

General Guidelines for Transport Services

Presently, the institute has following vehicles: -

A. Institute owned:

Innova- 01, Electric Vehicle (Tata Nexon)- 02, E-Scooty -02

B. Hired Vehicle:

Ertiga- 03, Tata Yodha- 01, Buses- 26-Seater (04), 52-Seater (02)

Guidelines for Users:

1. Deployment of buses/LMVs will be as per the instructions of the Transport Office and subject to availability of the same.
2. Users must strictly follow all bus and car timing, schedules and reach the spot prior to the scheduled departure of vehicle. This is to respect fellow travelers' time.
3. Users are to ensure their trip details are entered properly in the vehicle's log book for odometer reading. Please ask the driver to show odometer reading at the time of start and end of journey. User must put his/her signature after entering the odometer reading in the log book.
4. The vehicle services are provided by the Institute for official purposes only.
5. Airport pick-up and drop-off will be provided as per the rules and regulations by filling out the vehicle requisition form (available in website) duly approved by the competent authority well in advance. (Two working days in advance)
6. All users should mail to the Transport Office (transport@iiserbpr.ac.in) for all vehicle requirements by informing HoD and the concerned office for official use only in Berhampur city one day in advance on all working days.
7. The users should not indulge in altercations with the drivers/ security guards etc. In case of any issues in providing the services, the user should inform the security desk/transport office.
8. Vehicle requisition on short notice, Sundays, and gazette holidays will considered upon approval of the Competent Authority subject to availability. The same must be shown/sent to the Security Desk for availing the services.
9. All movement of faculty and staff where Institute representation is required must be confirmed through the Director's office, Registrar's office, and Office of the Dean of Faculty Affairs.
10. All users are to adhere to the Ministry of Road Transport and Highways, Govt. of India while availing the services of Institute vehicle services.
11. Carrying intoxicating, hazardous material is strictly prohibited inside the vehicle. Drinking alcohol and smoking inside the vehicle is strictly prohibited.
12. Any damage to the parts of the vehicle due to mishandling of a user shall attract fine (as decided by the Competent Authority) besides disciplinary action, if necessary.

13. Users are expected to behave decently with their fellow passengers/ driver inside the Institute bus/car. Unruly behavior like shrieking/ putting hands or head out is strictly prohibited.
14. The drivers are authorized to stop buses at the designated stops unless directed by the Transport Section.
15. All the Student's transport request and requirement must come from the Office of Student Affairs. Individual and direct request to the Transport Office will not be catered without approved requisition form.
16. The users taking approval to avail transport from CPDA grant will have arrange on-call taxi by his own or may directly approach to the Institute vendor or any other vendor as per convenience.
17. Event/Seminar organized by various departments will directly coordinate with the existing vendor to provide on-call transport service. Whereas for any shortfall the transport wing will assist if required.
18. All users (other than academic schedule) must have submit the approved vehicle requisition form enclosed herewith the guidelines to avail/arrange vehicle.
19. All Instructions issued by the Competent Authority from time to time must be followed by the transport users.
