

September 16, 2020

Transport Guidelines for Students, Staff and Transporter

Staff and Students

- Wearing mask is mandatory for all passengers and drivers. The Point Monitor or the Driver is authorized to not let anyone enter the bus without Mask. They should keep wearing it until their arrival to the university.
- Students are advised to avoid unnecessary talking and moving around during the journey.
- No passenger will be allowed to board if he/she is not wearing a face mask. Everyone should sanitize his/her hands before stepping on to the vehicle. The Sanitizer would be available in the bus. Students/Staff should also keep their own sanitizer with them.
- Distancing in seating arrangements to be made by the transporter.
- The temperature of every passenger to be checked before boarding. Infrared thermometer to be kept by each van driver.
- Any passenger having temperature should immediately report to Point Monitor/Driver and isolated from others. The driver or Monitor may refuse boarding of any passenger suspected for illness.
- Passengers of the buses in queue are advised to stay inside their bus until the van ahead of you has moved after disembarking the passengers.
- There would be sufficient checkpoints at the entrance for checking the body temperature with infrared thermometer. You are advised to line up while keeping the distance.
- There will be markings for each individual for lining up with social distancing.
- Use the hand sanitizer before entering the main building. Sufficient number of dispensers are placed at the entrance.
- Persons having high temperature would not be allowed to enter the campus. They would stay in an isolation room before he/she is transported back home.
- All passengers would be subject to hand sanitization before getting in to the van while leaving the campus.

Admin Staff

- Admin staff would ensure that a regular temperature check of each driver is performed after arriving and before departure on daily basis.
- Admin staff would also ensure that the regular cleaning of vehicle with a disinfectant spray is performed every day.

Drivers and Transporter

- The transporter is bound to inform the management in case any of his driver is sick or have symptoms of COVID-19.
- Drivers are strictly advised to drop off the passengers only at their designated stops. The university administration may be informed well in advance, in case of changing the stops.
- In case of any mechanical problem in vehicle, the transporter will arrange an alternative van keeping in consideration the social distancing policy.

* The management of the Institute may change or add any instructions as and when required.