



Capital University of Science and Technology

Transport Policy

1 Motivation

Considering the suburb-location of the University, its administration pays serious attention towards providing valued transport facility to students coming from different parts of the twin cities. A vast car-parking area has also been offered to those who prefer to attend the University using their own car/bike.

2 Traffic Police Approved Vehicles

A formal approval from the Traffic Police is considered mandatory for all the University vehicles for being driven on roads. To achieve this objective, the Transport Officer is required to have regular checks on the technical fitness of the vehicles.

3 Maintenance of Vehicles

The Transport Officer is considered responsible for the assurance of the technical fitness of the vehicles. The periodic maintenance is to be considered a routine business of the Transport Office. For any major mechanical work, a prior approval of the Headquarter is expected.

4 Induction of Drivers

Experienced and expert drivers holding valid driving license having convincing professional record are inducted after a standard procedure. The HR Office along with the

Transport Office is responsible for on-merit selection of the professional drivers.

5 Drivers' Counseling

Because of the expected interaction of drivers with the young male/female students, the drivers are advised by the Transport Officer on time to time bases to have appropriate and justified relations with students in such a way that students can be rightly served and helped.

6 Bus-routes

The Student Affairs Office, in coordination with the Transport Office, is responsible for deciding and publishing the bus-routes meeting the needs of the majority of the students. The students are expected to follow these routes and the designated bus-stops.

7 Bus-passes

As a policy, students desirous to avail the bus facility shall be issued machine readable RF ID cards. Such cards would be valid for one semester and students shall not be charged extra amount for RF cards. The RF ID card fee shall be considered a part of the transport fee. The interested students are expected to apply for the bus-pass in the first week of each semester in the Student Affairs Office. They are issued the bus-passes within first two weeks of the semester. A student who has applied for the bus-pass is allowed to avail the bus-facility even before the issuance of the bus-pass. After the second week, students are not allowed to travel without valid bus-pass. Students are expected to cooperate with the on-duty University official, when asked to show the bus-pass.

8 Payment of Bus-fee

The bus-fee can be submitted in any branch of the Bank of Punjab. Drivers or any other University officials are not allowed to collect any charges from students in cash.

9 Financial Help

If convinced, the university helps the students facing problems in paying the bus-pass fee, in the form of installments or fee-reduction.

10 Female Students

As a cultural tradition, the male students are expected to offer seats to the female students, in case of an apparent need.

11 Beneficiaries of the University Transport

CUST students are the main beneficiaries of the University transport facility. Drivers / Transport Staff are not allowed to extend the transport to any individual other than the CUST students. However, a CUST employee can avail the transport facility subject to the approval of the competent authority.