

Functions of Transport Section

- Carrying out preventive maintenance and routine check of HTVs.
- Process for overhauling & inspection of HTV engine through advisor transport as and when required.
- Process for HTV body repair & renovation work through approved technical committee as and when required headed by Dean (MME).
- Process & review insurance policies for existing as well as newly procured shuttles through DOF.
- Process for insurance claim with respect to, any unforeseen / accidents and coordinate with insurance company for verification & inspection of Insurance Claim.
- Process for Registration of HTV from excise & taxation department and also undertake the process for exemption / waiver of duties from said department.
- Review & analysis of routes through approved committee on yearly basis and coordinate with CSA for inclusion of same in yearly brochures for orientation of new students.
- Review & analysis of prescribed shuttle fares for students & employees through approved committee.
- Procurement and inspection of spare parts, tyres, tubes & flaps, lubricants etc. as per requirements from authorised dealers / manufacturers through advisor transport.
- Surprise checking of students and staff for possession of shuttle passes.
- Monitoring of shuttle routes and speed through installed tracking device in collaboration with UED. (Initiated for two HTV only)
- Monitoring of fuel consumption as per the criteria specified by the vendor.
- Computerized entries of daily Log book, fuel consumption as well as maintenance using Transport Management Software.

