



**West Bengal Board of Secondary Education**  
**"Nivedita Bhawan", DJ-8, Sec-II, Salt Lake City, Kolkata - 700091**

**NOTIFICATION**

**No.:D.S(Aca)/211/M/31/1**

**Date:10.06.2024**

**From : Deputy Secretary (Academic)**  
**West Bengal Board of Secondary Education**

**To: The Heads of all recognized Secondary Schools under WBBSE**

**Sub : Formation of Road Safety Club in the Schools**

Dear Sir/Madam,

In compliance with the letter vide memo no. 44(2)-ES/Co-ord/3C-17/2023, dated 13.05.2024 of the Secretary to the Government of West Bengal, School Education Department, Bikash Bhavan, Kolkata-91, the undersigned is directed to notify for all concerned **to form Road Safety Club in the Schools.**

**The Heads of all the Institutions are requested to take suitable steps to form Road Safety Club in the Schools for awareness generation, training and campaign without hampering the academic activities. The draft of General guidelines for Road Safety Clubs in Govt./Aided/Sponsored Schools sent by Transport Department, Government West Bengal is enclosed herewith for ready reference.**

Encl. as stated above

Sd/-  
Deputy Secretary (Academic)  
West Bengal Board of Secondary Education

**No.: D.S(Aca)/211(10)/M/31/1**

**Date: 10.06.2024**

**Copy for information and taking necessary action to:-**

1. The Principal Secretary, School Education Dept., Govt. of W.B., Bikash Bhavan, 6<sup>th</sup> floor, Salt Lake, Kolkata-91
2. The Commissioner of School Education, Govt. of W. B., Bikash Bhavan, 7<sup>th</sup> floor, Salt Lake, Kolkata-91
3. The Secretary to the Government of West Bengal, School Education Department, , Bikash Bhavan, Kolkata-91
4. The State Project Officer, Paschim Banga Samagra Shiksha Mission., Paschim Banga Samagra Siksha Mission, Bikash Bhavan (2<sup>nd</sup> floor), Salt Lake City, Kolkata- 91
5. The Chairman, Expert Committee, School Education Dept., Govt. of W.B.
6. The D.I. of Schools (S.E.), all Districts- with a request to inform all the schools & to supervise proper implementation.
7. ✓ The Deputy Secretary (Administration), WBBSE-with a request to publish the same in the Board's Website.
8. The Deputy Secretary (Examination/Disciplinary/General/Records), WBBSE.
9. The Regional Officer, Kolkata/Burdwan/Medinipur/North Bengal, WBBSE.
10. P.A. to President/Secretary, WBBSE

*Rhitalabera Chatterjee*  
Deputy Secretary (Academic)  
West Bengal Board of Secondary Education

P/B  
Secretary  
15/05/24

SDA  
R. Chatterjee  
16/5/24

799105(Acc)  
16.5.24  
Secretary  
DS (Acad)  
Me  
15/5

Government of West Bengal  
School Education Department  
Bikash Bhawan, Salt Lake, Kolkata - 700091

Memo No. 44(2)-ES/Co-ord/3C-17/2023

Date: 13.05.2024

To

1. The President, West Bengal Board of Secondary Education
2. The President, West Bengal Council of Higher Secondary Education

Sub: **Proposal from Transport Department regarding formation of Road Safety Club in the schools**

Sir,

I am directed to inform you that a programme of Road Safety is running in our State under the Transport Department, Govt. of WB. The School Education Department is one of the Stakeholders in the programme for awareness generation, training and campaign; and different activities have been conceived regarding the matter.

In this regard the Transport Department has proposed to us for formation of Road Safety Club in the schools. A draft guideline on this has been received from the Transport Department (enclosed).

It is requested that your considered view on the formation of such Road Safety Club in the schools, keeping in mind the academic activities, may kindly be sent to this end at the earliest.

Yours faithfully

Encl.: As stated

Secretary to  
the Govt. of WB

Memo No. 44(2)/1(2)-ES/Co-ord/3C-17/2023

Date: 13.05.2024

Copy to:-

1. Commissioner of School Education
2. PA to Principal Secretary, School Education Department

Secretary to  
the Govt. of WB

## GENERAL GUIDELINES FOR ROAD SAFETY CLUBS IN GOVERNMENT / AIDED / SPONSORED SCHOOLS

The matter of formation of 'Road Safety Club' in Secondary/Higher Secondary schools and monthly seminar on Road Safety issues involving schools, NGOs and stakeholder Departments has been under active consideration for some time now. With the Transport and School Education Departments having endorsed the idea to establish Road Safety Clubs in schools, it has been felt imperative to frame a guideline for ready reference of the school authorities.

### OBJECTIVES

The Main Objectives of Road Safety Clubs include:

1. To make students understand and appreciate the basic principles and nuances of Road Safety, Traffic Rules and Regulations.
2. To afford an opportunity to the students, parents/guardians to be conversant with the Road Safety imperatives.
3. To encourage students become the champions of the Road Safety cause.
4. Imbibing critical traffic sense for negotiating various traffic situations in day-to-day life.
5. To create wider awareness on Road Safety issues.
6. To organize Road Safety awareness-related extra-curricular activities in schools.
7. To popularize the concept of Good Samaritan.

### STRUCTURE OF ROAD SAFETY CLUB (RSC)

Sl No	Program Officer/ Coordinator/ Members	Persons involved
1	School-level RSC Programme Officer	An Assistant Teacher, authorized by the Hol, will guide the RSC.
2	School-level RSC Coordinator	a) A student from higher class having interest/experience in the subject b) An NGO having specialised knowledge in this field (recommended by District/Sub-Divisional/Block/Police Administration)
3	Members	a) Selected students of the Institution (not more than 5) b) Parents/Guardians of Students (not more than 2) on rotation basis

### METHOD OF ORIENTATION

- Educating students about Road Signage, Road Signals and Road Markings.
- Educating students about the threats of over-speeding and associated risks.
- Making students aware of the road accident figures.
- Familiarizing students with important rules and regulations.
- Familiarizing students with the importance of timely medical attention.
- Facilitating First Aid training for the RSC members.
- Organizing viewing of videos/short films/seminar/lecture/presentation on Road Safety.
- Organizing exposure visits for better appreciation of Road Safety imperatives.

### TARGET

Primarily, students of Government/Government-aided/Government-sponsored schools, parents/guardians of students, teaching staff will be covered under the aegis of the Road Safety Club.

Private Schools may also be requested and encouraged to form self-same clubs if they agree to be part of the initiative.

#### ACTIVITIES

- ❖ An activity calendar may be made by individual RSC for the entire year.
- ❖ At least, one activity should be planned for every month.
- ❖ A specific week should be earmarked for the celebration of 'Road Safety Week' as may be decided by the individual RSC.
- ❖ Road Safety-related extra-curricular activities including Painting, Poster-making, Slogan Writing, Essay Writing, Quiz Competition, Songs and Play should be organized as per convenience of the school authority.
- ❖ Exposure visits under guidance of local police/traffic guard/school authority may be organised to make students aware of Signage and Signalling System. They may, inter alia, include visit to the nearest Traffic Guard, Traffic Control Room, Traffic junction and Medical Centre, if possible.
- ❖ Awareness programmes about Helmet and Seat-belt wearing, Drink and Drive etc.
- ❖ Organizing Rallies on Road Safety awareness issues.

#### AWARDS/RECOGNITION

Students of each class on the basis of their roles/activities under Road Safety Club may be awarded with a Certificate of Recognition or such token prizes as may be decided by the individual school authority.

#### DUTIES OF ROAD SAFETY CLUB COORDINATOR

- To act under the overall guidance of the Programme Officer of Road Safety Club as may be decided by the School Education Department.
- Maintaining record of resolutions and activities undertaken by individual RSC.
- Invite resource persons/NGOs, having expertise and experience in this field.
- Preparing a calendar of Road Safety Programme.
- Coordinating with all concerned as might be required for the purpose.