standards

- Vehicles must have functional brakes, lights, horns, and indicators.
- First-aid box and fire extinguisher are recommended.
- Overloading of vehicles is strictly prohibited.
- Proper seating arrangements must be ensured.

12. Driver Conduct and Responsibility

- Drivers must maintain discipline and polite behaviour.
- Smoking, alcohol consumption, or substance use is strictly prohibited.
- Drivers should not use mobile phones while driving.
- Rash and negligent driving will not be tolerated.

13. Student Conduct in Vehicles

- Students must remain seated during travel.
- No shouting, distracting the driver, or leaning out of windows.
- Respect fellow passengers and drivers.
- Damage to vehicle property will be the responsibility of parents



14. Attendance and Monitoring

- Parents should ensure regular attendance and punctuality.
- Any transport-related issues should be reported to the school office.
- The school reserves the right to verify transport arrangements if required.

PART C: Safety, Emergency, and Compliance

15. Emergency Preparedness

- Parents must share emergency contact numbers with drivers.
- Drivers should know basic emergency procedures.
- In case of accident or breakdown, parents and school must be informed immediately.

16. Medical and Special Needs

- Transport arrangements for students with medical conditions must be informed in advance.
- Parents should brief drivers about allergies, medications, or special requirements.

17. Responsibilities of Parents/Guardians

- Ensure compliance with these protocols.
- Educate children about transport safety.
- Regularly review transport arrangements.
- Take immediate action in case of safety concerns.

18. Responsibilities of Students

- Follow school and transport rules.
- Report unsafe practices to parents/teachers.
- Maintain discipline and cleanliness.

19. Role of the School

- Provide guidance on safe transportation practices.
- Coordinate with parents in case of emergencies.
- Issue advisories when required.
- Monitor compliance within school premises.

20. Non-Compliance and Disciplinary Action

- Repeated violation of these protocols may lead to written warnings.
- The school may restrict entry of unsafe vehicles.
- Serious violations may attract disciplinary action as per school rules.

20A. Compliance with CBSE and State Board Guidelines

- These Transportation Protocols are framed in accordance with the safety guidelines issued by the Central Board of Secondary Education (CBSE) and the Gujarat State Education Department.
- The school follows CBSE circulars related to student safety, transport monitoring, and child protection.
- Parents are advised to comply with provisions under the Motor Vehicles Act, 1988 and related state transport rules.



- Private transport providers engaged by parents must adhere to:
 - Valid Registration Certificate (RC)
 - Valid Driving License
 - Insurance Policy
 - Fitness Certificate (where applicable)
- Background verification of drivers is strongly recommended.
- Installation of GPS tracking and CCTV (where available) is encouraged for enhanced safety.
- The school reserves the right to seek compliance proof from parents in case of safety concerns.
- Regular awareness sessions on road safety and transport discipline shall be conducted as per CBSE advisories.

21. Review and Amendment

These protocols shall be reviewed annually and may be revised as per safety requirements and government regulations.



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