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KISHKINDA UNIVERSITY

BALLARI

TRANSPORTATION POLICY





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**Kishkinda University
Ballari**

Approved by Karnataka Act 20 of 2023, Government of Karnataka dated: 05/08/2023
Recognized by the UGC under section 2f, dated: 22/11/2023

Main Campus:

Mount View Campus,
GP No. 735, H. Hosalli Gram Panchayath,
Near Sindhigeri, off 28 km,
Ballari-Siruguppa Road,
Siruguppa Taluk 583 120,
Ballari District,
Karnataka, India.

Tel: 08393- 299011

Website: www.kishkindauniversity.edu.in

For and on behalf of the Board of Management

Prof. T.N. Nagabhushana
Vice Chancellor

Preamble

Kishkinda University is a state private university approved by Government of Karnataka by an Act No 20 of 2023 and recognised by UGC under section 2f. The university is located in a 50acre green campus which is 28kms from Ballari towards Siruguppa arterial road. Students from different geographical locations in and around Ballari have taken admission at the university and hence transport service for smooth travel between their homes and university. In this context, exercising powers specified in clauses (I) to (IV) of section 24(6) of the Act, it is proposed to enact a policy in the Transportation system of the University. The details are further expanded under section 1 to 15.

The Transportation Policy mainly comprises of the following parts:

- 1. Vision**
- 2. Mission**
- 3. Commitment**
- 4. Objectives of the Transportation Policy**
- 5. Composition of the Transport Committee**
- 6. Duties of the Administrative Officer (Transport-In-Charge)**
- 7. Safety Norms of Transport**
- 8. Responsibilities of Bus Drives**
- 9. Responsibilities of Students and Staff**
- 10. Transportation Policy Guidelines: Fees, Pick-up and Drop Points,
Bus Timing Notification, Lost & Stolen Items**
- 11. Code of Conduct & Safety Guidelines: Do's, Don'ts, Safety Precautions**
- 12. Procedures for Violators**
- 13. Consequences for Violations**
- 14. Amendments & Notifications of Transport Rules**

1. Vision

To establish a comprehensive and seamlessly integrated transportation system that prioritizes accessibility, safety, efficiency, sustainability and stakeholder engagement, thereby ensuring a positive and convenient transportation experience within the KU System.

2. Mission

To deliver accessible, safe, efficient and sustainable transportation services while actively engaging stakeholders and continuously enhancing the overall transportation experience within the KU System.

3. Commitment

To uphold the well-being and satisfaction of staff and students by providing reliable, safe, and environmentally conscious transportation services that evolve continuously to meet their needs.

4. Objectives of the Transportation Policy

4.1 Accessible Transportation: The primary objective of the Transportation Policy is to ensure that staff and students have easy access to transportation facilities within the university campus. This includes providing convenient and efficient options that cater to the diverse needs of the university community.

4.2 Environmental Sustainability: The policy recognizes the importance of environmental sustainability and aims to promote eco-friendly transportation practices. This includes exploring and implementing options such as electric or hybrid vehicles, encouraging carpooling, and promoting the use of public transportation wherever feasible.

4.3 Safety and Security: The policy prioritizes the safety and security of all individuals using transportation facilities. Measures such as regular vehicle maintenance, strict adherence to traffic regulations, and background checks for drivers will be implemented to ensure a secure environment.

4.4 Efficient and Reliable Service: The Transportation Policy strives to provide efficient and reliable services, minimizing delays and inconveniences for users. Regular schedules, appropriate route planning, and prompt responses to transportation requests are key aspects of achieving this objective.

4.5 Cost-effectiveness: The policy seeks to optimize the use of resources while providing transportation facilities. By implementing cost-effective measures such as efficient route planning, effective vehicle utilization, and exploring partnerships with local transportation providers the policy aims to ensure financial sustainability in the long run.

4.6 Stakeholder Engagement: The policy emphasizes the importance of engaging stakeholders, including staff and students, in the decision-making process. Regular feedback mechanisms and open channels of communication will be established to solicit suggestions, address concerns and incorporate user perspectives into the continuous improvement of transportation services.

4.7 Integration with Local Transport Infrastructure: The Transportation Policy seeks to seamlessly integrate with the existing local transport infrastructure, ensuring smooth connectivity between the university and its surrounding areas. Collaborations with local transportation authorities, along with the provision of facilities such as bus stops and shelters, will be considered to enhance accessibility.

4.8 Continuous Evaluation and Improvement: The Transportation Policy will undergo periodic evaluation to assess its effectiveness and identify areas for improvement. Feedback from users, data analysis, and regular reviews will guide necessary modifications, ensuring that transportation services continue to meet evolving needs and expectations.

5. Composition of the Transport Committee

The Committee consists of -

- i. Administrative Officer (Transport In-charge)
- ii. Assistant Professor from each Faculty
- iii. One Student Representative from each faculty
- iv. One Senior Driver

The Committee is responsible for looking into any complaints filed by students and staff about transportation.

6. Duties of the Administrative Officer (Transport In-charge)

6.1 Fleet Management: The Administrative Officer (Transport In-Charge) is responsible for overseeing the entire university transportation system, ensuring that the vehicle fleet is maintained in optimal working condition through timely repairs and servicing, while strictly adhering to legal and regulatory standards. Each bus must carry a dedicated folder containing all mandatory documents, including the Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution under Control Certificate and applicable permits. A checklist of these documents shall be maintained and verified regularly by the Transport In-Charge to guarantee compliance with university norms and statutory requirements. In addition, bus data must be periodically reviewed through the transportation website to ensure accuracy and transparency. To strengthen safety and accountability, the operation of CCTV systems in all buses must be continuously updated and monitored, thereby providing reliable oversight of passenger security and operational discipline.

6.2 Route Planning: The Administrative Officer (Transport In-charge) shall plan and optimize transportation routes within and around the university campus. Routes must be designed for efficiency, safety, and convenience, taking into account student and staff needs. Periodic reviews should be conducted to identify improvements and resolve logistical issues.

6.3 Schedule Management: The Administrative Officer (Transport In-charge) is responsible for developing and managing transportation schedules that align with academic calendars, class timings, peak hours, and other operational requirements. Coordination with drivers and support staff is essential to ensure punctual and reliable service.

6.4 Driver Management: The Administrative Officer (Transport In-Charge) shall recruit, train and supervise drivers ensuring that all personnel meet the required standards of competence and professionalism. Responsibilities include conducting thorough background checks, verifying valid licenses and enforcing strict adherence to traffic regulations. A comprehensive log book of drivers must be maintained to record duty hours, trips undertaken and performance details, thereby enabling effective monitoring. Drivers' licenses must be renewed at least three months prior to expiry with the Transport In-Charge responsible for tracking and documenting all renewals. To uphold safety standards periodic training programs shall be organized focusing on traffic rules, regulatory compliance, and safe driving practices. In addition, random checks must be conducted to detect and prevent substance abuse including drugs ensuring that drivers remain fit for duty and that passenger safety is never compromised.

6.5 Safety and Security: Ensuring the safety and security of passengers is a top priority. The Administrative Officer (Transport In-charge) must implement safety protocols such as routine vehicle inspections, driver fatigue monitoring and emergency response procedures. Coordination with local authorities may be required to address specific security concerns.

6.6 Stakeholder Communication: The Administrative Officer (Transport In-charge) serves as the primary liaison for transportation-related queries from students, staff and other stakeholders. Effective communication channels must be established to provide timely information, address concerns, and gather feedback. Regular updates to university administration and transport committee members are essential.

6.7 Budget Management: The Administrative Officer (Transport In-charge) is responsible for managing the transportation budget, including fuel, maintenance, and operational expenses. Cost-effective strategies such as route optimization, fuel-saving measures, and potential partnerships with external providers should be explored to ensure efficient resource utilization.

6.8 Operational Coordination for University Activities: The Administrative Officer (Transport In-charge) shall arrange university vehicles for academic and co-curricular activities, including industrial visits, training and placement programs, and other approved events. Coordination with relevant departments is required to ensure timely and appropriate vehicle deployment.

6.9 Reporting and Compliance Monitoring: The Administrative Officer (Transport In-Charge) shall prepare comprehensive weekly and monthly reports detailing vehicle utilization, fee collection, traffic rule violations, excessive stoppages, and other operational metrics, ensuring that all aspects of transport performance are systematically documented. In addition to these reports, a Key Performance Indicator (KPI) Report must be submitted along with the monthly report to provide management with measurable performance indicators that reflect efficiency, safety, and financial outcomes. These reports must highlight compliance status, financial performance, and corrective actions taken, thereby enabling the university authorities to monitor operations effectively and ensure continuous adherence to institutional and statutory requirements.

6.10 Continuous Improvement: The Administrative Officer (Transport In-charge) must regularly evaluate transportation services using data analysis and stakeholder feedback. Innovative solutions including technology adoption and sustainable practices should be pursued to enhance service quality and operational efficiency.

7. Safety Norms of Transport

Safety norms for university buses are crucial to ensure the well-being and security of students and staff. The following guidelines must be observed:

7.1 Regular Vehicle Maintenance: University buses should undergo regular maintenance checks to ensure they remain in good working condition. This includes routine inspections of brakes, tires, lights, signals, engines, and other essential parts of the vehicle. Maintenance records must be properly documented and maintained.

7.2 Trained and Licensed Drivers: University bus drivers must be well-trained, experienced, and possess a valid driver's license with the appropriate endorsements for operating commercial vehicles. They should maintain a clean driving record and be fully aware of traffic rules, regulations and safety practices. Regular driver training and refresher courses should be conducted to enhance their skills.

7.3 Capacity Limit: Buses must not be overloaded beyond their seating capacity. The number of passengers should remain within the manufacturer's specified limits, ensuring that each passenger has a designated seat. Standing passengers are not permitted.

7.4 Emergency Exits and Equipment: University buses must be equipped with easily accessible emergency exits, such as doors, windows, and roof hatches. These exits should be regularly checked to ensure proper functioning. In addition, buses must carry essential safety equipment, including fire extinguishers, first aid kits and prominently displayed emergency contact numbers.

7.5 Regular Safety Inspections: University buses should undergo periodic safety inspections conducted by authorized agencies or experts. These inspections must cover all aspects of the bus, including mechanical systems, safety equipment and structural integrity.

7.6 Safe Loading and Unloading: Procedures must be established to ensure safe boarding and alighting. Students should wait until the bus has come to a complete stop before approaching or leaving the vehicle. Designated loading and unloading zones must be clearly marked, and students should be guided to use these areas.

7.7 Route Planning and Driver Communication: Bus routes should be carefully planned, taking into account traffic conditions, distance and safety. Drivers must be provided with clear instructions regarding routes and potential hazards. Effective communication channels should be established between drivers, transportation staff and relevant authorities to enable quick responses to emergencies or route deviations.

7.8 Student Supervision: University buses should have designated staff members or supervisors responsible for maintaining discipline and ensuring student safety during the journey. They must monitor student behavior, discourage unsafe practices and intervene when necessary.

7.9 Communication with Parents/Guardians: Regular communication with parents/guardians regarding bus safety, route changes and incidents is essential. Parents must be provided with contact information for the Administrative Officer (Transport In-Charge) to address emergencies or concerns.

8. Responsibilities of Bus Drivers

- 8.1 Safe Operation:** The primary responsibility of bus drivers is to operate the vehicle safely, adhering to traffic laws, regulations, and established safety protocols.
- 8.2 Passenger Safety:** Bus drivers are responsible for ensuring the safety and well-being of passengers during the journey. They must enforce seat belt usage, maintain a calm and controlled environment, and promptly address any potential safety concerns or emergencies.
- 8.3 Route Familiarity:** Bus drivers should have thorough knowledge of designated routes, stops, and any specific instructions or hazards along the way. They must follow established routes and schedules while adapting to traffic conditions and unexpected situations.
- 8.4 Vehicle Maintenance:** Bus drivers are responsible for conducting pre-trip inspections of the vehicle, checking for mechanical issues, and ensuring the proper functioning of lights, signals, brakes, and other safety features. They should promptly report any maintenance or repair needs to the appropriate authorities.
- 8.5 Communication and Reporting:** Drivers must communicate effectively and courteously with all passengers, including students, staff, and other authorized users, by providing necessary information and responding to inquiries or concerns in a professional manner. They are also required to promptly report any incidents, accidents, or passenger-related issues to the Administrative Officer (Transport In-Charge).
- 8.6 Emergency Preparedness:** Bus drivers should be prepared to handle emergencies such as accidents, breakdowns, or medical situations. They must be familiar with emergency procedures, including evacuation protocols and contacting emergency services when necessary.
- 8.7 Discipline and Behavior Management:** Bus drivers play a role in maintaining discipline and order among passengers. They should enforce rules and regulations, discourage unsafe or disruptive behavior, and report recurring disciplinary issues to the Administrative Officer (Transport In-Charge).
- 8.8 Professionalism and Customer Service:** Bus drivers should exhibit professionalism, courtesy, and strong customer service skills when interacting with passengers, colleagues, and other stakeholders. They should foster a positive and respectful environment on board the bus.
- 8.9 Punctuality:** Bus drivers must adhere to schedules and ensure that passengers are picked up and dropped off in a timely manner, balancing convenience with road safety.
- 8.10 Documentation and Record Keeping:** Bus drivers should maintain accurate records of daily operations, including passenger counts, mileage, fuel consumption, and any incidents or accidents that occur during their shifts.

By fulfilling these responsibilities, bus drivers contribute to a safe, efficient and comfortable transportation experience for all passengers.

9. Responsibilities of Students and Staff

The Transportation Policy defines the following responsibilities for students and staff to promote discipline, safety and sustainability

- 9.1 **Compliance with Rules and Regulations:** Students and staff are responsible for familiarizing themselves with, and adhering to, the rules and regulations set forth in the transportation policy of Kishkinda University, Ballari.
- 9.2 **Respectful Behaviour:** Students and staff must exhibit respectful and considerate behaviour towards bus drivers, fellow passengers, and all individuals involved in the transportation system.
- 9.3 **Punctuality:** Students and staff should be punctual, arriving at designated bus stops on time to ensure smooth operations and minimize delays for themselves and others.
- 9.4 **Safety Consciousness:** Students and staff must prioritize their own safety and the safety of others. This includes following the instructions of the bus driver, using seat belts when available, and avoiding any actions that may jeopardize well-being.
- 9.5 **Proper Use of Facilities:** Transportation facilities must be used responsibly and treated with care. This includes avoiding damage or vandalism, maintaining cleanliness, and disposing of waste appropriately.
- 9.6 **Queue Management:** Students and staff should form orderly queues while waiting for the bus, ensuring a smooth boarding process and avoiding unnecessary crowding or pushing.
- 9.7 **Reporting Issues:** Any issues, concerns, or incidents related to the transportation system must be promptly reported to the designated authorities or the transportation department. This includes malfunctioning safety equipment, disruptive behaviour, or other relevant matters.
- 9.8 **Compliance with Guidelines:** Students and staff must comply with any additional guidelines or protocols communicated by bus drivers or transportation staff to ensure efficient and safe operations.
- 9.9 **Cooperation with Bus Drivers:** Students and staff should cooperate fully with bus drivers, follow their instructions, and demonstrate patience and understanding during unforeseen circumstances or delays.
- 9.10 **Environmental Responsibility:** Students and staff should remain mindful of environmental sustainability and contribute to reducing the environmental impact of transportation. This includes minimizing waste generation, opting for sustainable transportation options when feasible, and promoting eco-friendly practices.

10. Transportation Policy Guidelines:

10.1 Transportation Fees

- **Students:** Students who opt for university bus services are required to pay the full transportation fee as prescribed. Upon payment, a bus pass will be issued by the University, which must be carried at all times while traveling in university buses.
- **Staff:** Transportation fees for staff members availing university transport will be deducted monthly from their salary account.

10.2 Pick-up and Drop Point Guidelines

- Staff and students must adhere to their designated pick-up and drop points and are not permitted to change routes or boarding locations without prior approval.
- Any request for changes in pick-up or drop points must be submitted to the Administrative Officer (Transport In-Charge).
- A new pick-up or drop point will be designated only if there are at least five (5) regular passengers from that location along the existing scheduled route.
- Any student who boards the bus without paying the prescribed transportation fee shall be penalized with a fine of up to ₹2,000.

10.3 Bus Timings Notification: Unless otherwise announced by the University, the regular arrival and departure schedules of the University buses will be notified through *Digii*.

10.4 Lost or Stolen Items: Before departing from a bus or leaving a bus stop, passengers are advised to carefully check their surroundings to ensure that all personal belongings have been collected. The University shall not be held responsible for any personal items that are lost, misplaced, or stolen on University-operated buses or at designated bus stops.

11. Code of Conduct and Safety Guidelines

11.1 Do's:

- Use personal earphones for music or audio devices so sound is inaudible to others.
- Keep aisles, stairways, and emergency exits clear of packages or belongings.
- Follow instructions given by the driver or security staff promptly.
- Dispose of trash properly and keep the bus clean.
- Sit safely and remain inside the bus during travel.
- Respect fellow passengers and allow free movement.
- Use polite language and maintain a quiet environment.
- Exit the bus safely when instructed.
- Report safety concerns or violations to authorities.
- Seek authorization before distributing pamphlets or posting notices.

11.2 Don'ts:

- Smoking or carrying lit or smouldering substances, including tobacco or similar materials.
- Consuming or bringing alcohol in open containers.
- Carrying weapons, explosives, or flammable materials.
- Littering, leaving trash behind, or discarding offensive materials.
- Defacing, damaging, or altering bus property.
- Engaging in fighting, violent behaviour, or threatening actions.
- Restriction on Audio Equipment: Use of speakers or loud audio devices inside the bus is strictly prohibited. Passengers must use personal earphones at a volume inaudible to others.
- Obstructing the movement of other passengers.
- Interfering with bus operations or distracting the driver.
- Blocking, tampering with, or hindering emergency exits, windows, or doors.
- Canvassing, soliciting, or distributing pamphlets without authorization.
- Posting or removing notices or advertisements without authorization.
- Throwing objects at, into, or from the bus.
- Engaging in gambling or soliciting others to gamble.
- Participating in activities that violate local, state, or municipal laws.
- Climbing through windows or extending arms, legs, or heads outside of windows.
- Attaching oneself to any part of the bus exterior, whether moving or stationary.
- Running or engaging in horseplay inside the bus.
- Ignoring instructions from the driver or security personnel, including refusal to leave the bus when directed.

11.3 Safety Precautions:

- Remain at a safe distance from the curb until the bus has come to a complete stop.
- Always cross the street behind the bus to ensure visibility for yourself and other motorists.
- Do not walk between two buses that are parked.
- Be prepared to board or alight promptly when the bus stops. Drivers are instructed not to reopen the doors once the bus has re-entered traffic.
- Boarding and disembarking are permitted only at designated bus stops, as instructed by the driver.
- If standing, move toward the center of the bus. Drivers are instructed not to operate the bus if passengers are standing in unsafe locations.

12. Procedure for Violators

If a bus driver observes any individual(s) violating the established policies the following steps shall be taken:

- 12.1 Initial Warning:** The driver shall clearly state the relevant policy and instruct the individual(s) to cease the prohibited activity or if necessary leave the bus premises.
- 12.2 Escalation:** If the individual(s) persist in their conduct despite the warning the driver shall immediately notify the Administrative Officer (Transport In-charge).
- 12.3 Administrative Action:** The Administrative Officer in consultation with the University Authorities will determine and implement appropriate disciplinary measures in accordance with University regulations.

13. Consequences for Violations

Any violation of the University Transportation Policy will result in disciplinary action, proportionate to the severity and frequency of the offense. The following measures may be imposed:

- 13.1 Verbal Warning:** Minor infractions may result in a verbal warning issued by the driver or Administrative Officer (Transport In-charge).
- 13.2 Written Warning:** Repeated or more serious violations will be documented, and a written warning will be issued to the offender.
- 13.3 Fines or Penalties:** Monetary fines may be levied for specific violations such as damage to property, littering, or traffic rule violations.
- 13.4 Suspension of Bus Privileges:** Persistent misconduct or serious violations (e.g., fighting, alcohol consumption, endangering safety) may lead to temporary or permanent suspension of bus usage rights.
- 13.5 Disciplinary Referral:** Severe or repeated violations will be referred to the University Disciplinary Committee for further action, which may include suspension from classes or other institutional penalties in accordance with University regulations.
- 13.6 Legal Action:** In cases involving criminal activity (e.g., possession of weapons, assault, or violation of state laws), the matter will be reported to law enforcement authorities for appropriate legal proceedings.

14. Amendments and Notifications of Transport Rules

The University reserves the right to modify, cancel, or amend any or all of these rules, and to issue supplementary or revised regulations as deemed necessary. Such amendments shall take effect from the date of their official notification and shall be binding on all stakeholders without prior notice.

All modifications, cancellations, or amendments to the University's Transportation Rules and Regulations shall be communicated through official channels. Notifications will be issued via Digii, University notice boards, and official circulars. Such announcements shall be deemed sufficient, and the amended rules will take effect from the date of notification.

- 15.** The Transport- in-charge should maintain all relevant data and submit the monthly report in the format attached to the registrar.

Annexure -1

Bus Master Report

(Updated once per semester or when changes occur)

Bus No.	Registration No.	RC Details	Seating Capacity	Insurance Certificate	Insurance Validity	Fitness Certificate	Pollution Under Control Certificate (PUC)	Remarks

Driver details

[illegible]

Annexure -3

REGULAR BUS ROUTE FOR THE YEAR _____

Bus Sl. No: _____ Bus Reg. No: _____

Driver Name: _____, Mobile No: _____

S.No	From	Time	From	Time
1			Departure from KU	
2				
3				
4				
5				
6				
7				
8	KU			

Bus Sl No: _____ Bus Reg. No: _____

Driver Name: _____, Mobile No: _____

S.No	From	Time	From	Time
1			Departure from KU	
2				
3				
4				
5				
6				
7				
8	KU			

Bus Sl No: _____ Bus Reg. No: _____

Driver Name: _____, Mobile No: _____

S.No	From	Time	From	Time
1			Departure from KU	
2				
3				
4				
5				
6				
7				
8	KU			

Annexure -4

Identity Card for Transportation Facility 2026-27

Staff Identity Card for Bus Transport

Kishkinda University, Ballari
Identity Card for Bus transport

Photo

Card No: _____ **year:** _____

Staff		
Department		
Designation		
Valid from		

Address	
Phone No.	
Pick up	

Registrar

Student Identity Card for Bus Transport

Kishkinda University, Ballari
Identity Card for Bus transport

Photo

Card No: _____ **year:** _____

Student Name		
Department		
USN No		
Valid from		

Address	
Phone No.	
Pick up	

Registrar

Annexure -5

Checklist of documents to be maintained in each bus

Vehicle Documents ☐ Registration Certificate (RC Book) ☐ RTO Registration Details (owner name, vehicle class, validity) ☐ Fitness Certificate (validity dates) ☐ Pollution Under Control (PUC) Certificate ☐ Any other	Driver Documents ☐ Driving Licence (with badge for passenger transport) ☐ Licence Validity & Renewal Dates ☐ Medical Fitness Certificate (annual check-up) ☐ ID Proof (Aadhar / University ID) ☐ Training/Induction Records (safety, first aid, defensive driving) ☐ Substance Abuse Prevention and Random Checks
Operational Records ☐ Bus Route Chart (start point, stops, timings, end point) ☐ Daily Logbook (trips completed, timings, kilometres run) ☐ Fuel Log (litres consumed, cost per litre, mileage) ☐ Maintenance Log (service dates, repairs, costs) ☐ Incident Register (traffic violations, accidents, breakdowns) ☐ Fee Collection Register (student/faculty transport fees)	Safety & Emergency ☐ Fire Extinguisher (validity check) ☐ First Aid Kit (updated supplies) ☐ Emergency Contact List (transport office, hospital, police) ☐ Safety Audit Checklist (monthly inspection record) ☐ CCTV operations & Services

Annexure -6

List of Staff & Students Opted for Transport facility

List of Staff Opted for Transport Facility

Academic year: _____

Bus No.: _____

Sl. No	Name of the staff	Emp ID	Department	Designation	Pickup place

Registrar

List of Students Opted for Transport Facility

Academic year: _____

Bus No.: _____

Sl. No	Name of the Student	USN	Semester / Branch	Pickup place

Registrar

Annexure -7

Log Book of Transportation 2026-27

Bus Number: _____ Driver Name: _____

License No.: _____ Expiry Date: _____

Date	Opening Reading (In Kms)	Closing Reading (In Kms)	Number Of Kilometers run/day	Diesel Filling (In litres)	Total kilometers run	Millage of the Vehicle (In Kms/litre)	Diesel Bill No.	Diesel Bill Amount
Driver's Signature			Transportation Incharge			Registrar		

Annexure -8

Date: _____

TRANSPORT FEED BACK FOR 2026-27

BUS NO: 1 (KA34 _____)

Driver Name: _____

1	Driver Rating	Good	Rash
2	Behaviour	Good	Bad
3	Punctuality	Yes	No
4	Any other Suggestions/Remarks		

Registrar

Annexure -9

Weekly Operational Report

Week No: _____ **Dates from** _____ **to** _____

Bus No: _____

Bus No	Trips Scheduled	Trips Completed	On-Time Trips	Fuel Used (Litres)	Fee Collected (₹)	Traffic Violations	Excessive Stoppages	Maintenance Done (Y/N)	Remarks

Transportation In-Charge

Annexure -10

Monthly Compliance & Financial Report

Bus No.	Utilization %	On-Time Performance %	Fuel Cost (₹)	Drivers' Salaries (₹)	Maintenance Cost (₹)	Revenue Collected (₹)	Net Balance (₹)	Safety Compliance %	Remarks / Action Plan
1									
2									

Transport KPI Table

KPI	Definition / Formula	Target / Benchmark	Actual Value	Remarks / Action Plan
Utilization %	$(\text{Trips Completed} \div \text{Trips Scheduled}) \times 100$	$\geq 85\%$		
On-Time Performance %	$(\text{On-Time Trips} \div \text{Trips Completed}) \times 100$	$\geq 90\%$		
Fuel Efficiency (km/litre)	Total Distance $\div$ Fuel Used	≥ 4 km/litre (example)		
Revenue Collection %	$(\text{Fee Collected} \div \text{Expected Fee}) \times 100$	$\geq 95\%$		
Net Balance (₹)	Revenue – (Fuel + Salaries + Maintenance)	Positive		
Safety Compliance %	$(\text{Trips without Violations} \div \text{Total Trips}) \times 100$	100%		
Maintenance Compliance	Preventive Maintenance Done $\div$ Scheduled	100%		
Traffic Violations	Count per month	0		
Excessive Stoppages	Count per month	≤ 2		

Note:

- **Utilization %** = $(\text{Trips Completed} \div \text{Trips Scheduled}) \times 100$.
- **On-Time Performance %** = $(\text{On-Time Trips} \div \text{Trips Completed}) \times 100$.
- **Net Balance** = Revenue – (Fuel + Salaries + Maintenance).
- **Safety Compliance %** can be based on checks (e.g., valid documents, no violations, emergency equipment).
- Remarks/Action Plan should include corrective measures (e.g., “Driver training scheduled,” “Fuel efficiency monitoring”).

Visualization of Kishkinda University

Mount View Campus



ಕಿಷ್ಕಿಂಧ ವಿಶ್ವವಿದ್ಯಾಲಯ

Kishkinda University

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