

## Shaheed Rajpal DAV Public School

### Van Proforma Session 2025- 26

#### Important guidelines for van availing students

- **All rules and regulations issued by STA (State Transport Authority) in respect to safety of children should be followed.**
- All van drivers should have a valid **driving license and mandatory documents** to drive the vehicles legally. Please **verify the antecedents** of the van driver and ensure that Police verification is done.
- You are advised to **note their vehicle no.** and keep a photocopy of their license and their permanent address proof.
- Kindly ensure that the **vehicle is carrying only the permitted no. of students** and not running on LPG cylinder (which is not safe).
- Van should not be changed en route to accommodate children in some other van.
- **A parent must accompany the driver** in vans so that safety of their wards can be ensured. They can share this duty among themselves. Supervision makes the van drivers more conscious of their conduct. Also it makes them more vigilant about the safety of the students.
- No minor student should board the van alone with the male driver, in such case inform your parents to realign the van routes.
- Girl child should not sit on the front seat.
- Van drivers must not show or handover their mobile phones or any other electronic devices to the students.
- Parents must strictly intimate before 1:15pm, if they have any message for the van drivers as it is not safe while the driver is on his way to pick your ward.
- **Van drivers must** carry an **authority letter** given by parents to pick up the child everyday from school.
- **Change of driver should be avoided and if done should be intimated to the school** authorities immediately through an application.
- Van should be fitted with **speed governor to limit the speed.**
- The vehicle should be safe and in good condition. It should be GPS enabled.
- You must **instruct the van driver not to allow any unauthorized person to travel in the vehicle.** Van driver should not allow the child to get down at point other than the pick and drop point fixed by the parents.
- You must ensure that the **driver is appropriately dressed, maintains personal hygiene and does not use abusive language.**
- **KINDLY ENSURE THAT VAN DRIVER IS FULLY VACCINATED.**

#### **Proforma for van students**

Name of the student \_\_\_\_\_  
Class & sec \_\_\_\_\_  
Van Driver's Name \_\_\_\_\_  
Mobile no. of Driver \_\_\_\_\_  
Vehicle no. \_\_\_\_\_  
License no. \_\_\_\_\_  
Aadhar No \_\_\_\_\_  
Address of Driver \_\_\_\_\_

Paste  
Photograph of  
Driver

I hereby declare that the details mentioned above are correct to the best of my knowledge. I have read all the safety guidelines and will ensure the safety of my ward.

Parents Name:

Parents Signature & Date: