

	<h1>Medical and Dental College</h1> <h2>HITEC-IMS</h2>		
	<h3>SOP for Transport</h3>		
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## Transport

- Transport for conveyance of students from Rawalpindi and Islamabad has been outsourced to the vendor.
- Routes, pick-up points and timings have been issued to all the vehicles.
- Pick-up/drop points will be as per route card. The same has been provided to the driver and have also been communicated to the students.
- Van timings are required to be adhered to by all students using van facility.
- Students are required to reach at pick-up point 2-3 minutes before the designated time.
- Drivers have been instructed not to wait for any student at the pick-up point as it results in reaching late to the College.
- At the closing time, vans will depart latest by 3:45 pm. Any student not reporting at the vans location will not be picked up.
- Monthly fee will be charged as determined by the administration. Monthly dues may vary due to :-
  - Number of occupants in a van
  - Increase/ decrease in fuel prices
- Except for summer vacations, no discount in transport fee will be provided to the students.
- In case the College remains closed for a longer duration due to any unavoidable circumstances then the decision for reduction in fee will be communicated to the Parents and students.
- Students opting to use van facility will have to pay dues for complete month irrespective of numbers of days for which the facility has been used.
- All students must pay their dues by due date.
- Parents and students are expected not to indulge into arguments with the van drivers. In case of any problem, students shall file complaint with the Student Affairs department.

### Note:

In case of non-payment of dues, misconduct or any breach of discipline, student will not be allowed to avail the van facility.

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