

## **ATME College of Engineering Transportation Policy for Students**

### **Objective:**

The primary objective of ATME College of Engineering's transportation services is to provide safe, reliable, and efficient transportation for our students. This policy outlines the guidelines and rules that students must adhere to when using college transportation services.

### **Transportation Request and Schedule:**

Students who wish to avail themselves of the college transport facility must submit a request through the AIMS system and provide a hard copy of the application, including a parent's consent letter, to the transport in-charge.

Transportation services will operate on all specified routes for the academic year. Odd semester transportation starts from 11-09-2023 and ends on 06-01-2024, while even semester transportation starts from 19-02-2024 and ends on 12-06-2024 (Tentative). Limited routes will be operated during examinations.

The transportation charges for this academic year are as follows:

Stage 1: ₹27,000.00  
Stage 2: ₹26,000.00  
Stage 3: ₹25,000.00  
Stage 4 (Outside Mysore): ₹29,000.00

### **General Guidelines:**

1. The facility will be extended to students of this year if they have cleared their previous year fee dues.
2. Operation duration is divided into two sessions: regular routes for 4 months and exam routes for 1 month in each semester, as per university guidelines.
3. Once the transportation facility request is submitted and the fee is paid, no refunds will be issued. Discontinuation during the operation duration will not be accepted or refunded under any circumstances.
4. Tentative routes will be operated for the first month of the even semester to analyze student strength and feasibility before finalizing routes.
5. Carrying a valid ID card or fee receipt copy is mandatory for random inspections. Failure to produce valid documentation may result in service discontinuation.
6. Unauthorized use of transportation facilities will result in strict action and a penalty of three times the transportation fee.

**Transportation Eligibility:** College transportation services are available to all registered students who meet the eligibility criteria set by the college.

**Safety:** Safety is our top priority. Students must follow all safety instructions provided by the bus driver and staff. In emergencies, students should remain calm and follow staff instructions.

**Timeliness:** Students must arrive at the designated pickup point at least 5 minutes before the scheduled departure time. Buses will not wait for latecomers.

**Designated Stops:** Students are allowed to board and disembark only at designated stops. Changes require prior approval from college authorities.

**Behavior:** Students should conduct themselves respectfully and responsibly while on the bus. Disruptive or unruly behavior will not be tolerated.

**No Smoking or Eating:** Smoking, eating, or drinking is strictly prohibited on the bus. Students must keep the bus clean and dispose of trash properly.

**Seat Assignments:** Students must take their assigned seats and remain seated during the journey. Standing or moving around inside the moving bus is not allowed.

**Personal Belongings:** Students are responsible for their personal belongings. The college is not liable for any loss or damage to personal items during transportation.

**Payment and Fee Structure:**

**Transportation Fee:** Students using college transportation services must pay the transportation fee as determined by the college administration.

**Payment Schedule:** The transportation fee should be paid in accordance with the payment schedule set by the college.

**Misconduct and Violations:**

**Reporting Misconduct:** Students witnessing misconduct, safety concerns, or policy violations on the bus should report it to the bus driver or college authorities promptly.

**Consequences:** Violations of this policy may lead to disciplinary action, including suspension or termination of transportation privileges.

**Complaints and Suggestions:**

Students are encouraged to provide feedback, suggestions, or report any concerns related to transportation services to the college administration. Your input is valuable, and we strive to continuously improve our services.

**Policy Acknowledgment:**

I, \_\_\_\_\_ [Student's Name], have read and understood the ATME College of Engineering Transportation Policy for Students. I agree to abide by the rules and guidelines outlined in this policy.

Signature:

[Student's Signature]

Date:

[Date]