



Transport Policy of JSS Academy of Higher Education & Research

Preamble:

JSS Academy of Higher Education & Research (JSS AHER) recognizes the significance of providing efficient, safe, and sustainable transportation services for its students, faculty, staff, and visitors. The Transport Policy aims to create a well-organized and environmentally conscious transport system that supports the academic and operational needs of the institution. This policy is designed to optimize transportation resources, promote road safety, and reduce the institution's carbon footprint.

Policy Brief & Purpose:

The Transport Policy outlines the principles, guidelines, and objectives for managing transportation services within the institution. It aims to ensure smooth mobility, enhance accessibility, and minimize environmental impacts through sustainable transportation practices. All vehicles purchased by JSS Academy of Higher Education & Research shall be managed and governed in accordance with this policy. The University shall operate its vehicle according to a pool system.

The Transport Policy provides JSS AHER with a standard procedure for the acquisition, enhancement, use, control, maintenance, repair, and disposal of the JSS AHER's vehicles and for the management of related forms of transport engaged for institutions activities.

Scope:

This policy applies to all members of the JSS AHER community, including students, faculty, staff, visitors, contractors, and any other individuals utilizing transportation services provided by or affiliated with JSS AHER.

Policy Guidelines:

1. Transportation Services

- a) JSS AHER will provide reliable and safe transportation services to facilitate commuting for students, faculty, and staff between various campuses and affiliated locations, as needed.
- b) The institution will endeavor to offer transportation services that are accessible and inclusive to individuals with special needs.
- c) Transportation services will be aligned with academic and operational schedules, ensuring timely arrivals and departures.

2. Sustainable Transportation

- a) JSS AHER will encourage the use of sustainable transportation modes, including walking, cycling, and carpooling, to minimize single-occupancy vehicle trips.
- b) The institution will collaborate with local authorities and transport providers to promote the use of public transportation for commuting to and from campus.

- c) JSS AHER will prioritize the use of energy-efficient and low-emission vehicles in its transportation fleet, where feasible.
- d) The institution will explore and support initiatives for adopting electric and hybrid vehicles to reduce carbon emissions.

3. Parking & Traffic Management

- a) JSS AHER will implement a parking management system to optimize parking spaces and discourage unauthorized parking.
- b) Parking facilities will be organized to prioritize carpooling, electric vehicles, and other sustainable transportation options.
- c) The institution will establish designated drop-off zones to ensure smooth traffic flow and enhance pedestrian safety.
- d) JSS AHER will collaborate with local authorities to address traffic-related issues and improve road safety around its campuses.

4. Road Safety

- a) The institution will conduct regular road safety awareness campaigns and workshops for the campus community.
- b) Speed limits and traffic regulations within campus premises will be strictly enforced to ensure the safety of pedestrians and cyclists.
- c) JSS AHER will collaborate with local law enforcement authorities to address road safety concerns and promote responsible driving practices.

5. Transportation Demand Management

- a) JSS AHER will conduct periodic assessments of transportation demand to optimize transport routes and schedules.
- b) The institution will explore flexible work hours and virtual meeting options to reduce the need for daily commuting.
- c) Students, faculty, and staff will be encouraged to participate in transportation surveys to provide feedback and suggestions for improvement.

6. The Role of Transport Office and Drivers

- record on a central database all vehicle details and relevant information
- maintain pick up and drop schedule with timetable of all the constituent colleges and departments.
- maintain vehicles in a safe and roadworthy condition.
- maintain vehicles in accordance with the manufacturer's recommended service schedule by an authorized service provider.
- direct that vehicles be operated only in accordance with the manufacturer's instructions.
- direct that continuing arrangements for the proper garaging and/or securing of vehicles are affected.
- be responsible for the interior and exterior cleanliness of vehicles.
- maintain a register of Authorized Users.
- direct that vehicles are used only by Authorized Users.
- direct that vehicles are never used for personal purposes.
- direct that only members of the University or other persons specifically authorized by the Section Head / Dean /Principal of colleges / Heads of University department or their nominee travel in Institution vehicles.

- liaise with the Deputy Registrar regarding all damage because of accidental or deliberate act and organize effective repairs by a suitable repairer at the earliest opportunity.
- direct that vehicles be provided with a vehicle logbook which is maintained and submitted on a weekly/monthly basis to the Deputy Registrar.
- direct that all elements of this policy, as amended from time to time, are complied with.
- ensure that smoking, administration of illicit drugs, betel nut chewing, or consumption of alcohol is not conducted in vehicles.
- provide a certification, each year for annual accounts purposes that, vehicles have been operated in accordance with this policy in the preceding calendar year and
- be responsible for ensuring the University Logo is affixed to all Institutions vehicles.

7. Operating procedure

All vehicles will be pooled and garaged at the Property and University Campus/ Compound and any authorized location as approved by the Vice-Chancellor.

For the use of any University vehicle, a booking will be made by Constituent Colleges and University Departments through a time schedule chart and will be recorded in an appropriate Vehicle logbook by the Transport Officer.

The Authorized Driver will be provided with the accountable items for the vehicle by the Transport Officer.

At the completion of the period of authorized use, the Authorized Driver will complete the trip record in the vehicle log, return the accountable items to the Transport Officer, report any Notifiable Event, provide any receipt of expenditure, and advise the current location of the vehicle.

8. Taxis/ hiring

The Officers of the University/ Principal/ Dean/ Head of the Colleges and University department may authorize the use of taxis/hired car at their discretion on a limited / need basis and not on regular basis.

9. Insurance

JSS AHER keeps operative comprehensive insurance for all registered vehicles which provide insurance cover and indemnity, the benefit of which is available to authorized users of those vehicles.

Under the terms of its policy no insurance cover is provided when a Institution's vehicle is driven by:

- an unauthorized driver
- an unauthorized driver under the influence of drugs
- an unauthorized driver under the influence of alcohol exceeding the legal limit.
- an unlicensed driver.

In any of the instances listed above, all costs to repair damage are to be borne by the driver. The Transport Office is responsible for coordinating all vehicle insurance claims and subsequent repairs.

10. Personal loss/damage

The Institution's insurance cover does not apply to unauthorized use of vehicles or in cases where conditions of use have been breached.

The Institution will not accept liability for any damage, injury, loss or theft involving use of Institution vehicle where that damage, injury, loss or theft is not covered by the JSS AHER's insurance policies.

Non-compliance:

Use of Institution's vehicle under this policy is a privilege and not a right. Noncompliance with the policy may result in the withdrawal of usage entitlement and, where appropriate, the instigation of disciplinary proceedings.

Review and Amendment:

This policy will be reviewed periodically to assess its effectiveness and make necessary amendments based on feedback and changing transportation needs.

The Vice-Chancellor & Registrar holds delegated authority from and is responsible for all aspects of the JSS AHER's Transport Policy.

The implementation of the Transport Policy rests with the Deputy Registrar and Dean/ Principals of colleges and Departments along with monitoring following activities:

- Management of the Institution's vehicles
- The monitoring and on-going review of the Transport Policy
- Provision of central support services to facilitate the effective management of the Transport Policy.

All vehicles will be purchased by the Deputy Registrar & Finance Officer in consultation with the Vice-Chancellor. The procedure for purchase and disposal of JSS AHER vehicles will be in accordance with the University's Finance regulation as amended from time to time.

The Campus Maintenance Authority, Deputy Registrar will make adequate budgetary provision to meet the initial purchase and replacement cost and such annual provision to meet the cost of registration, traffic accident charge, comprehensive insurance, maintenance, repair, and operating costs of all vehicles of JSS AHER.


The Transport Policy aims to establish a well-organized and sustainable transportation system at JSS Academy of Higher Education & Research. By encouraging the use of sustainable modes of transport, optimizing parking and traffic management, and promoting road safety, the policy seeks to enhance mobility while minimizing environmental impacts. The policy also emphasizes collaboration with local authorities and the campus community to achieve efficient transportation solutions.

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REGISTRAR
REGISTRAR
JSS Academy of Higher Education & Research
Sri Shivarathreeswara Namah
Mysuru-570015, Karnataka, India