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## **CENTRAL BOARD OF SECONDARY EDUCATION**

(An Autonomous Organization under the Union Ministry of Human Resource Development Govt. of India)  
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110 301

CBSE/AFF/Circular /2012

8<sup>th</sup> June, 2012  
Circular No.01/2012

All the Principals of Schools affiliated with the CBSE

**Sub.: Modified Point No. 5, under 'Physical Facilities' at serial no. 8 of Chapter II of Affiliation Bye-laws**

**Dear Principal,**

As you are aware that safe transportation of students from picking up point to school and vice versa has been a matter of concern for the Board. In the past, this issue has been raised by the Parents, Transport Department and the Hon'ble Supreme Court of India. The directions in this matter have been issued by the Board and also by the High Court and Supreme Court from time to time.

The Board has modified its Affiliation Bye-laws to include Transport Precautions. The point no. 8.5 of Chapter II of Affiliation Bye-laws would be read as follows: -

**"The School should scrupulously observe prescription from the Municipal Authority/District Collectorate/Transport Department regarding drinking water, fire safety and transport precautions in the school. A certificate from the Municipal/Fire/Transport Authority regarding sanitary conditions, water/fire/transport safety should be submitted along with the application. A fresh certificate regarding fulfillment of these requirements should be obtained and submitted to the Board every five years. The Format of Certificates of fire and water safety are give at appendix VII & VIII. Precautions to be observed for transport are also annexed at Annexure IX."**

Yours faithfully,

**SECRETARY**

**Copy to the respective heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:**

- The Commission, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110016
- The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi
- The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi – 110054
- The Director of Public Instructions (Schools), Union Territory Secretariat, Sector-9, Chandigarh-160017
- The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101
- The Director of School Education, Govt. of Arunachal Pradesh, Itanagar – 791111
- The Director of Education, Govt. of A&L Islands, Port Blair – 744101
- The Director of Education, S.I.E. CBSE Cell, VIP Road, Junglee Ghat, P.O. 744103 A & L Islands.
- The Secretary, Central Tibetan School Administration, ESS ESS Plaza, Community Centre, Sector-3, Rohini, Delhi -110085
- All the Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
- The Education Officers/AEOs of the Academic Branch, CBSE
- The **HOD (IT)** with the request to put this circular on the CBSE website
- The Library and Information Officer, CBSE
- E.O. to chairman, CBSE
- DO/PA to Secretary, CBSE
- PA to CE, CBSE
- PA to Director (Acad.), CBSE
- PA to Director (Spl. Exams.), CBSE
- PA to Director (Edusat), CBSE
- PRO, CBSE

**FIRE SAFETY CERTIFICATE**

**No.**

**Dated:**

Certified that the ..... (name of the building or premises) at ..... (address) comprised of ..... basement(s) and ..... (upper floors) owned/occupied by ..... (name of the Institution) have complied with the fire prevention and fire safety requirements in accordance with rule of State/UT Fire Service Rules, and verified by the officers concerned of Fire Service on ..... (date of inspection) in the presence of..... (name and addresses of the Manager/Secretary or his representative) and that the building/premises is fit for occupancy class ..... with effect from ..... for a period of ..... years in accordance with rule and subject to compliance of the conditions.

Issued on ..... at.....by

\* Strike out whichever is not applicable.

**Signature with Seal :** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**To**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Name & Address of the Institution)**

**ENDORSEMENT**

The No Objection Certificate issued by Fire Service stand cancelled and annulled due to ..... (reasons to be recorded).

(Name and designation of the authorized signatory)

**PROFORMA REGARDING SAFE DRINKING WATER AND SANITARY CONDITION  
CERTIFICATE.**

No. \_\_\_\_\_

Date : \_\_\_\_\_

It is certified that an inspection team headed by \_\_\_\_\_  
\_\_\_\_\_ (Name of Officers  
with designation) from \_\_\_\_\_ (Name of  
Department/Office) inspected the \_\_\_\_\_  
\_\_\_\_\_ (Name & Address of  
the School) on \_\_\_\_\_ and found that the \_\_\_\_\_  
\_\_\_\_\_ (Name of school) has safe  
drinking water facilities for the students and members of staff of the institution and is maintaining  
the hygienic sanitation condition in the school building & the campus as per the norms  
prescribed by the Central/State/U.T Govt.

The above valid for a period of \_\_\_\_\_.

**Signature with Seal :** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**To**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Name & Address of the Institution)**

## **Transport precautions to be observed by Schools**

### **A. Exterior of the Bus**

- All the school buses must be painted with uniform colour preferably Yellow with the name of the school written prominently on both sides of the bus so that these can be identified easily.
- The word “School Bus” must be written on the back and front of the bus. If it is hired bus, “On School Duty” should be clearly indicated.
- Telephone number of the school and/or telephone number of any contact person shall also have to be written prominently in a prominent place in each school bus so that in case of necessity the public can inform the school authority/police or other authorities.

### **B. Fixture and furniture of the Bus**

- The windows of Bus should be fitted with horizontal grills and with mesh wire.
- The doors of the Bus should be fitted with reliable locks that can be locked.
- All school buses must be fitted with speed control devices so that they do not exceed the speed limit of 40 Kmph.
- There should be a fire extinguisher in the Bus

### **C. Manpower in the Bus**

- There must be a qualified attendant in the Bus to attend to Children.
- Each school should designate one Transport Manager/ Coordinator who will ensure the safety of the school children.
- The provision shall also to be made by the school authorities for travelling of at least one teacher in each school bus, keeping in view the safety of the school students all through out the journey and no outsider except the conductor or the said authorized teacher or one person authorized by the guardians shall be allowed to board school bus.
- Medical check up regarding the physical fitness of the driver including the eye testing shall be made every year.

### **D. Facilities in the Bus**

- Bus should have a First Aid Box.
- To keep the school bags safely, there should be a space fitted under the seats or as convenient.
- The buses should be fitted with alarm bell/siren so that in case of emergency every one can be alerted.

## **E. Permits**

- The driver should have valid licence and at least 5 years of experience of driving heavy vehicles.
- A driver who has been challaned more than twice in a year for offences like red light jumping, violation of lane discipline or allowing unauthorized person to drive cannot be employed.
- A driver who has been challaned even once for the offence of over speeding, driving dangerously or for the offences under Section 279,337,338 and 304A of the Indian Penal Code cannot be employed.
- Every vehicle shall carry a suitable photograph of the authorized driver duly certified by the RTA.
- Periodical fitness certificate regarding roadworthiness of the vehicle shall have to be obtained.
- Any school authority and/or driver found to have violated the provision of the Motor Vehicles Act, 1988 and the rules framed thereunder as well as of the directions must be penalized.

## **F. Arrangements in the Schools**

- All the affiliated schools will make safe arrangement for boarding and de-boarding of school children from the school bus.
- The school authority shall ensure that the doors of the buses remain shut while in running condition.
- They will ensure that buses halt only at bus stops designated for the purpose and within the marked area.
- Refresher course of driver training so as to fine tune and increase the proficiency of the driver shall be given to the drivers of the school buses periodically, i.e. least twice in a year.
- No person shall be allowed to drive the school bus in drunken condition. Regular check in the respect shall be undertaken by the school authorities and in case of any doubt in that regard such drivers must be subjected to medical test immediately and proper action including the action for cancellation of the license have to be taken.
- All drivers of the school buses have to be dressed in a distinctive uniform with their names inscribed in it.
- In every school bus there shall be another qualified person to keep attending children travelling in such buses, as conductor, who have to be dressed in distinctive uniform with their names inscribed in it.
- The school authority must provide one set of mobile phone in each school bus so that in case of emergency the bus can be contacted or the driver/conductor can contact the police or State authority as well as the school authority.
- The authority shall ensure that the school buses are not permitted to over take any other four wheelers while carrying the school children in the bus.
- The School authority shall ensure that the students maintain discipline when boarding and disembarking the bus so that no children get hurt.

- Effort shall be made by the school to make necessary arrangement for parking the school bus inside the school campus at least at the time of boarding and disembarking. In case it is not possible to park such vehicle inside the school campus, the buses must be parked in such a way so that it does not create any traffic problem for other vehicles.
- The school should encourage its children to conduct programmes through play, exhibition etc. during Road Safety Week to create an awareness in public.
- Periodic feed-back from students using school Transport facility with regards to driver/conductor be taken and records are to be maintained.

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