



Minutes of the 1st Transport Committee Meeting 2024-25

Date: 25th November 2024

Time: 03:00 PM

Venue: School Conference Hall

Members Present:

1. Mr. Rakesh Chavan - Principal
2. Mrs. Rajashri Patil - Dy. RTO, Ratnagiri
3. Mr. Sushant Patil - Dy. RTO, Ratnagiri
4. Mr. C.N. Lolage - Traffic Police, Ratnagiri
5. Mrs. Trupti Dhobale - Parent Representative (PIS)
6. Mr. Siddhesh Bhettkar - Parent Representative (Podar Prep)
7. Mr. Ramesh Patil - Transport Contractor Representative
8. Ms. Asmita Chopra - Headmistress, Podar Prep (PIS Ratnagiri)
9. Mr. Vaibhav Shinde - Regional Transport Manager (Podar Education Network)
10. Mr. Rahul Patil - Admin Officer (PIS Ratnagiri)
11. Mr. Amol Pawar - Transport Supervisor (PIS Ratnagiri)

Proceedings

1. Welcome Address:

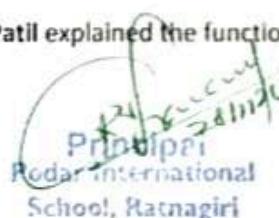
- o Mr. Rahul Patil, Admin Officer (AO), welcomed all members to the first Transport Committee Meeting of the academic year 2024-25.
- o He provided an overview of the school transport system, highlighting features such as speed governors, CCTV cameras, GPS tracking, first aid kits, fire extinguishers, and the deployment of two lady attendants on each bus.

2. Principal's Address:

- o Mr. Rakesh Chavan, Principal, extended a warm welcome to all members, appreciating their time and commitment to ensuring the safety and efficiency of the school transport system.
- o He emphasized the school's dedication to prioritizing student safety through robust transport policies and regular system upgrades.
- o He acknowledged the critical role played by various stakeholders:
 - The Regional Transport Office (RTO) in guiding compliance and safety standards.
 - The Traffic Police in ensuring adherence to traffic laws.
 - The Parent Representatives for their feedback and support in improving services.
 - The Transport Contractor for providing reliable services.
- o He stressed the importance of seamless communication between the school and parents regarding transport matters and highlighted the need for ongoing collaboration to address challenges such as route optimization and real-time tracking.
- o The Principal concluded by encouraging members to actively participate in the discussions and provide valuable suggestions to enhance the transport system further.

3. System Overview:

- o Mr. Rahul Patil explained the functioning of the school bus service, emphasizing safety measures.
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- Mr. Valbhav Shinde, Sr. RTM, elaborated on the importance of regular safety training for transport staff.

4. Transport Records & Monitoring:

- The AO discussed the maintenance of critical transport records, including the daily bus check register and the daily kilometer register.
- The GPS tracking system and CCTV features were reviewed, with the Sr. RTM detailing new camera upgrades.
- The AO presented emergency contact lists for all buses, containing details such as student names, pick-up/drop-off points, timings, contact information, and blood groups.

5. Document Verification:

- Mr. Amol Pawar, Transport Supervisor, submitted the driver and bus document files to the Dy. RTO officials for review.

Suggestions and Recommendations

From the Principal (Mr. Rakesh Chavan):

- Share GPS tracking details and route changes with parents.
- Conduct surprise inspections of bus routes by the Transport Supervisor (TS) and AO.
- Implement an improved notification system to keep parents informed of any transport-related updates promptly.

From Dy. RTO Ratnagiri (Mr. Sushant Patil):

- Ensure renewal of all school bus documents at least one month before expiration.
- Organize road safety campaigns and awareness lectures for students and transport staff.
- Include emergency contact number 112 in all emergency contact lists.

From Parent Representative (PIS, Mrs. Trupti Dhobale):

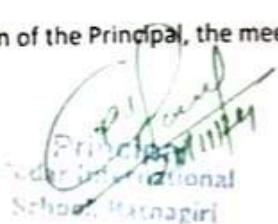
- Notify parents promptly of any route changes.
- Avoid over speeding on damaged roads.

From Parent Representative (Podar Prep, Mr. Siddhesh Bhatkar):

- Inform parents via SMS about any changes to bus schedules, including delays or early arrivals.

Closing

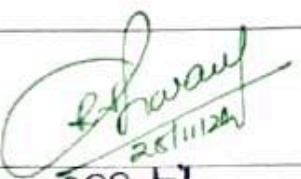
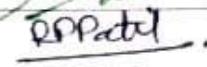
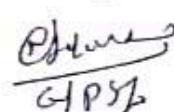
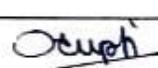
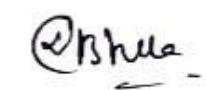
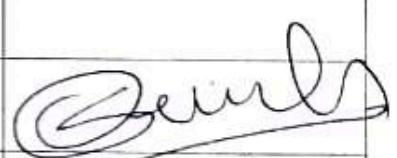
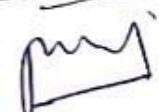
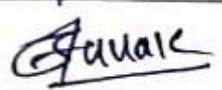
With the permission of the Principal, the meeting concluded with a vote of thanks delivered by Mr. Rahul Patil at 04:00 PM.



Podar International School, Ratnagiri
Attendance for Transport Committee meeting

Date- 25/11/2024

Time- 3 PM

Sr. No	Department	Name	Signature
1	Podar International School, Ratnagiri	Mr. Rakesh V. Chavan Principal	 Rakesh V. Chavan 25/11/2024
2	Representative from Dy. RTO , Ratnagiri	Rajashri Patil I.M.V Sushant Patil A.I.M.V	 Rajashri Patil
3	Representative from Traffic branch (Police) Ratnagiri	C. N. Lalage GIPS	 C. N. Lalage GIPS
4	The Education Officer (Primary) Z.P. Ratnagiri	—	—
5	The Education Deptt. (Secondary), Zilla Parishad Ratnagiri	—	—
6	Parent Representative PIS	Mrs. Trupti Dhabale	 Trupti Dhabale
7	Parent Representative Prep	Mr. Siddhesh Bhettke	 Siddhesh Bhettke
8	School bus Transport Contractor Representative PIS Ratnagiri	Mr. Ramesh Patil	 Ramesh Patil
9	Regional Transport Manager (Podar Education Network)	Mr. Vaibhav Shinde	 Vaibhav Shinde
10	Admin Officer Podar International school, Ratnagiri	Mr. Rahul Patil	 Rahul Patil
11	Transport Supervisor	Mr. Amol Pawar	 Amol Pawar