

Standard Operating Procedure (SOP) for BUITEMS Buses

Objective

This Standard Operating Procedure (SOP) outlines the guidelines for the safe and efficient operation of university buses, focusing on student capacity limits and safety protocols while onboard.

Scope

This SOP applies to all university administrators, bus drivers, and students utilizing university-provided bus services.

Student Capacity Limits

- The maximum capacity for each bus will be determined by adding 15% to the manufacturer's designated seating capacity. For example, if a bus has a seating capacity of 40, the maximum number of passengers allowed onboard will be $40 + (40 \times 0.15) = 46$.
- Standing passengers will only be permitted within this 15% limit, ensuring adequate space for everyone to hold onto a railing or strap for support.
- Signage displaying the maximum capacity will be prominently displayed on each bus.

Safety Protocols

Boarding and Disembarking

- Students will queue in an orderly manner while boarding.
- Priority boarding will be given to students with disabilities.
- Students will board the bus in a single file and occupy available seats.
- Students will disembark only after the bus has come to a complete stop at designated bus stops.

Driver Conduct

- Bus drivers will always maintain a safe speed limit.
- Drivers will avoid erratic manoeuvres, sudden stops, and harsh acceleration.
- Bus doors will remain closed while the bus is in motion.
- Drivers will immediately report any safety hazards or capacity issues to the university transportation department.

Student Conduct

- Disruptive behavior will be reported to the Discipline Committee
- Students must avoid putting their limbs or belongings outside the bus windows.
- Students must not hang out of the bus doorway or stand in the doorway while the bus is in motion.
- Students are responsible for keeping the bus clean and free of litter.

Emergency Procedures

- In case of an emergency, the bus driver will pull over to a safe location and instruct students to evacuate the bus calmly following designated emergency exits.
- University administration will conduct periodic emergency evacuation drills for drivers and students.

Enforcement

- University administration will designate personnel to monitor bus operations and ensure adherence to this SOP.
- Violations of this SOP may result in disciplinary action, including suspension of bus privileges.

Communication

- This SOP will be disseminated to all students, faculty, and staff through university channels.
- Signage outlining capacity limits and safety protocols will be displayed at inside university buses.
- Regular announcements will remind students about safe bus riding practices.

Review and Updates

- This SOP will be reviewed biannually and updated as needed to reflect any regulations or university policy changes.

Additional Considerations

- The university may explore installing bus CCTV cameras to ensure student safety and deter misconduct.
- Training programs on bus safety protocols may be conducted for students and bus drivers.
- A feedback mechanism may be established for students to report any concerns or suggestions regarding university bus services