

E Stamp paper: \_\_\_\_\_

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

## UNDERTAKING

Ms./Mrs./Mr. \_\_\_\_\_

D/o, W/o, S/o. Sh. \_\_\_\_\_

R/o. \_\_\_\_\_,

enrolled in \_\_\_\_\_ Course \_\_\_\_\_ Session \_\_\_\_\_, at FAIRFIELD INSTITUTE OF MANAGEMENT & TECHNOLOGY, NEW DELHI-110037, of GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, NEW DELHI, along with my PARENTS/ GUARDIAN (name) \_\_\_\_\_, do solemnly affirm and declare that I, we have clearly read and understood the Bus Behavior Policy of FIMT, New Delhi and I, we agree to abide by the various rules and regulations, instructions, conditions and other information mentioned herein (page no. 01 to 06).

### BUS BEHAVIOR POLICY

This memorandum concerns the safety and well-being of our children as they ride our College BUSES/CABS this year. Please take the time to read it carefully. The safe transportation of students is our most important concern. The safe operation of College buses/CABS also depends on proper conduct by the students that ride those buses/CABS.

Although all the necessary precautions are being taken by the staff deployed in the college buses/cabs, the students travelling in the college transportation should be mentally sound, above the age of 18 years, and also understands the good and bad effects of his/her activities and will responsible for his/her acts personal safety. Further they are advised to personally take care of their well being and safety during travelling.

### DO NOT

- Try to climb or get down from the moving bus/CAB.
- Put any of your body parts outside the bus/CAB.
- Make bus/CAB your playground.
- Distract the driver or other co-staff member.
- Stand on the stairs/ in front/back of the bus even if the bus/CAB is in a stationary position.
- Do any activity which in any way is harmful for you as well as well as for others.
- Last but not the least don't try to overrule the instructions given by the staff on duty.

As a Parent/Guardian you are requested to share these responsibilities of student behavior which are on our College buses/CABS. Please ensure that your child understands the rules for riding the College bus/CABS and that HE/SHE follow these rules. When children disobey the rules. They make the bus unsafe for every student on that bus. Bus drivers must not be distracted from safe driving by children's misbehavior. Students must show respect for bus drivers and follow their instructions.

College bus/CAB and that HE/SHE follow these rules. When children disobey the rules, they make the bus unsafe for every student on the bus. Bus drivers must not be distracted from safe driving by children's misbehavior. Students must show respect for bus drivers and follow their instructions.

College bus/ CAB transportation is a privilege that may be suspected or revoked. We do not have the resources to be College bus/CAB policemen. We rely on parents and sponsors to teach their children proper behavior. Accordingly, College/CAB rules will be strictly enforced. Students not complying with college bus/CAB rules may have their bus riding privileges suspended or revoked up to the rest of the rest of the year. When this happens, parents and sponsors must make their own arrangements for their children to get to and from College according to established College hours.

As a parent, you must agree, as a condition for having your children ride the College bus/CAB that you will reimburse the cost incurred by the College to repair damage caused to the College bus/CAB by your children's misconduct and to serve as a bus monitor when required.

All office personnel take the safety of the children that ride College bus/CAB very seriously. We expect parents and sponsors will do the same. Please sit down with your children, carefully go over the attached rules, complete and return the acknowledgement of receipt and understanding of your children's principal. Let us work together to make this College year safe.

#### A. General

The time students spend going to and from College is an extension of their College day. College buses/CABS are an extension of the College campus. As such, College principals are equally as responsible for discipline on College buses/CABS as they are on College campuses. Principal may take disciplinary action for College buses/CABS misconduct consistent with this Enclosure. Riding College buses/CABS is a privilege that may be suspended or even revoked if a student does not behave in a safe and proper manner. Nothing in this the principal from exercising appropriate discipline under other sections of this regulation includes suspending the student from College or from College-related activities, for misconduct on College buses/CABS. Although all necessary safety measures and precautions are being taken by the Management of the College but since, all the students taking the College Bus/CABS are above the age of 18 years and or major, therefore shall be responsible for all their acts and activities during their travel and stay at the College.

BUS/CAB Services are voluntary and not mandatory. The Management reserves the right to withdraw the BUS/CAB facility to any student without assigning any reason whatsoever, by giving notice co-terminus with the expiry of the quarter for which bus charges have been paid or 3 months, whichever is earlier.

The student shall not be allowed to leave/discontinue the transport facility, before his/her completion of the course, or else he/she shall have to deposit a fine by paying three months transportation charges.

Management tries its best to comply with the rules and regulations of the authorities concerned. However, it will not be responsible for any disruption in the bus services due to any orders/instructions of the Transport Department or any other authority or in case if the mode of transportation is changed due to any reason during route.

Management provides the best possible amenities and facilities to its students and staff but may be compelled by circumstances to withdraw/discontinue any of the facilities e.g. A.C. etc. at any time at very short notice.

Students are requested not to damage, disfigure or destroy Institute's property. Cost of any damage to cushion, covers, curtains or any other fitting, fixtures etc. in the bus shall be recovered from the parents of the student(s) concerned. Indiscipline in the bus will not be tolerated and may lead to debarring the student from travelling in the bus or even discontinuation of bus services for him/her.

Rules and Regulations printed can be altered at any times, at the sole discretion of the Management.

#### B. Responsibilities:

1. Student Responsibilities: Students are responsible for:
  - a. Complying with the behavior standards for College Bus/CAB students.
  - b. Obeying the instructions of bus drivers any other officer on board.
  - c. Presenting a College bus pass on demand.

- d. Reporting the loss or damage of College bus passes to the College bus/CAB management office or College administrator's office.
- e. Providing College personnel with written notification from parents/sponsors/guardians for any variation from their normal departure from College.

**2. Parent/Sponsor/Guardians Responsibilities:**

Parents, sponsors or guardians are responsible for:

- a. The behavior of their student family members and the cost to repair damage to vehicles caused by the misconduct of their student or family member.
- b. Ensuring the student and family members accorded College BUS/CAB riding privileges have been advised of and understand the College bus behavior management policy.
- c. Ensuring that student have a valid College Bus/CAB transportation pass.
- d. Ensuring the safety of student to, from and while waiting at the bus stop.
- e. Ensuring that student and family members are at designated bus pickup point at least five minutes before the scheduled arrival of the Bus/CAB.
- f. Reporting incidents to the college Bus/CAB office management officials of unsafe or unruly behavior observed on College Bus/CAB and at Bus/CAB stops.
- g. Providing college personnel with timely written notification when a student has a change in his/her normal transportation schedule.
- h. Getting their student to and from College in accordance with College arrival and departure policies if their bus/Cab riding privileges are suspended.
- i. Serving as a bus monitor when required by the Office of the College Bus/CAB Management.
- j. Acknowledging that student ridership is contingent upon parental agreement to these responsibilities.

**3. Parental Involvement :**

- a. At the time the student is registered for College Bus/CAB service, the College bus/CAB office will provide the students and the sponsor with a copy of a Memorandum for Parents and Sponsors of Students Riding College Bus/CAB, a copy of the College Bus Student Misbehavior Report Form.
- b. The sponsor and the student will sign and return to the College Bus/CAB office the Acknowledgement of Responsibility Form acknowledging in writing that they have been provided a copy of the Behavior Standards for College Bus Students and that they understand and agree with contents thereof. The student will agree to abide by the Behavior Standards for College Bus/ CAB Management Office. The signed copy of the Acknowledgement of Responsibility will be held in the College Bus/CAB Office files.

**2. College Bus Passes:**

- a. Each student will travel to and from on the assigned bus/CAB only.
- b. Students will be responsible for safekeeping their assigned passes. Students are required to present their College Bus/CAB pass to the driver of the bus as they board the bus. Students who fail to present their must provide their name to the bus operator who will report the student to the college Bus/CAB management office. Student or their sponsors must report the loss or damage to College Bus/CAB passes to the Local College Bus/ CAB management office before that office will replace a pass. Parents/Sponsors may be required to sign for receipt of a replacement pass.

**3. College Bus Discipline:**

- a. Trivial infractions of the disciplinary rules shall be confronted expediently College Bus/CAB office personnel the College Bus/CAB operator or the authorized second adult on the Bus/Cab may remind a child of what is acceptable behavior when a child engages in minor acts of indiscretion.

b. Serious or repeated misconduct will be reported to the College bus office or College administration personnel using the College Bus Student Misbehavior Report or acceptable alternative form.

c. The College bus/CAB office will review the misbehavior report and evaluate the seriousness of the offenses described and prescribe the appropriate remedy in cases of minor misconduct or refer more serious offenses or those of a highly sensitive nature immediately to the principal.

d. When the College bus office concludes upon investigation that the conduct does not warrant suspension of bus privileges, the College bus office staff will counsel the student and send a warning memorandum to the parents/sponsors of the child informing them of the misconduct and requesting that the behavior standards for College bus students be discussed with the child. The parents/sponsors of the child are required to acknowledge receipt of the College bus/CAB office's memorandum.

e. If the offenses described in the misbehavior report suggest to the College bus/CAB office that a suspension of bus privileges is appropriate, the principal will be notified immediately and will, in turn, notify the student of his intention to suspend the student from the bus and provide the student with the opportunity for an informal conference.

f. During the informal conference, the principal will describe the information that supports the principal's decision to suspend and afford the student an opportunity to respond by way of explanation of his or her conduct and by offering other types of evidence to support the student's explanation or to establish that the student has not committed an act of misconduct. The informal conference may be held before or simultaneously with the administration of any suspension, but suspension may be executed prior to the informal conference when the student's conduct imperils or threatens to imperil the life, limb of any student or to disrupt the good order of the bus/CAB or the general educational environment, and the conference cannot reasonably be conducted prior to the commencement of the suspension. After the principal has made a reasonable inquiry and is in possession of sufficient information to make a determination, the principal shall make and announce to the student his/her findings. The principal shall then inform the student as to the disciplinary sanctions which will be imposed, if any.

g. The principal may consolidate College bus/CAB discipline with a disciplinary proceeding for other College disciplinary infraction. Or, the principal may elect to proceed in lieu of seeking College bus/CAB discipline, particularly if the student's College bus/CAB behavior jeopardizes the safety and well-being of others and/or the student commits any prohibited act set forth, or the student's misconduct unreasonably disrupts the educational environment. If the principal seeks to invoke the procedures and consequences.

h. If the College principal decides that suspension from the bus is appropriate, in proceedings, he/she will forward a memorandum to the parents/sponsors of the child advising them of the seriousness of the violation and that the College bus riding privileges for the child have been suspended for a specified period of time. The parents/sponsors of the child are required to acknowledge receipt of the memorandum. The principal shall forward a copy of each suspension notice to the College bus/CAB management office, which will notify the contractor of the suspension and retain the offender's College bus pass until returned to the student at the end of the suspension period.

i. The type of discipline appropriate to a child's misconduct depends upon the principal's assessment of the nature and seriousness of the misconduct and the number of infractions. In deciding the appropriate discipline, the principal must take into account a variety of factors that include, but are not limited to the nature, extent and seriousness of the injury or possible injury to life and limb to another person or to the perpetrators or the damage to the property, the strength of the evidence of the offense, the prior disciplinary record of the perpetrator and of the other perpetrators who have been punished for the same or similar misbehavior, the perpetrator's intent to cause injury or damage, the perpetrator's contrition and willingness to

make restitution intent to cause to property; the value of damage to property or the injury to another person, the difference in the size or the age of the student causing the damage or injury to another person , the repulsiveness of the particular vulgarity or obscenity, the role of the child as an initiator or follower of others in the misconduct, the age of the perpetrator and awareness of the offensiveness of the particular act, the stature of the person against whom the misbehavior is directed and the resultant breakdown of authority over, or the discipline of , others student, and repetitiveness or cumulative effect of multiple infractions. The college principal shall reference and consider the college bus/CAB infractions and recommended consequences Table when administering disciplinary action. It lists infraction and provides guidelines on what may be considered ‘minor misconduct’, serious infractions’ and ‘severe offenses’ and ‘criminal or illegal acts’ for purposes of determining the nature and extent of disciplinary consequences. These infraction categories are to be used by the principal when reporting student misconduct to parents/students and are to be prominently displayed in the college and the College bus/CAB management office. In addition, the college bus/CAB Rules’ shall be prominently displayed in the college, the college Bus Office and on College Buses/CABS where possible. As noted the existence of a separate list of college Bus/CABS disciplinary does not mean that infractions of College Bus/CAB discipline are excluded from the list of infractions as Grounds for suspension or Expulsion from college. However, the College has the discretion to assign consequences for College Bus/CABS infractions either within the context of college Bus/CABS transportation or as part of College discipline generally.

The students are availing Bus/CAB Services provided by the College with their own will and at their own responsibility.

NOTE: The student shall not be allowed to leave/discontinue the transport facility, before his/her completion of one academic year, or he/she obtain permission from discontinuing the services 3 months’ transportation charges in case if he/she discontinues the services without prior permission.

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(Signature of Student with date)  
Name of the Candidate

Address:

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(Signature of Parents/Guardian with date)  
Name of Parent/Guardian:

Address:

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