



Thejus Engineering College

'Knowledge is the ultimate goal'

POLICY

TRANSPORTATION FACILITY TO STAFF

Policy Number	TEC/ADMN/04/2019-20
Function	ADMINISTRATIVE
Approving Authority	DIRECTOR
Date of Issue	17-01-2020
Next Review Date	AS AND WHEN NEED IS FELT

1. Objective:

The objective of this policy is to regulate the use of institute transport facilities by the institute staff.

2. Applicability and Eligibility:

- (a) This is applicable to all the employees of the institute who are appointed on a regular basis on full time appointment. All those regular employees appointed on full time basis are eligible to avail the facility, if no separate transportation facility is provided to them as a part of their employment.
- (b) This policy shall be applicable to the employees of Thejus College of Architecture also.

3. Facilities that are available:

The eligible employees can avail the bus facility provided by the college for the benefit of students of the college in different routes. They can avail the facility only in respect of an existing route and cannot demand for a new route specifically for their requirement. The facility can only be availed for one approved route and not in different routes as per their needs.

4. Charges applicable:

- (a) Employees of the college availing the bus facility in the selected routes have to pay the monthly charges fixed by the management from time to time. The monthly charges applicable shall be $1/6^{\text{th}}$ of the semester bus fees fixed for the students. Such monthly charges shall be rounded off to the nearest ten rupees for the sake of convenience in collection.
- (b) For employees staying in the Hostels and availing the bus facility once in a week for going to home, the charges @ $1/6^{\text{th}}$ of the semester bus fees fixed for hostelier students shall be applicable.
- (c) Employees in receipt of gross salary of Rs. 30,000/- and above shall pay the full charges as applicable to them in accordance with para (a) or (b) above.
- (d) Employees in receipt of gross salary above Rs. 20,000 but less than Rs. 30,000/- shall pay 50% of the full charges as applicable to them in accordance with para (a) or (b) above.
- (e) Employees in receipt of gross salary less than Rs. 15,000/- are exempted from the bus charges, presently.

5. Procedure:

- (a) Employees who would like to avail the facility shall fill up a request form (Appendix-1) and submit to the Transport Supervisor.
- (b) The Transport Supervisor shall check the availability of seats in the particular bus route etc. and fill up the monthly amount to be recovered from the salary of the employee.



- (c) The form will be submitted for approval of the Director and on approval Bus Pass will be issued to the concerned employee.
- (d) A list of employees from whom the monthly charges are to be recovered from salary shall be given to Accounts Manager by the Transport Supervisor, every month.
- (e) Even those employees, who are exempted from payment of bus charges as per para 4 (e) above, have to fill up the Form and obtain bus pass for the specified route and boarding point.
- (f) If an employee wants to discontinue the facility the same can be done only from the beginning of a month. In other words bus charges are to be paid for a full month and payment for part of a month is not permitted.

6. Bus Coordinators:

- (a) One staff member travelling in each of the bus routes shall be authorized as the **Coordinator** of the bus route. The Coordinator shall ensure that all those travelling in the bus (students, staff etc.) are having their bus passes and no one travels un-authorized.
- (b) The Coordinator will also ensure the proper behavior of the students and staff in the bus and shall report all cases of indiscipline or rude behavior in the bus.
- (c) They will also report about the conduct, behavior and proper driving of the bus by the Driver assigned to the bus.
- (d) As an incentive for the services of the Coordinator, they will enjoy 50% concession in the monthly bus charges payable.

7. Other matters:

In respect of occasional journey by the bus service by staff members, permission by paying the necessary charges has to be taken. This can be done by paying the prescribed amount at the cash counter of the college specifying the route and boarding point. No separate passes will be issued for the purpose. The cash receipt issued by the cashier is sufficient.

8. Effective date:

This policy will be implemented effective from February 01, 2020.

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APPENDIX – 1

REQUEST FOR AVAILING BUS FACILITY

01	Name	
02	Designation	
03	Department	
04	Gross Salary	
05	Residential address	
06	Nearest point to residence from where you have to board the bus Give the Bus Route and Point of Boarding	Bus Route No.----- Point-----
07	Whether commutes daily or on weekly basis.	Daily/Weekly

I hereby declare that the above particulars are correct and I may be given permission to travel by the college bus in the requested route from/to the specified point. Necessary monthly charges for the same as decided from time to time may kindly be recovered from my salary every month till I revoke this request.

Date:

Signature of the Staff member

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Details verified. Permission can be given to avail the bus facility in the requested route and point on daily/weekly basis. The monthly amount to be recovered from salary is Rs._____.

Director may kindly approve.

Transport Supervisor

Director

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