



CHITKARA
UNIVERSITY
PUNJAB

TRANSPORTATION **POLICY FOR** **STAFF MEMBERS**

Approved by 24th General Body Meeting dated 02 September 2023
vide Agenda No. 24.14

Purpose of the Policy:

The purpose of this policy is to provide sustainable, safe, and efficient transportation for university staff while minimizing the environmental impact and contributing to the reduction of **CO2 emissions** and other **greenhouse gases** (GHG). This policy provides guidance to staff members of the University utilize the free transportation facility provided by the University.

Objective of the Policy:

- Chitkara University aims to reduce its carbon footprint and limit the environmental impacts of its transport system by promoting CO2 reduction practices.
- It is the policy of Chitkara University to exercise prudence and wisdom in the use of university transportation to provide safe transportation for university staff.
- The University transportation is intended for use by the university staff to commute from their home to campus and back home.
- Chitkara University reserves the right to refuse services to an individual or to a location without assigning any reason.

Scope of the Policy:

This policy applies to all university staff and faculty members availing transportation services and extends to any university-operated vehicle on or off campus.

General Information:

The Free Transportation Service provides the staff with safe and convenient transportation to the campus. The buses run from various points throughout the tri-city to reach the campus at 08:45 am and leave the campus at around 04:40 p.m.

This policy prohibits the following acts on any University bus:

- Smoking or carrying any lit or smouldering substances, including tobacco or any other material, is not allowed.
- Consuming or bringing alcohol in open containers on board is strictly prohibited.
- Weapons and flammable materials are not permitted on the bus.
- Passengers are not allowed to bring packages or items that obstruct aisles, emergency exits, or stairways.
- Playing radios, musical instruments, or audio devices is only allowed if the sound is confined to personal earphones and is inaudible to others.
- Littering, leaving behind trash, or discarding offensive materials is prohibited.
- Defacing, damaging, or altering bus property is not allowed.
- Any form of fighting, violent behaviour, or threatening actions is forbidden.
- Excessive noise and the use of profanity are not tolerated.
- Passengers must not obstruct the movement of others on the bus.

- Interfering with the bus's operation or distracting the driver is prohibited.
- Blocking, tampering with, or hindering the use of emergency exits, windows, or doors is forbidden.
- Canvassing, soliciting, or distributing pamphlets is only allowed with authorization.
- Posting or removing notices or advertisements is not permitted unless authorized.
- Throwing objects at, into, or from the bus is strictly prohibited.
- Engaging in gambling or soliciting others to gamble is forbidden.
- Participating in activities that violate local, state, or municipal laws is not allowed.
- Climbing through windows or extending arms, legs, or heads outside of windows is strictly prohibited.
- Passengers must not attach themselves to any part of the bus's exterior, whether the vehicle is in motion or stationary.
- Running or engaging in horseplay on the bus is not permitted.
- Passengers must comply with orders from the driver or security and must leave the bus when instructed to do so.

Availing of free transportation:

The interested staff member shall visit the University Transport Office and enquire about the bus route/bus stop to his/her residence. If found suitable, the staff members shall fill up the application form and apply for the bus pass.

Note-

- No staff member is allowed to avail the transportation service without the bus pass.
- University buses will only stop at designated locations.

Lost/Stolen Items:

Prior to departing from a bus or leaving a bus stop, please survey your area to make sure you have taken all your belongings with you. The University is not responsible for any personal items which are lost or stolen on any University operated bus or bus stop.

Safety Precautions:

1. Stay back from the curb until the bus comes to a complete stop.
2. Cross the street behind the bus. This helps you to see, and to be seen by other motorists.
3. Do not walk between the two buses that are parked.
4. Be ready to get on or off the bus when it stops. Drivers are instructed not to open the doors again once they begin to re-enter traffic.
5. Drivers are instructed to permit boarding and debarking of staff at designated bus stops only.
6. If standing, please move to the center of the bus. Drivers are instructed not to move the bus with people standing in unsafe locations on the bus.

7. Chitkara University bus drivers take pride in their ability to prevent accidents each day. Your driver is a trained, professional bus driver.

Procedure for Violators:

If the driver of the bus encounters an individual(s) violating the above policies on a bus, the driver should state the policy and ask the individual(s) to stop the activity or leave the premises. If the individual(s) persist in their conduct, the driver will notify the Director of Administration, who will take the appropriate action.

Sustainable Practices:

- **Bus Pooling:** Chitkara University operates sufficient buses to transport students and staff from various regions. To minimize CO₂ emissions, bus routes are combined on non-teaching days.
- **Electric Vehicles:** The university uses many electric golf carts and e-rickshaws on campus to reduce reliance on fossil fuels, cutting down on fossil fuel-related emissions.
- **Carpooling:** Faculty carpooling passes are issued only upon production of a valid pollution certificate, supporting carbon capture and carbon removal efforts.

Environmental Impact Mitigation:

- Transition towards low-emission vehicles to reduce anthropogenic (human-caused) emissions.
- Efforts to improve fuel efficiency through GHG emissions reduction technologies like CO₂ capture and storage (CCS).
- Promote the use of renewable energy to power the university's transport fleet, reducing dependence on fossil fuels and their contributions to global climate change.

Safety and Compliance:

In line with this policy, all staff members using the transportation service must comply with rules that ensure safety, environmental responsibility, and adherence to climate policies. Non-compliance may result in suspension of privileges or disciplinary action.