

## INSTRUCTIONS TO THE PARENTS

1. College reserves the right to modify, merge or cancel any proposed route(s) without assigning any reason.
2. The seats will be allotted on the **first come first serve** basis for every academic year after receipt of Transport Fee.
3. New routes/buses will be introduced subjected to the number of students and availability of buses. Decision of the Institute will be final in this regard.
4. Request for the extension or diversion of route(s) and additional stops will not be considered for the existing buses/routes.
5. Transport fee once paid is non-refundable.
6. Parents are requested to lodge their suggestions / requests / complaints, if any in writing, with the I/c, Students Transport Centre or Principal only.

## INSTRUCTIONS TO THE STUDENTS

1. Must always carry the College and Transport Identity Cards, and show the same to the faculty in charges /driver on demand.
2. Ragging and indecent behaviour is strictly prohibited.
3. To be in their respective bus stops at the scheduled time, chasing or forcing the driver to stop the bus is not permitted.
4. Activating loudspeakers of cell phones / I pods clapping, whistling, shouting etc. are prohibited.
5. Should not keep hands / any other parts of the body out of windows.
6. Boys and girls must occupy separate seats.
7. Arguing with faculty in charges / drivers leads to the cancellation of the transport facility to the concerned student. Suggestions/complaints, if any must give in writing to **Dr. G. Narsimlu**, Assistant Professor of Mathematics Department & the Students Transport I/C, CBIT only.
8. Any damage made to the seats, glasses or any other components of the bus (including writing with pens) will be charged double the amount and shall be paid by the concerned student.
9. Must leave the bus immediately after reaching the college and Students are permitted to board into bus again after 4.00 PM only.
10. Should not leave their belongings (bags, Books etc.) in the buses and the college is not responsible for nay loss in this regard.
11. In case of breakdown of the bus, student must follow the instructions of the in charge/driver or should make their own arrangement if alternative arrangement is not provided.
12. The Buses will be operated as per Almanac of B.E/B.Tech only. Hence PG students willing to travel in buses have to follow the same.



13. After Bridge Course Classes Transport facility will be provided up to Mehidipatnam only.
14. Students with history of indiscipline will not be permitted to travel in buses.

The students must follow the above instructions carefully and co-operate with the faculty in-charges/drivers for smooth operation of the buses, failing which, the transport facility will be withdrawn and in such cases, the transport fee is neither refunded nor adjusted.

### **HOW TO APPLY & FEE DETAILS**

1. Approach the Students Transport Centre in **K-Block**, with Transport Fee Receipt and Two photographs to get Seat allotment in the bus of their choice (**First come First serve basis**).
2. As seats are limited the vacancy position will be displayed at transport centre/ can be ascertained from Transport staff
3. Transport fee is **Rs. 40,000** / (for any route/stop for the academic year **2023-2024**, for all **U.G and P.G Students**).
4. Fee payment procedure will be intimated separately on college website.

### **CONTACT DETAILS**

1. **Dr. G. Narsimlu**  
Sr.Assistant Professor  
The Students Transport I/C, CBIT  
Phone: 9490266616 (4:30 am to 6:30 pm)  
Email: [cbitstudenttransport@gmail.com](mailto:cbitstudenttransport@gmail.com)
2. **S. Sateesh Reddy**  
Transport Supervisor  
Phone.: 9908176475 (9:00 am to 5:00 pm)

