



19th May 2018

CIRCULAR

The **Transport Committee** of the Institution has been constituted with the following members for the Academic Year 2018-19. The functions and responsibilities of the Committee are appended overleaf.

Transport Committee Members:

S. No.	Name of the staff	Designation-Department	Nature of responsibility
1	Mr. G.PRASAD	Associate professor-S&H	Co-ordinator
2	Mr. K. SREE HARI	Assistant professor-CSE	Member
3	Mr. D.V RAMESH	Assistant professor -IT	Member
4	Mr. B.SRINIVASA REDDY	Assistant professor -CIVIL	Member
5	Mr. M.GURU BRAHMAM	Assistant professor -CSE	Member
6	Mr. P.OMKAR REDDY	Assistant professor -EEE	Member
7	Mr. N.KRISHNA	Assistant professor -MBA	Member
8	Mr. D.KONDALA RAO	Sr.Asst	Member
9	Mr. N.MUNIYYA	Jr. Asst	Member
10	Mr. OMKAR.BACHU	Assistant professor -EEE	Student Member
11	Miss. SRAVANI.V	Student-ECE	Student Member
12	Miss. VANDANA.G	Student-ECE	Student Member



Functions of the Transport committee:

- To ensure that the driver of the buses reach the specified boarding points on time and reach the college in time, and leave the college on time and drop the students in time on the return journey.
- To ensure that the drivers follow traffic rules and regulations strictly to avoid untoward incidents.
- To ensure that the drivers attend to their duties in time.
- To ensure that all the drivers wear the uniform while on duty.
- To ensure that the drivers maintain the buses cleanly and in good and fit condition.
- To ensure that the drivers drive the buses in such manner as to get maximum mileage and the same recorded in the log book;
- To ensure that the drivers inform the Committee as and when repairs are required and seek proper prior permission for undertaking the repairs and enter the details of such repairs in the log books.
- To ensure that the drivers behave properly with the students;
- To ensure that the bus in charges travel in their respective buses without fail to maintain discipline in the bus; To ensure that the contact telephone numbers are visibly displayed in the bus and also informed to the parents through students.
- To brief the drivers frequently about their duties and also to ensure proper maintenance of buses and behavior of the drivers and the students.
- To ensure that the taxes and other payments in respect of buses are paid in time