

File Name	School Transport Procedures - The SOBHA Academy
Reference	SKT - TSA PRO - IV - 005
Date	13-05-2025

### 1. Department Oversight

Function	Responsible Person
Documentation & Compliance	Facility Manager
Liaison & Coordination	Admin Office & Outreach Officer
Oversight	Principal

### 2. Annual Contractor Meeting & Planning

Before each academic year:

- Finalise routes, rates, and service expectations.
- Set vehicle standards (CCTV, GPS, ventilation, seating).
- Outline driver and conductor behavioural code.
- Sign formal Transport Agreement.
- Define documentation deadlines and penalties for non-compliance.

### 3. Full Document Audit (Mandatory Before Service Start)

#### a. Vehicle Documents

- Registration Certificate (RC)
- Insurance
- PUC Certificate
- Fitness Certificate
- Road Tax Receipt
- Transport Permit (if applicable)

#### b. Driver Documents

- Valid Driving License (appropriate class)
- Medical Fitness Certificate (not older than 1 year)

#### c. Onboard Safety Equipment

- Fire extinguisher (serviced)
- Stocked first aid kit (monthly checked)
- CCTV functional (video accessible by school admin)

- Emergency contact display inside vehicle

Any **expired or missing documents** result in disqualification of the vehicle and contractor.

#### **4. Orientation and Training**

Mandatory for all approved transport staff:

- SOP training for student behaviour, communication, punctuality.
- Emergency protocols (fire, accident, medical).
- Zero-tolerance policy for alcohol, negligence, and misconduct.
- Basic English phrases and first responder responsibilities.

#### **5. Monthly Document Compliance Checks**

##### **Process:**

1. Use a formal Transport Compliance Checklist.
2. Schedule monthly inspections and notify contractors.
3. Physically verify document validity and onboard equipment.
4. Maintain records in Transport Logbook.
5. If non-compliant:
  - o Issue memo
  - o Provide deadline for correction
  - o Re-inspect
  - o Cancel service if unresolved

#### **6. Alcohol Testing & Behaviour Monitoring**

- Conduct random Breathalyser tests once every 15 days.
- Maintain confidential logs.
- Misconduct = documented report + memo + potential cancellation.

#### **7. Daily and Monthly Records**

Maintain a Transport Logbook for:

- Route adherence and timing
- Driver and conductor attendance
- Parent/student complaints
- Incident or delay reports

## 8. Emergency Protocol

- All vehicles must:
  - Display contact info (school, police, ambulance)
  - Be equipped with first aid and fire safety kits
- Drivers and conductors must:
  - Know evacuation procedures
  - Be trained to contact local authorities

## 9. Accountability and Feedback Loop

Role	Responsibilities
<b>Transport In-Charge</b>	Monitor all compliance, update logs, liaise with Principal
<b>Outreach Officer</b>	Receive parent concerns, escalate to Admin Head
<b>Facility Manager</b>	Conduct audits, coordinate contractor performance

**Continuous improvement** encouraged via feedback from:

- Parents
- Students
- Drivers
- Teaching staff

## 10. Review and Amendment

This procedure is reviewed annually, or earlier if:

- There is a major incident
- Legal compliance guidelines change
- Contractor performance issues are raised

## 11. Document Control

VERSION	DATE	DESCRIPTION	APPROVED BY
1.0	13-05-2025	Initial Formalisation	Trustee Board