



TRANSPORTATION POLICY
SKYLINE UNIVERSITY COLLEGE
AY 2022-23



TRANSPORTATION POLICY

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Standards applicable	-
Policy owner	Administration
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Verified by	DASS

A. INTRODUCTION

The Transportation policy has been established to facilitate the students and staff to commute from the place of residence to the University College and back to place of residence and ensures safe transportation for those travelling to and from SUC campus.

B. PURPOSE

The purpose of this policy is to ensure the safety of students and staff while using SUC transport facility for daily commutation or for university organized events and activities located within UAE.

C. ROLE OF SUC IN PROVIDING THE TRANSPORTATION FACILITY

SUC has entered into a contract with Swiftline Transport Company to provide transportation to the students and employees availing transport services.

Swiftline is required to provide transportation on agreed terms stated in the contract between both the parties. The transportation provider must ensure the compliance to following road safety requirements:

- i. Having well maintained licensed vehicles authorized to operate in UAE with a permit for providing transportation services
- ii. Having well trained and experienced drivers with valid driving license, integrity and reasonable communication skills
- iii. Vehicles equipped with basic health and safety equipment like first aid, fire extinguishers and digital surveillance systems
- iv. Ensure buses are free of defects and meet, but are not limited to the following safety requirements:
 - a. Seating capacity not exceeded
 - b. Clean and hygienic
 - c. Ventilated and air-conditioned
 - d. Free from pests
 - e. Working seat belts
 - f. Emergency exit doors are free from defects and alarmed
 - g. Maintenance records.



The services of the transport provider would be evaluated to continue, to refine terms and to discontinue the services based on the status of evaluation. Continuation will be considered upon satisfactory services.

D. TRANSPORTATION SERVICES TO STUDENTS

i. Rules for students using the transport facility

- a. Students who wish to avail transportation should fill up the registration form through possible means by providing the details of location of residence (if, possible landmarks near your location for easy identification) and phone contact number.
- b. Based on the information available the transportation in charge prepares the route plan with time of pick up and drop. The drivers will communicate individual timings to the students where they will pick-up / drop off as required.
- c. Students have to make sure that they report to the designated stops earlier than the timings given to them. The drivers under no circumstances will wait for a student as their trips are time bound.
- d. Students will be given the contact numbers of the drivers so that the student directly with the drivers can make co-ordination and further contacts.
- e. Students should inform the Finance Department before the month ends if he/ she want to discontinue the facility.

ii. Transportation fees and mode of payment:

- a. Transportation fees is not included in the tuition fees and students who required to use transportation need to pay by 28th of every month.
- b. Transportation fees should be remitted to the Finance Department as per the deadline. Students who have paid the transportation fee will be eligible to use the services.
- c. Transportation fee is charged for the entire month. Even if a student avails the facility from the midst of the month, the fee shall be charged for the entire month
- d. In case of cancelling, the transportation facility in the midst of the month, the transportation fee paid for the month will not be refunded
- e. In case of student changing the route in between the month, the differential amount will be charged for the whole month
- f. After the due date if the students do not comply by paying their transport fees, the transport facilities will be discontinued for such students.
- g. In the event the driver is not able to pick up / drop off, the eligible student, such student has the right to arrange his conveyance to SUC or home and will be reimbursed after the confirmation from the driver that the student was being not picked up or dropped.
- h. The reimbursement shall be approved by the authority, provided he / she has paid the transport fees till that month.
- i. The University will not be responsible if the student does not report to the designated waiting place he/she is being given by the driver and in such cases the student will not be reimbursed their conveyance to the University.
- j. Similarly, the buses will depart from the University at the stipulated time and the University will not be liable or held responsible for the same.



iii. Roles and responsibilities of students using the transportation services

The students should always behave in an orderly manner causing minimal inconvenience to the other students. Any dispute in the bus or regarding transportation will be referred to the Sports department and the designated staff will try to reach an amicable solution. Any unruly acts in the University transportation will result in expulsion of the student from the vehicle and the facilities will be terminated till a further decision on the matter is decided.

- a. For the pick-up, be ready and prepared for the bus at the time specified by the driver.
- b. It is strictly not allowed for any student who is not registered in the bus to ride the bus. Registered students are not allowed to invite other students to ride the bus home with them in any circumstances
- c. It is strictly not allowed for any student to ride a different bus from the bus he/she has been assigned. Students can only ride the bus in which they have been assigned.
- d. It is strictly not allowed for any student to be dropped off or picked up from any other location other than the registered pick-up/drop-off location.
- e. The student must maintain proper conduct throughout the ride, any reported misconduct will be investigated and the DAC committee will take appropriate action.
- f. Food and drinks are strictly not allowed in the bus.

E. TRANSPORTATION SERVICES TO EMPLOYEES

SUC provides fully air-conditioned transportation free of cost to faculty and staff members staying within the Emirate of Sharjah. The transportation facility can be availed by the faculty members only for initial one year from the date of joining. Employees are picked and dropped from common pickup points to SUC as per their shift timings. Transportation service provided by SUC is additional support and is not the part of individual's package.

i. Rules for employees using the transport facility:

- a. Employees willing to avail the transportation should fill the **“Transport Availing Form”** available with HRD by providing the details of location of residence (if, possible landmarks near your location for easy identification) and phone contact number.
- b. Based on the information available, the transportation in charge prepares the route plan with time of pick up and drop. The drivers will communicate individual timings to the employees where they will pick-up / drop off as required.
- c. Employees have to make sure that they report to the designated stops earlier than the timings given to them.
- d. Employees will be given the contact numbers of the drivers so that they can directly coordinate with the drivers.
- e. Reimbursement of any kind of transportation is not allowed unless it is preapproved by HRD.
- f. Pickup and drop locations are decided by the driver and approved by the HRD after lot of consideration, keeping in mind convenience of most of the employees who are availing the official transportation. It is altered from time to time as per the



practicality of route, and no undue request to change the route from time to time is appreciated & entertained

g. Employee staying within SUC hostel are not eligible for any transportation services.

ii. Roles and responsibilities of employees using the transportation services

- a. Employees should reach designated locations for the pick-up at the time specified by the bus driver.
- b. Employee must maintain proper conduct throughout the ride, any reported misconduct will be investigated and appropriate action will be taken.
- c. Employee are refrained from bringing food and drinks in the bus.
- d. Employees must avoid changing the location of pick up and drop without prior approval