



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Mechanical Engineering Department

Office of the VC&MD, RTC House, PNBS, VIJAYAWADA-5200013

No. OP2 / 581 (SDI)/1/2019 –MED

CIRCULAR No. 02/2020-MED Dt. 24.03.2020

Sub: **Safety Driving Instructor** – Instructions issued for selection and Utilization of SDIs - Reg.

Ref: 1. Circular No. 05/2012-MED Dt. 03.02.2012

2. Circular No. 15/2019-MED Dt. 25.11.2019

Detailed guidelines were issued vide circulars under reference about the creation of the post of Safety Driving Instructor (SDI), Regional Safety Driving Instructor (RSDI), criteria for selection, role, training, duties and responsibilities and tenure etc. Accordingly all the Regions are utilizing the services of RSDIs.

During the performance review meeting with all EDs, HODs and RMs on 18.03.2020 VC&MD expressed serious displeasure on the HSD KMPL performance due to steep drop of 0.09 in HSD KMPL both in respect of AC & non-AC buses and advised EDs and RMs to take immediate action to reverse the negative trends since Corporation is incurring 30% of its total expenditure on Power. All the ED(Zones) & RMs expressed that the services of SDIs at depots are necessary in order to train the low KMPL drivers by following them online and to correct their bad driving habits and also to impart training on the new technology buses like BS4, BS6 etc. and hence requested VC&MD to permit to engage the one SDI at all depots. After detailed discussions VC&MD permitted to engage One Driving Instructors in each depot having 80 & above schedules (RTC+HIRE) in order to utilized them for training low HSD KMPL and accident prone drivers at depots.

The present RSDIs available in the Regions can be utilized for training of the drivers in other depots having below 79 schedules. RSDIs shall not be utilized for training of the drivers in the depots where 80 more schedules are there and SDIs posted now.

In view of the above the following instructions are issued for strict implementation:

1. CRITERIA FOR SELECTION OF SAFETY DRIVING INSTRUCTORS (SDI):

- a. One Safety Driving Instructor per each depot having 80 and more schedules (RTC+HIRE) should be selected.
- b. A Committee consisting of concerned DM, DyCME, DyCTM and Personnel Officer of the Region will prepare a panel of drivers eligible to work as Safety Driving Instructor for the depot based on the nominations (@ 3 drivers from the same depot) obtained by Depot Manager of the depot and as per guidelines mentioned below.
- c. Amongst all the drivers nominated, the selection committee shall select one driver as SDI fulfilling the conditions mentioned below and subject to the physical fitness and leadership qualities.

- d. The Regional Manager has to approve the SDI before the same is operated.
- e. The Safety Driving Instructor is not a new cadre and should be selected within the sanctioned strength of the drivers of the Region.
- f. The SDI so selected shall report at DMs office and attached to the DM of the concerned depot.
- g. The following criteria should be adopted scrupulously by the Depot Managers while identifying and nominating the drivers to Regional office for selection of Safety Driving Instructors (SDIs):
 - 1) Depot Manager shall invite applications from willing drivers duly notifying through notice boards and also by giving wide publicity and nominate 3 drivers, to Regional office, out of the applicants expressed willingness to work as SDI.
 - 2) The driver should have put in a minimum of 10 years of continuous service in the Corporation (without breaks on account of suspension, removal etc.)
 - 3) The Driver should have put in 10 years continuous accident free (major/fatal) service preceding the date of selection.
 - 4) He should have good attendance record and good record of HSD KMPL
 - 5) There should be no passenger's complaint against the driver.
 - 6) The Driver should have passed 8th Class. If there are no candidates available who have passed 8th class fulfilling the conditions mentioned above, the driver should be literate with good communication and writing skills and in a position to properly guide the drivers while working as Safety Driving Instructor.

2. TRAINING TO SAFETY DRIVING INSTRUCTOR:

The Principal, Zonal Staff Training College of the concerned zone has to conduct Three Day Crash Training Program on Fuel Efficient and Safe Driving to the newly selected Safety Driving Instructors of the Zone. Executive Directors and Regional Managers of the Zones concerned should address the Regional Safety Driving Instructors during the Three Day Crash Training Program.

- 2.1 A Special training program on all the latest high end vehicles like Volvo, Benz, Isuzu, Corona etc., and on BS-IV and BS VI vehicles shall also be arranged at Zonal Staff Training College to enable the SDIs to train the drivers properly.
- 2.2 Only after completion of above training, the Safety Driving Instructors should be entrusted with the job of educating the drivers on Fuel efficiency and Safe Driving.

3. DUTIES & RESPONSIBILITIES OF THE SAFETY DRIVING INSTRUCTOR

The Safety Driving Instructors should accompany the group of drivers to be given proper training on good driving habits for safe driving and better HSD KMPL at the depot.

The following are the duties & responsibilities of the Safety Driving Instructor with respect to HSD kmpl drive & Safety:

- 3.1 The Depot Manager/ Garage In-charge/ Traffic In-charges have to list out the names of low kmpl Drivers and accident prone drivers for conducting training in the Depot by SDI.
- 3.2 SDI shall assist DM/Garage I/c during drivers happiness week being conducted in the 1st week of every month to take feedback from drivers on vehicle condition and see that all the remarks by the drivers are attended and compliance is exhibited through notice board.
- 3.3 SDI should follow daily 2 drivers among the low KMPL/ Accident Prone drivers identified. SDI should observe the driving habits of the particular driver in up journey and educate him on the steps to improve his driving habits at the other end. The SDI shall observe driving habits in return journey. If there is no change, the SDI himself shall drive the vehicle making the service driver observe the good practices of SDI. After completion of service, the SDI shall record his observations in detail and the service driver shall be counseled by the DM/ Garage I/c.
- 3.4 The SDI has to explain the importance on the fuel conservation and to achieve the same giving required tips during the practical training. The SDI shall ensure proper understanding of fuel conservation tips by each driver during the practical training.
- 3.5 The drivers should be educated on the importance of Momentum Mode Driving (Power Point concept) and use of Hand Brake, smooth engaging of gears without clutch riding and uniform acceleration.
- 3.6 In case of High power engines viz., BS-III/IV/VI & EURO-III/IV/VI, the driver should be educated on gear shifting technique and he shall be able to move stationary Vehicle by engaging the 1st gear without giving acceleration. Shifting of 1st & 2nd gears should be carried instantaneously (without giving much gap) to pick up the speed of Vehicle so as to shift to 3rd gear; and while doing so no need to accelerate the engine rpm which is a waste of fuel.
- 3.7 The drivers should be educated to operate and maintain engine speed in GREEN band mode most of the time so as to conserve maximum fuel.
- 3.8 At the end of the training, the HSD KMPL of the driver shall be informed at the Oil bunk of the depot to know his potential in achieving better fuel efficiency. The performance of these drivers shall be maintained as per the proforma enclosed at Annexures-A & B (Monitoring of daily kmpl of the drivers trained and performance of low kmpl drivers trained).
- 3.9 The HSD KMPL is one of the most important cost parameters in the present day situation. The driving habits of the drivers have multifold impact on crucial cost parameters like HSD KMPL, Tyre life, Spares etc. The Safety Driving Instructor should therefore give utmost importance in improving the KMPL.
- 3.10 The Safety Driving Instructor has to watch the selected accident prone Drivers to correct the improper driving habits i.e., rash driving, overtaking of Vehicles without caution etc. They should ensure to inculcate among the drivers that overtaking on bridges, culverts and within Town limits is prohibited.

4 TENURE OF SAFETY DRIVING INSTRUCTOR:

Tenure of Safety Driving Instructor is for a period of one year and be extendable to second year subjected to satisfactory performance. If the performance of Safety Instructor is not up to the mark, the Dy.CME can withdraw him with the approval of Regional Manager and send him back for regular driving duties. Another driver shall be appointed as Safety Driving Instructor in his place by the DY.CME with the approval of RM.

5 PAY & ALLOWANCES OF SAFETY DRIVING INSTRUCTOR:

5.1 The Safety Driving Instructor shall continue to draw the pay as he is entitled in the cadre of driver.

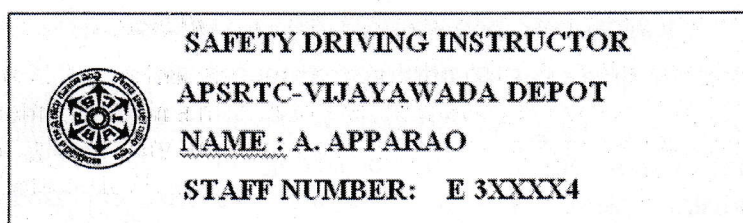
5.2 He is not entitled for Safety Driving Allowance (on accident free service) as long as he is posted to work as Safety Driving Instructor since he is not actually working on driving duties.

5.3 He is entitled for a Special Allowance of Rs.1000/- (Rupees one thousand only) per month consolidated as long as he is posted to work as Safety Driving Instructor, with a minimum of 23 days attendance and on the certification of concerned Garage Incharge and Traffic Incharge. In addition to this, he will be eligible for payment of usual allowances during the training program for which he would be eligible (Except EPK linked incentive) as per rules.

6 UNIFORM:

6.1 To boost the morale of Safety Driving Instructor and as a sense of responsibility and dignity, their uniform shall be in such a manner that they should appear trim and fit physically for the job. The Safety Driving Instructor shall be provided **Blue pant & White shirt with black belt, Shoes, Shoulder badges and P-cap per year duly procuring at Depot Level.**

6.2 **A Metallic Badge inscribed with Name, Staff Number and Designation will be provided:**



7 The DM along with Maintenance In-charge & Traffic In-charge shall review the work of the Safety Driving Instructor on daily basis during training at their depot and also the performance of drivers trained by the Safety Driving Instructor in the previous month.

7.1 If there is no improvement in the driving habits of the trained drivers, they shall be directed to the DyCME/DyCTM concerned for counseling and training at Regional level.

8 The DyCMEs have to review the work of all the SDIs & RSDIs working in the Region by conducting meeting once in a month to ensure that objectives set are achieved by imparting thorough training on safety and good driving habits to achieve twin objectives of reduced accidents and better KMPL.

