

SUA -TRANSPORT RULES & REGULATIONS: 2024-25

REGULATIONS EFFECTIVE FROM 1ST JAN 2025

OBJECTIVE

Sharda University, Agra (SUA) has made secure and safe arrangements of transport facility for students of SUA and the students' cooperation will be paramount in this regard.

SCOPE

The transport process ensures smooth functioning of buses on timely basis and ensures proper functioning of the transport system.

RESPONSIBILITY

Transport facility is managed by office of Transport Campus. The transport facility is available depending on the location and pickup point along with route form, is attached as **Appendix 'A'**

PREFERENCE

1. First Preference will be given to the students.
2. If there is any vacancy, then the facility will be extended to employees of SUA and later for outsourced employees.

PROCESS FOR BUS BOOKING

1. The faculty, staff & students will have to approach the Transport Office for collection of transport forms
2. After depositing the forms details related to bus booking will be shared by Transport Supervisor.
3. Bus routes will be shared by the Transport Supervisor.
4. Dues for transport services will be shared by Transport Supervisor to the students for necessary payments based on the route.

Move of Buses

1. All the buses remain at the location from where they start as per scheduled activities / events in the University detailed herein.

General

1. The transport facility, on payment basis, is arranged by the University to facilitate the Day Scholars. All buses are centrally managed by the University Administration. Any student found travelling in bus without having paid the transport fee, shall be liable to be fined Rs.500/- for first time and if repeated, student shall be assumed as a regular traveller and shall be charged full transport semester fee plus fine. The details of Fee and its payment schedule is annexed as **Appendix 'B'**.
2. Transport facility is only for full academic session. Allotment is purely on first come first serve basis to the students who undertake to abide by the transport rules and regulations of the University.
3. All the students are compulsorily required to have in possession of their Identity Cards and Transport ID card (Bus Pass) to avail the facility of Transportation. In case student is not in the possession of his / her Identity Card and Transport pass the student shall be liable to pay fine of Rs 100/- and lost or stolen ID card or Bus Pass can be re-issued on payment of Rs. 200/-. However, any student,

who has not availed the facility of Transport, found to be travelling in any of the busses provided by the University, shall be fined with full fee of the Transportation.

4. The University reserves the right to frame, amend, or revoke / enforce the Rules & Regulations of the Transportation, **including adjustment of routes and pick up points** as and when deem fit; and students are responsible to be well versed and be updated with the amended Rules & regulations as applicable. **The pick up and drop points are common points and not student specific**. The University shall not be bound or responsible to intimate each student separately in any manner, in this regard.

5. University reserves the right to inspect transport vehicles including personal belongings during transit or at any time in and outside the campus, if it comes to know of any banned substances being carried by the students.

6. The University reserves the rights to deny transport facility to any student on the grounds of misconduct/ Indiscipline.

7. Ragging, by law, is strictly prohibited. Any student who is travelling in the university bus found indulging directly or indirectly in any activities of ragging / fighting / quarrelling / use of abusive language / misbehave with fellow students, juniors / seniors or staff members, shall be considered as serious misconduct and strict disciplinary action shall be initiated against the student as deemed necessary. If felt necessary, the student may be handed over to police for legal proceedings, of an offence for which, the entire responsibility shall be of the concerned student.

8. Eve teasing and public display of affection are strictly prohibited in the University campus as well inside the bus. Any kind of violation will attract strict disciplinary action including expulsion from the University.

9. Use of any kind of intoxicants (like Drugs, Smoking, Drinking) Gambling, Playing Cards, Photography (without permission) etc., are strictly prohibited in the University Campus as well as in the bus. Students involved in any such act shall be liable for STRICT disciplinary action.

10. The students availing the transport facility shall be responsible for all the personal belongings and the University management is not responsible for theft / loss of property / or damage of property during travel in bus.

11 All students must reach at their respective bus stops at least five (5) minutes before the scheduled departure time of the bus. Buses will run on pre-determined routes and students will board the buses from the assigned bus stop / location only as detailed. They will board only that bus route that has been allocated to them. **The routes shall be subject to change from time to time as and when deemed necessary.**

12. The boarding is entirely at risk of the student availing transport facility. The University management does not own any type of responsibility towards compensation of any nature, whatsoever.

13. In case of breakdown of the bus due to mechanical fault or any reason, no charges towards alternative conveyance would be paid, however, full efforts shall be made to make alternate arrangements.

14. No one would be compensated for the distance covered by student for boarding the bus from designated point.

15. Students are advised to occupy their bus seat at least 5 minutes before the departure from University campus. No one will catch the bus while it is in motion.

16. Students are liable to pay for any damage caused by them to the transport vehicle or property therein either alone or jointly with others. In addition, disciplinary action could also be initiated against them.

17. Students staying in the hostels are not permitted to travel in the buses until and unless they have been specifically authorized (written consent from Transport Department) to do so.
18. The university I card is must to board the transport.
19. No student shall force the bus staff to play loud music, or do hooting or loud noises in the bus.
20. All violation of rules & regulation or any instruction issued by the University Management, shall be cause of a penalty, in form of fine or cancellation of bus pass including expulsion from the University.
21. For any transport related query, please refer to the help numbers

(a) Manager Transport (Mr A K Singh)- 9639005006

TERMS AND CONDITIONS OF TRANSPORTATION

1. Validity of the bus pass is for academic calendar.
2. It is mandatory for students to submit UNDERTAKING duly signed by parents / guardian, as given in the **Annexure 'C'**.
3. Once the Transport Fee is deposited, student cannot change the stop / route without prior permission of the Transport Department.
5. Any new bus passes with changed route and address will only be issued upon consent from the parents/guardian along with payment of Rs 500/-
7. Bus pass is **NON-TRANSFERABLE**.
8. Bus Pass may not be **Reproduced** or **Altered**. The use of reproduced or altered pass is a violation of these regulations and will result in punitive action.
9. Students shall pay full transport fee; no partial payments / Instalments would be acceptable
10. Transport fee once paid will not be refunded, except for the students who leave the course during the first semester only. However, if there is any request for cancellation for any reason whatsoever, the forfeiture would be as follows:

Transport fee paid Semester wise

Cancellation in odd semester - No refund*

Cancellation in even semester - No refund*

(* If cancellation is within 15 days of filing the transport forms no forfeiture.)

(No cancellation of bus services will be accepted after 1st Jan 2025)

Transport fee paid for both Semesters

Cancellation done in any semester - 50% of the total transport fee forfeited

- 11 Fee is **NON-REFUNDABLE** if the transport is withdrawn on grounds of **VIOLATION** of rules & regulations. Dos and Don'ts for students attached as **Annexure 'D'**

12. Transport charges are subjected to revision every year; however, mid-session enhancement shall only be done by the University in extreme situations, if any, like change in govt financial/statutory policies.

Ignorance or Unawareness of Transport Rules & Regulations by Any One Is No EXCUSE

Annexure 'A'

S.No	Bus No.	Route	Time	Driver Name	Contact No.
1.	UP80DT 0592	Route No 1		Jitendra	8941901629
2.	UP80DT 4751	Route No 2		Angad	9719608913
3.	UP80DT 4748	Route No 3		Sher Singh	7895545526
4.	UP80DT 4749	Route No 4		Dharam veer	9568946177
5.	UP80DT 4753	Route No 5		Vinod	9760461792
6.	UP80ET9609	Route No 6		Onkar	9389753489
7.	UP80FT 5947	Route No 7		Sanjay Parmar	7500580425
8.	UP80GT2075	Route No 8		Anuj Choudhary	7409725303
9.	UP83AT8961	Route No 9		Shyam Babu	8410110311
10.	UP85BT0260	Route No 10		Jagmohan	8476916518
11.	UP85ET 6379	Route No 11		Rohan singh	9105240758
12.	UP86 T 8224	Route No 12		Ankur Sharma	7060035970
13.	UP8AT 2645	Route No 13		Murari	9568340152
14.	UP80ET 3765	Route No 14		Somesh	9997725051

Annexure 'B'

Fee and Payment schedule

1. Fee to be paid before ____st June and ____ December if paid semester wise
2. No Fee refunded if any bus services are left in between

Fee Schedule

S. No.	Location	Fees
1.	Agra	26000
2.	Tundla	30000
3.	Ferozabad	33000
4.	Mathura	28000
5.	Farah	12000

Annexure 'C'

On Rs 100/- Stamp Paper

UNDERTAKING

I _____ s/o _____ R/o _____ have read all the rules and regulations and confirm to abide them. In case of violation, university keeps all rights reserved to forfeit the amount deposited and withdraw the transport facility immediately, with disciplinary action.

Date:

Place:

Signature of Student

Name

Faculty

On Rs 100/- Stamp Paper

UNDERTAKING BY GUARDIAN

I _____ D/o OR S/o.
Sh. _____ Father / Mother of

R/o. _____, do solemnly affirm and declare that I have clearly read and understood the transportation rules and regulations and I confirm that my son/daughter _____ who is enrolled in _____ Course _____ Session _____, at Sharda University, Agra, shall abide by these rules and regulations, instructions, conditions and other information mentioned therein. In the event of any default or breaking of these rules, my son/daughter shall be liable for any disciplinary action initiated by the University.

Date:

Place:

Signature of Guardian

Name

Dos and Donts for Students

University bus safety is a crucial concern for parents, University, and students. Ensuring students safety during their commute can make a significant difference in their overall well-being and academic performance. Here are bus safety tips for students that will help create a safer environment for everyone.

1. Arrive early at the bus stop

Students should reach the bus stop at least 5-10 minutes before the scheduled time. This reduces the risk of rushing and potentially missing the bus, which can lead to dangerous situations.

2. Stay in the safe zone

While waiting for the bus, students should stand at least five steps away from the sidewalk. This safe zone helps prevent accidents if the bus suddenly moves or if other vehicles pass by too close.

3. Wait for the bus to stop completely

Students should never approach the bus until it has come to a complete stop and the driver signals that it is safe to board. Boarding a moving bus can lead to severe injuries.

4. Use handrails

When getting on or off the bus, students should use the handrails to prevent slips and falls. This is especially important during monsoon when surfaces can be slippery.

5. Sit safely

Once on the bus, students should sit facing forward and keep their backs against the seat. This posture helps ensure that they are secure and reduces the risk of injury in case of sudden stops.

6. Keep the hallway clear

Students should keep bags, books, and other belongings out of the hallway to prevent tripping hazards and ensure easy access to exits in case of an emergency.

7. Follow the driver's instructions

The bus driver is responsible for the safety of all passengers. Students should listen to and follow the driver's instructions at all times.

8. Stay seated while the bus is moving

Standing or moving around while the bus is in motion can be dangerous. Students should remain seated and avoid unnecessary movement until the bus comes to a complete stop.

9. Avoid distracting the driver

Students should avoid loud noises that can distract the driver. A focused driver is essential for a safe journey.

10. Be cautious around the bus

When getting off the bus, students should be cautious and look both ways before crossing the street. They should never walk behind the bus and always stay in view of the driver.

11. Stay Calm During Emergencies

In case of emergencies such as accidents or breakdowns, students should remain calm and follow the instructions of the bus driver or any supervising adults. Panic can exacerbate the situation and hinder efforts to ensure everyone's safety.

12. Secure Your Belongings

Students should keep their bags and belongings secured under the seat or on their lap. Loose items can move around and cause harm in case of sudden stops and can cause injuries.

13. Keep head and hands inside

Students should never stick their heads, hands, or any other objects out of the bus windows. This can lead to severe injuries from passing objects or vehicles.

14. Report unsafe behavior

If students notice any unsafe behavior or potential hazards, they should report it to the bus driver or school authorities immediately. Prompt reporting can help prevent accidents.

15. Understand emergency procedures

Students should be familiar with the bus's emergency procedures, including the location of emergency exits and how to use them. Regular drills can help reinforce this knowledge.

छात्रों के लिए क्या करें और क्या न करें

विश्वविद्यालय बस की सुरक्षा माता-पिता, और छात्रों के लिए एक महत्वपूर्ण चिंता का विषय है। यात्रा के दौरान छात्रों की सुरक्षा सुनिश्चित करना उनके समग्र स्वास्थ्य और शैक्षणिक प्रदर्शन में महत्वपूर्ण अंतर ला सकता है। यहाँ बस सुरक्षा युक्तियाँ दी गई हैं जो सभी के लिए एक सुरक्षित वातावरण बनाने में मदद करेंगी।

1. बस स्टॉप पर जल्दी पहुँचें

छात्रों को निर्धारित समय से कम से कम 5-10 मिनट पहले बस स्टॉप पर पहुँच जाना चाहिए। इससे जल्दबाजी करने और संभावित रूप से बस छूटने का जोखिम कम हो जाता है, जिससे खतरनाक स्थितियाँ पैदा हो सकती हैं।

2. सुरक्षित क्षेत्र में रहें

बस का इंतज़ार करते समय, छात्रों को फुटपाथ से कम से कम पाँच कदम दूर खड़े रहना चाहिए। यह सुरक्षित क्षेत्र दुर्घटनाओं को रोकने में मदद करता है यदि बस अचानक चलती है या अन्य वाहन बहुत करीब से गुजरते हैं।

3. बस के पूरी तरह से रुकने का इंतज़ार करें

छात्रों को बस के पास तब तक नहीं जाना चाहिए जब तक कि वह पूरी तरह से रुक न जाए और ड्राइवर यह संकेत न दे कि बस में चढ़ना सुरक्षित है। चलती बस में चढ़ने से गंभीर चोट लग सकती है।

4. हैंडरेल का इस्तेमाल करें

बस में चढ़ते या उतरते समय, छात्रों को फिसलने और गिरने से बचने के लिए हैंडरेल का इस्तेमाल करना चाहिए। यह मानसून के दौरान विशेष रूप से महत्वपूर्ण है, जब सतह फिसलन भरी हो सकती है।

5. ठीक से बैठें

बस में चढ़ने के बाद, छात्रों को आगे की ओर मुंह करके बैठना चाहिए और अपनी पीठ सीट से सटाकर रखनी चाहिए। यह आसन सुनिश्चित करने में मदद करता है कि वे सुरक्षित हैं और अचानक रुकने की स्थिति में चोट लगने का जोखिम कम करता है।

6. दालान को साफ रखें

छात्रों को बैग, किताबें और अन्य सामान दालान से बाहर रखना चाहिए ताकि ठोकर लगने का खतरा न हो और आपातकालीन स्थिति में बाहर निकलने का रास्ता आसान हो।

7. ड्राइवर के निर्देशों का पालन करें

बस ड्राइवर सभी यात्रियों की सुरक्षा के लिए जिम्मेदार है। छात्रों को हर समय ड्राइवर के निर्देशों को सुनना और उनका पालन करना चाहिए।

8. बस के चलते समय बैठे रहें

बस के चलते समय खड़े रहना या इधर-उधर घूमना खतरनाक हो सकता है। छात्रों को तब तक बैठे रहना चाहिए और अनावश्यक हरकत से बचना चाहिए जब तक कि बस पूरी तरह से रुक न जाए।

9. ड्राइवर का ध्यान भटकाने से बचें

छात्रों को शांत तरीके से बात करनी चाहिए और तेज आवाज से बचना चाहिए जो ड्राइवर का ध्यान भटका सकती है। सुरक्षित यात्रा के लिए एक केंद्रित ड्राइवर जरूरी है।

10. बस के आसपास सावधान रहें

बस से उतरते समय, छात्रों को सावधान रहना चाहिए और सड़क पार करने से पहले दोनों तरफ देखना चाहिए। उन्हें कभी भी बस के पीछे नहीं चलना चाहिए और हमेशा ड्राइवर की नज़र में रहना चाहिए।

11. आपात स्थिति के दौरान शांत रहें

दुर्घटना या ब्रेकडाउन जैसी आपात स्थिति के मामले में, छात्रों को शांत रहना चाहिए और बस ड्राइवर या किसी भी निगरानी करने वाले वयस्कों के निर्देशों का पालन करना चाहिए। घबराहट स्थिति को बढ़ा सकती है और सभी की सुरक्षा सुनिश्चित करने के प्रयासों में बाधा डाल सकती है।

12. अपने सामान को सुरक्षित रखें

छात्रों को अपने बैग और सामान को सीट के नीचे या अपनी गोद में सुरक्षित रखना चाहिए। ढीली चीजें इधर-उधर हो सकती हैं और अचानक रुकने की स्थिति में नुकसान पहुंचा सकती हैं और चोट लग सकती हैं।

13. सिर और हाथ अंदर रखें

छात्रों को कभी भी अपना सिर, हाथ या कोई अन्य वस्तु बस की खिड़कियों से बाहर नहीं निकालनी चाहिए। इससे गुजरने वाली वस्तुओं या वाहनों से गंभीर चोट लग सकती है।

14. असुरक्षित व्यवहार की रिपोर्ट करें

यदि छात्रों को कोई असुरक्षित व्यवहार या संभावित खतरा दिखाई देता है, तो उन्हें तुरंत बस चालक या स्कूल अधिकारियों को इसकी सूचना देनी चाहिए। समय पर रिपोर्ट करने से दुर्घटनाओं को रोकने में मदद मिल सकती है।

15. आपातकालीन प्रक्रियाओं को समझें

छात्रों को बस की आपातकालीन प्रक्रियाओं से परिचित होना चाहिए, जिसमें आपातकालीन निकास का स्थान और उनका उपयोग कैसे करना है, शामिल है। नियमित अभ्यास इस ज्ञान को सुदृढ़ करने में मदद कर सकते हैं।

BUS ROUTE CHART
BUS DRIVER:-JITENDRA
MOBILE: 8941901629
(ROUTE NO.1)
UP80DT0592

S.N. Bus Stopages

- 1 Agra Cantt
- 2 Arjun Nagar
- 3 Idgah Crossing
- 4 Sai Ki Takia
- 5 Bhawna Estate
- 6 Sharda University,Agra

BUS ROUTE CHART
BUS DRIVER:-ANGAD
MOBILE: 9719608913
(ROUTE NO.2)
UP80FT4751

<u>S.No.</u>	<u>Bus Stopages</u>
1	Pratap Pura
2	Sai ki Takia
3	Rawli Mandir
4	Dhakran
5	Agra College
6	St.Jonhs
7	Hariparwat
8	Bhagwan talkies
9	Asopa Mod

BUS ROUTE CHART
BUS DRIVER:-SHER SINGH
MOBILE: 7895545526
(ROUTE NO.3)
UP80FT4748

S.No. Bus Stopages

- 1 100 FT
- 2 Rajpur Chungi
- 3 D-Mart
- 4 Upadhyay Hospital
- 5 Amit Jaggi Hospital
- 6 Amar Hotel
- 7 Sharda University,Agra

BUS ROUTE CHART
BUS DRIVER:-DHARAMVIR
MOBILE: 9568946177
(ROUTE NO.4)
UP80DT4749

S.No. Bus Stopages

- 1 T.D.I Mall
- 2 Basai ki Mandi
- 3 Dixit Hospital
- 4 Hariparwat
- 5 Madiya Katra
- 6 Sharda University,Agra

BUS ROUTE CHART

BUS DRIVER:-VINOD

MOBILE: 8534893570

(ROUTE NO.5)

UP80DT4753

S.No. Bus Stopages

- 1 Rohta
- 2 Sewla
- 3 Naina Brahmin
- 4 Gopal Pura
- 5 Madhu Nagar
- 6 Sharda University ,Agra

BUS ROUTE CHART
BUS DRIVER:-ONKAR
MOBILE: 9389753489
(ROUTE NO.6)
UP80ET9609

<u>S.No</u>	<u>Bus Stopages</u>
1	Tedi Baghiya
2	R.B.Degree College
3	100ft. Crossing
4	Mandi Samiti
5	Saiyad/ Royal
6	Goyal Hospital
7	Rambagh (Yamuna Kinara)
8	Head Office
9	Sharda University,Agra

BUS ROUTE CHART

BUS DRIVER:-SANJAY PARMAR

MOBILE: 7500580425

(ROUTE NO.7)

UP80FT5947

S.No. Bus Stopages

- 1 Water Works
- 2 Balkeshwar
- 3 Shanti Sweets
- 4 Kamlanagar Petrol Pump
- 5 Kamlanagar Main Market
- 6 Mughal Road
- 7 Sultanganj ki Pulia
- 8 Khandari
- 9 Sharda University,Agra

BUS ROUTE CHART

BUS DRIVER:-ANUJ CHUADHARY

MOBILE: 7409725303

(ROUTE NO.8)

UP80GT2075

S.No Bus Stopages

- 1 New Agra
- 2 Nagla Padi
- 3 Bhagat Halwai
- 4 Post Office
- 5 D.E.I
- 6 Bank of India
- 7 Jeevan Jyoti
- 8 Amar Vihar Police Chauki
- 9 Manglam
- 10 Bhoodi ka Nagla
- 11 Kendriya Hindi Sansthan
- 12 Devi ji ka Mandir
- 13 Khandari
- 14 Sharda University,Agra

BUS DRIVER:-SHYAM BABU
MOBILE: 8410110311
(ROUTE NO.9)
UP83AT8961

S.No Bus Stopages

- 1 Panchkuyiyan
- 2 Kothi Meena Bazaar
- 3 Maruti Estate Crossing
- 4 Bodla Crossing
- 5 Eint ki Mandi
- 6 Kargil
- 7 Paschimpuri
- 8 Shastripuram
- 9 Gol Chakkar
- 10 Flyover
- 11 Sharda University,Agra

BUS ROUTE CHART
BUS DRIVER:-JAGMOHAN
MOBILE: 8476916518
(ROUTE NO.10)
UP85BT0260

<u>S.No.</u>	<u>Bus Stopages</u>
1	Jain Mandir
2	Suhag Nagar
3	C.L Jain Nale ki Pulia
4	Bhau ka Nagla
5	Usaini
6	Hazratpur
7	K.K Nagar
8	Sharda University,Agra

BUS ROUTE CHART
BUS DRIVER:-ROHAN SINGH
MOBILE:9105240758
(ROUTE NO.11)
UP85ET6739

S.No. Bus Stoppages

1. Dabrai
2. Asabad Chauraha
3. Thana Rasulpur
4. Tadwali Baghiya
5. Kohinoor
6. Kashmiri Gate
7. Nagla Bari
8. Kotla Chungi
9. Jain Mandir
10. Suhag Nagar
11. Nale Ki Pulia
12. Nagla Bhau
13. Usaini Mandir
14. Usaini
15. Hazratpur
16. Sharda University, Agra

BUS ROUTE CHART
BUS DRIVER:-ANKUR SHARMA
MOBILE: 7060035970
(ROUTE NO.12)
UP86T8224

<u>S.No.</u>	<u>Bus Stopages</u>
1	Barauli Ahir
2	Bhole Baba Dairy
3	Maruti City
4	Kahrai Mod
5	Rajeshwar Mandir
6	Sharda University,Agra

BUS ROUTE CHART
BUS DRIVER:-MURARI
MOBILE: 9568340152
(ROUTE NO.13)
UP86AT2645

<u>S.No.</u>	<u>Bus Stopages</u>
1	C.O.D Shahganj
2	RamNagar Ki Pulia
3	Maruti Estate
4	Awadhपुरi
5	100ft.Hanuman Mandir
6	Amar Pura
7	Om Export
8	Raj Darbar
9	Aparna Prem
10	Sunari
11	Flyover
12	Sharda University,Agra

BUS ROUTE CHART
BUS DRIVER:-SOMESH
MOBILE: 9997725051
(ROUTE NO.14)
UP80ET3765

S.No. Bus Stopages

- 1 Tundla Kotwali
- 2 GGIC
- 3 Sabzi Mandi
- 4 Tundla Chauraha
- 5 Etmadpur Churaha
- 6 Kuberpur Flyover
- 7 Chhalesar
- 8 Kamayani Hospital
- 9 Sikandra Police Station
- 10 Sharda University, Agra

MATHURA BUS ROUTE

Bus Coordinator: Mr.Surendra Sharma

DRIVER NAME: NISHU

BUS NUMBER: UP85AT9596

1-Goverdhan xing	:08:00am
2-Bhuteshwar	:08:05am
3-New Bus Stand	:08:10am
4-State Bank of India	:08:12am
5-Tank Chauraha	:08:20am
6-Moti Kunj	:08:22am
7-OLD R.T.O	:08:25am
8-Township	:08:35am
9-Farah	:08:55am
10-SUA	:09:10am