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**Most Urgent**

No. EDN-HE(21)F(10)13/2023-Road Safety  
Directorate of Higher Education  
Himachal Pradesh, Shimla-1

To Dated: Shimla-171001 the February, 2023

1. All the Principals Govt. Degree/Skt. Colleges / GCTE Dharamshala, HP.
2. All the Deputy Directors of Higher Education, HP.

**Subject: - Regarding establishment of Road Safety Clubs in Educational Institutions.**

In continuation to this Directorate letter of even No. dated 29-09-2022 and also please find enclosed herewith copy of letter No. TPT-LA(29)RSC General Correspondence (Accounts)/2021-8943 dated 28-01-2023 received from the Directorate of Transport Himachal Pradesh Shimla-4, on the subject cited above.

In this context, you are again directed to expedite the matter regarding various road safety activities as per SOP's prepared by Transport Department (**copy enclosed**) and utilize all the allocated fund within current financial year and send the requisite UCs alongwith detailed abstract of expenditure on the prescribed formats on the "**Annexure-A**" & "**Annexure-B**" (**copy enclosed**) to this Directorate in consolidated manner **at the earliest**, so that same could be submitted to the Director of Transport Shimla-4, with in stipulated period. It may also be ensured that all the columns of Annexure "A & B" are filled in and duly signed and stamped. You are also directed to send the 2 best high resolution photographs of activities performed on road safety alongwith hard copy of selected best Posters, Painting, Model, Slogan, Songs, Cartoons, Poems, Video (max. of 2 min.) in standard size.

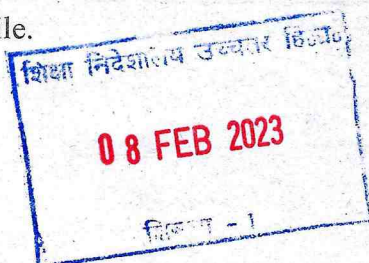
**This may be given personal attention and top priority please.**

Encl: As above.

Joint Director of Higher Education(C)  
Himachal Pradesh, Shimla-1  
February, 2023

Endst. No. Even dated Shimla -I the  
Copy for information and further necessary action is forwarded to:-

1. The Director of Transport, Himachal Pradesh, Shimla-4 w.r.t. letter referred to the above for information please.
2. Technical Officer I.T. Cell (Internal) with the request to upload the same on departmental website.
3. Guard File.



Joint Director of Higher Education (C)  
Himachal Pradesh, Shimla-1

TPT-LA(29)RSC General Correspondence (Accounts)/2021 - 8943  
Director of Transport,  
Himachal Pradesh, Shimla - 171004.

To

Reminder - I

✓ The Director of Higher Education,  
Himachal Pradesh, Shimla-1.

All Deputy Director of Higher Education,  
Himachal Pradesh.

Dated: Shimla - 4, the 28-1-2023

Subject: - Regarding establishment of Road Safety Clubs in Educational  
Institutions.

Sir,

Reference is invited to this office letters No TPT-LA(16)RSC Payment  
& Expenditure/2021-6302 dated 26/09/2022 on the subject cited above, vide which funds  
amounting to Rs 25,000/- per college and Rs.10,000/- per school in respect of the  
colleges/schools under your jurisdiction were transferred into your bank account, for the  
establishment of Road Safety Clubs in Educational Institutions (copy enclosed).

In this context, you are requested to submit the requisite UCs and the  
detailed abstract of expenditure to this Directorate on the prescribed formats enclosed at  
Annexure A and B, on or before 15<sup>th</sup> Feb. 2023  
31<sup>st</sup> January, positively.

Yours faithfully,

Addl. Commissioner (RS),  
Directorate of Transport,  
Himachal Pradesh Shimla - 4

## **GENERAL GUIDELINES FOR ROAD SAFETY CLUBS IN GOVERNMENT COLLEGES AND SENIOR SECONDARY SCHOOLS OF HIMACHAL PRADESH**

During the sixth Meeting of State Level Standing Committee Constituted under Himachal Pradesh Road Safety Activities Scheme, 2006 vide Notification No. Pari-chh (5)5/98-II Dated 31st August, 2006 held on 21.8.2021 under the chairmanship of Additional Chief Secretary (Transport) to the Government of Himachal Pradesh has been approved in-principle to establish and support Road Safety Clubs in Educational Institutions in Himachal Pradesh.

Based on the above approval, the Transport Commissioner has given directions for formation of **Road Safety Clubs** in Government Colleges and Senior Secondary Schools in Himachal Pradesh in order to create the significance of **Road Safety Awareness** among the young minds of the students by means of using the Road Safety, Educating the Basic Traffic Rules to be followed. He has furnished the guidelines for implementation of Road Safety Clubs in Colleges and Schools. He has also, furnished the Topics/Subjects to be covered in Road Safety Clubs/Calendar of the programme.

**“Road Safety Club”** is formed for campaigning of Road Safety for all the students to make accident free Himachal Pradesh. Road Safety Club mainly focuses on changing mindsets of students towards Safe Driving and First Aid Training. The aim of these Clubs is to create **“Road Safety Awareness”** among the students and improve their knowledge and skills to reduce the accidents and develop young ambassadors to take up this to each individual and see that no one should die on the roads. Let us go to them **“Educate, Enlighten and Empower”** to live long.

## OBJECTIVES :

The main objectives of "Road Safety Club" are :-

- To make students understand the Road Safety, Traffic Rules and Regulations.
- To provide an opportunity to students to be familiar with Road Safety educations.
- To involve students for becoming messengers of society at large on Road Safety and educate them.
- To facilitate students participation in decision making in area related to Road Safety while travelling by Bus, Car, Motor Cycle or any other mode of public transport.
- To bring awareness among students about problems and difficulties arise due to road accidents.
- To involve students in action based program related to safe roads, safe speed, safe drive and safe vehicles.

## STRUCTURE OF ROAD SAFETY CLUB (RSC):

College/School level Road Safety Club Program Officer	Principal/ Head of Institution
College/School level Road Safety Club Program Coordinator	Coordinator - Lecturer/Teacher
Members	Students of all Classes
Members strength (both Boys & Girls)	At least 50 number of students depending upon the enrollment

## ORIENTATIONS:

- Students should be aware of the Fact and Figures of Vehicles, transportation systems and accidents.
- Educate the Students about Road Signages, Road Signals and Road Markings.
- Educate the Mechanism of Vehicles, impact of Speed in Accidents and associated risk to life.

- Educate Road Accidents and problem faced by the Accident Victims.
- Causes of Road Accidents such as Black Spot, Blind Spot, Drunken Driving, Rash Driving, Mechanical Problem of the Vehicle, Fatigue (long drive) etc.
- Importance of “**Golden Hour**” ( The first hour after the Road Accident occurred) and helping Road Accident **victims** by calling **108 Ambulances** as **Good Samaritans** ( नेकव्यक्ति ).
- Students should be given Training to use First Aid Kit and Fire Extinguishers.
- Audio visual and Photographic Display on Road Safety may be exposed to them.
- Role of Police, Highways, Transport, Health etc.,

## **TARGET:**

Road Safety Club will be started in Government Colleges and Senior Secondary Schools in the State with participatory students on voluntary basis like NCC, NSS, Scout and Guide etc., for a period of an Academic Year only.

## **FUND ALLOTMENT :**

Fund allotted shall be managed by the Head of the Institution. He will be personally responsible for ensuring that the expenditure out of the fund to which the money pertains shall be spent to carry out the activities related to Road Safety Awareness and refreshments to the club members after observing all the codal formalities as per Rule. The Head of the Institution will also ensure that a precise record of all the transactions of the fund is maintained properly. He will also ensure the submission of Utilization Certificate of the fund as soon as possible before the end of Financial Year.

## **ACTIVITIES:**

- All the activities shall be carried out apart from college/school working hours.
- The Road Safety Club Members shall work for 35 hours annually (after college/school hours)

- Students must be made to participate actively on the above mentioned hours on Road Safety after College/School (One hour per week).
- **Road Safety Month** celebration.
- Member has to participate in School Activities on **Independence Day** and **Republic Day** celebrations.
- **Road Safety Awareness Competitions** like Drawing and Painting, Poster Making, Skit, Songs/Jingles on Road Safety, Quiz Competitions, Essay Writing Competition and Declamations etc. in college/school level.
- Field visit to Road Safety Parks etc.

### **SOCIAL ACTIVITIES:**

- Conducting Awareness Campaigns about Helmet, Seat Belt, Drug Abuse, Over Speed, Drunk and Drive, etc.,
- Rallies to inculcate the Road safety to the Public.
- Propaganda on Eradication of "Avoid Accidents on Roads".

### **SPECIAL ACTIVITIES:**

- Road safety related Exhibitions/Competitions
- To visit the nearest Traffic Police Station
- To visit the nearest Traffic Control Room
- Trip to Emergency Call Centre
- Visit nearest Traffic Junction with the Traffic Police
- Visiting nearest Trauma Care Center to observe First Aid given
- Visiting RTO Office to observe Test Activities

### **CREDITS:**

Certificate will be issued to each student who has participated in the club signed by the Principal and the Co-ordinator. Road Safety Club Co-ordinator reserves the right to select among the already existing member(s) of Road Safety Club, who has successfully undergone 35 weeks of classes and has secured the certificate may be selected as Group Leader(s) to support the Road Safety Club Co-ordinator.

### **COMMITTEES:**

College and School Level Committee – Headed by Principal with the following members.

1. Road Safety Club Coordinator
2. President, College/School Management Committee
3. Other Stakeholder.
4. Rotary Clubs/ Lions Clubs/ Yuvak Mandals etc.

## **FUNCTION:**

Implementation of the Activities in the College/School Level.

## **MANAGEMENT:**

College/School should appoint a Lecturer/Teacher as Road Safety Club Coordinator and a room should be provided in the school for Club and its activities. Club should have a Road Safety Club Leader and Road Safety Club Assistant Leader. (Both are from member of the students). The Head of the Institute will also ensure that as and when any Awareness Activities are carried out in Educational Institute, SDM and RTO of the concerned District may be informed well in time requesting them to be present during these activities.

## **DUTIES OF ROAD SAFETY CLUB CO-ORDINATOR:**

- To take directions from the Principal about making and running the club.
- To do Enrollment of Club Members on volunteer basis
- Maintaining the Attendance Register.
- Inviting Resource People.
- Arranging the needs for Road Safety Club Activities.
- Maintaining the Record of Activities.

The Topics/Subjects to be covered in Road Safety Clubs/Calendar of the programme, Road Safety Club Certificate and Motto of Road Safety Club are to be annexed to this order.

ANNEXURE – I

Week	Subjects/ Topics to be covered in Road Safety Club/ Calendar of the Program
1	Enrollment of members and inauguration of Road Safety Club
2	Introduction on Road Safety and its importance
3	Importance of Road Safety Rules
4	Types of Roads and Junctions (other Distt. Road)/MDR ( MajorDistt. Road)/Local Bodies Road)
5	Road markings and Signage-Highways
6	Introduction of Basic Traffic Signals/Manual Signals
7	Road Signs- Mandatory, Cautionary, Informatory
8	Lane Discipline, Effectively using Subways and Foot over Bridges
9	Safety Code for pedestrians
10	Safe Pedestrian and Safe Cycling
11	Safety Code for Two/Four Wheelers
12	Importance of Maintenance of Vehicles
13	Importance of holding Valid Documents such as Driving License, Registration Certificate, Insurance Certificate, PUC etc
14	Type of Vehicles (Transport & Non- Transport)
15	Procedure for obtaining a Driving License
16	Number PlateIdentification
17	Field Visit
18	Traffic Violations such as Over Speeding, Carrying Persons in Goods Carriage, using Mobile Phone whiling Driving, Red Light Jumping etc.
19	Common reasons for road accidents
20	Importance of safe driving
21	Safe hill driving and night driving
22	Types of road accidents
23	Basic first aid- activities-Health Department
24	Golden hour/ Importance of CPR-Health Department
25	Good Samaritan Law –Health Department
26	Informing the relevant government agencies – Emergency numbers
27	What is FIR and its importance?
28	Offences and punishments under MV Acts

29	Importance of Insurance – Insurance officials
30	Discuss some statistical information road accidents
31	Do an Awareness program inside college/school campus (helmet/seat belt) etc.
32	Do preparation for a Road Safety Exhibition (Charts/models/slogans/songs etc.)
33	Conduct exhibition with materials done in the previous week
34	Trauma Care / Emergency Care- Health Department.
35	Importance of Speed on Road.

## ROAD SAFETY CLUB

### Certificate of Merit

This is to certify that Kumar/Kumari \_\_\_\_\_ of

Class \_\_\_\_\_ a student of \_\_\_\_\_ College/

School has been an active participant in the ROAD SAFETY CLUB

\_\_\_\_\_ District in the year \_\_\_\_\_ His/Her RSC

Membership Number is \_\_\_\_\_

RSC Co-ordinator

Principal

Office Seal

**MOTTO OF ROAD SAFETY CLUB**

**ROAD SAFETY IS LIFE SAFETY**

**सड़कसुरक्षा जीवन रक्षा**

ANNEXURE- IV

LOGO FOR ROAD SAFETY CLUB



**"ANNEXURE-A"**

## FORM OF UTILIZATION CERTIFICATE

(for funds released out of the Road Safety Fund of the Transport Department)

Details of the funds released under the Road Safety Fund, in respect of this office:

S.N.	Purpose	Release Letter No. (if any)	Release Date (if any)	Released Amount (in Rupees)
TOTAL FUNDS RELEASED				
TOTAL FUNDS UTILIZED				
BALANCE OF UNUTILIZED FUNDS				
UNUTILIZED FUNDS DEPOSITED INTO THE RS BANK A/c. OF HPDT (Road Safety Bank Account No. 366801000339 (ICICI Bank Kasumpti, IFSC: ICIC0003668), in the name of the Director Transport, HP - Road Safety Fund DATE OF DEPOSIT ::				

1. Certified that the aforementioned figures are true and correct as per the available office record.
2. Certified that proper record has been/is being maintained for entire expenditure incurred out of the funds released above, and the same shall be placed for scrutiny/audit, as and when so required by the HPDT/AGHP/or any other authorized party.
3. Certified that the amount has been utilized as per the "Standard Operating Procedure - SOP", for the amount sanctioned.
4. Certified that all desired codal formalities at the end of this office have been duly fulfilled/are being duly fulfilled and that the undermentioned checks have been exercised to ensure that the money is actually utilized for the purpose for which it was sanctioned.

### Kind of checks exercised:

- a) Cashbook, vouchers and other related records, are being maintained for each and every transaction.
- b) All expenditure is incurred strictly in compliance to the Himachal Pradesh Financial Rules, 2009, the Himachal Pradesh Treasury Rules, 2017, and other related rules/regulations circulated by the Government from time to time.
- c) Abstract of expenditure so incurred is annexed as per the prescribed format at "Annexure-B".

Date :: \_\_\_\_\_

(Signature with official seal)

Name & Designation \_\_\_\_\_

"ANNEXURE-B"

## FORM OF ABSTRACT OF EXPENDITURE

(for funds released out of the Road Safety Fund of the Transport Department)

Details of the expenditure incurred out of the funds released under the Road Safety Fund as per "ANNEXURE-A", in respect of this office:

S.N.	Name of Activity	Place of Activity	Date/Period of Activity	Expenditure Incurred
TOTAL EXPENDITURE				

Date :: \_\_\_\_\_

(Signature with official seal)

Name & Designation \_\_\_\_\_