

Munnar Catering College

RAS AL KHAIMAH CAMPUS

TRANSPORT GUIDELINES 2024-25

1. Purpose: The purpose of this policy is to ensure the safe, reliable, and efficient transportation of students to and from the college campus. The college aims to provide an organized and comfortable transport service that supports the academic and extracurricular needs of students.

2. Eligibility:

- All enrolled students are eligible to use the college transport services.

3. Registration and Use of Transportation:

- All students who wish to avail of the college transport services must register with the college office at the beginning of the semester.
- Students must provide necessary details, including their contact information, residential address, and preferred route.
- Transport services are subject to availability, and students must ensure timely registration to avoid any inconvenience.

4. Routes and Schedules:

- The college transport service will follow specific routes, which will be shared with registered students at the start of each semester.
- A fixed schedule will be followed for pick-up and drop-off, which will be communicated by the college.
- In case of changes to routes or schedules, students will be notified by Phone or SMS/WhatsApp.

5. Timeliness:

- Students are expected to be at their designated pick-up points at least 5 minutes before the scheduled time.
- The college will make every effort to ensure buses arrive and depart on time. However, delays may occur due to unforeseen circumstances such as traffic or weather conditions.
- In case of a delay, students will be informed promptly via Phone or SMS/WhatsApp.

6. Safety and Conduct:

- Students must follow all safety guidelines and maintain decorum while traveling in college transport. This includes:
 - Wearing seat belts (where available) during the entire journey.
 - No excessive noise, unruly behavior, or disturbing other passengers.
 - No smoking, drinking, or carrying prohibited items onboard.

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- Students should report any safety concerns, accidents, or incidents immediately to the driver or the college office.
- Misbehavior or violations of the transport rules may result in a warning or suspension of transport privileges.

7. Vehicle Maintenance and Emergency Procedures:

- The college will ensure that all vehicles used for student transport are well-maintained, regularly inspected, and comply with safety standards.
- Each bus will be equipped with first-aid kits, fire extinguishers, and emergency exits.
- In case of an emergency or breakdown, the bus driver will take appropriate action to ensure the safety of all students. Emergency contact numbers will be provided to all students at the start of the academic year.

8. Fees and Payment:

- A nominal fee will be charged for the transportation services, which will be communicated at the time of registration.
- Payment may be made on a monthly, semester, or annual basis, as per the chosen plan.
- Students must ensure that payments are made on time to avoid interruption of transport services.
- The college reserves the right to suspend transportation services for students with outstanding payments.

9. Cancellation and Refund:

- Students may cancel their transport registration by submitting a written request to the transport office.
- A refund policy for cancellations will be shared at the time of registration, and refunds will be provided based on the college's terms and conditions.

10. Accessibility:

- The college is committed to ensuring that transport services are accessible to all students, including those with physical disabilities.
- Special arrangements, including accessible vehicles, will be made for students with specific needs upon request.

11. Code of Conduct:

- Students are expected to exhibit respectful behavior toward their fellow passengers and transport staff.
- The use of mobile phones should be discreet and not disturb others.
- Any complaints or issues regarding the transport service should be directed to the college office for resolution.

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12. Emergency Contacts:

- In case of emergencies or urgent issues related to transport, students can contact the following:
 - College Office: +971 55 334 4981
 - Branch In charge: +971 50 989 8112

13. Amendments to the Policy:

- The college reserves the right to make amendments or modifications to this transportation policy as needed, based on operational requirements or student feedback.
- Any changes to the policy will be communicated to all registered students in advance.

14. Disclaimer:

- The college will not be held responsible for any loss, damage, or injury incurred during travel unless caused by negligence on the part of the college or its staff.

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