

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No..OP2/809(1)/2001-MED

**OFFICE OF THE VC & MD,
MSRD, HYDERABAD-20.**

CIRCULAR No. 07/2001-MED, DT. 20.03.2001.

SUB : — VEHICLE TOOLS - Provision of Vehicle Tools and spare Tyre on all Vehicles except City Buses - Reiteration of instructions - Reg

**REF:— 1) Circular No. 03/1982-MED, Dt. 18.01.1982.
2) Circular No. 43/1991-MED, Dt. 19.11.1991.
3) Circular No. 0&/1993-MED, Dt. 11.03.1993.
4) Circular No. 16/1993-MED, Dt. 23.04.1993.
5) Circular No. 17/1993-MED, Dt. 23.04.1993.
6) Circular No. 45/1993-MED, Dt. 17.11.1993.**

- 1.0. Guidelines were issued on provision of Mechanical Jacks and Wheel Box Spanners on all Service Vehicles except City Buses vide circulars referred above. Guidelines were also issued on provision of a)" one spare Tyre " on each Vehicle covering upto 450 KMs per day b)" two spare Tyres" on Vehicles operating more than 450 KMs per day and c) " two spare Tyres " on all inter state services irrespective of KMs operated per day.**
- 2.0. On scrutiny of the Vehicle breakdowns for the year 1999-2000 at Corporate level (Except City), it is noted that enroute breakdowns of Vehicles due to non-availability of spare tyres and tools accounts for 12% of the total Breakdowns. At some Regions viz., SKLM (3%), WG (3%) and GNT (3%) breakdowns due to Tyre failures could be maintained at minimum level, whereas at other Regions viz., MDK (31%), WL (25%) and NZB (23%), it is found to be at abnormal level.**
- 3.0. Enroute Tyre failures are not totally avoidable. They are controllable, if Tyre maintenance is taken care of by the Managers and Supervisors. By providing spare Tyre and tools on all Vehicles, enroute breakdown of the Vehicles due to Tyre puncture and the resultant cancellation of KMs can be avoided. Supply position of precured Tyres and New Tyres is very comfortable. All Vehicles can be provided with spare tyres without any difficulty.**
- 3.1 This aspect seems to be neglected at Depots where the breakdown rate due to Tyre failures is on high side. The inspecting officers viz., Regional Managers and Dy.CMEs etc., are not reviewing the status of spare Tyres and Tools provided on Vehicles during monthly review meetings conducted with Depot Managers and garage Incharges / Supervisors. Spare Tyres and Tools are not being checked by many Dy.CMEs of the Regions during Depot inspections.**
- 4.0. As the Corporation is facing financial crisis, the need of the hour is a) to improve the operational efficiency and b) to reduce cost of operations. The corporation can not afford to cancel KMs on enrout breakdown of Vehicles due to Tyre failures. Cancellation of KMs on such events can be minimised by implementing the guidelines issued from time to time through the circular referred above.**
- 5.0. The summer season has already set in. Tyre punctures will increase at higher ambient temperature conditions. Breakdown of Vehicle due to tyre punctures are very costlier in "peak season" besides giving lot of inconvenience to the commuters.**

6.0. In view of the reasons discussed above, the following instructions are reiterated for strict adherence by all the field managers.

GUIDELINES ON PROVISION AND MAINTENANCE OF SPARE TYRES AND TOOLS:

6.1 TYRE TOOLS:

- i) Mechanical Jack : 6 Ton or 10 Ton Capacity
(Base ring required for 10 Ton Jack)**
- ii) Tommy bar**
- iii) Wheel Box Spanner**
- iv) Chain**
- v) Lock**

NOTE: -a) Wheel Box Spanner differs from one model of Vehicle to another.

b) Spare Tyres and Tools are to be provided on all Vehicles except City Vehicles.

c) 10% spare tools over fleet strength of the Depot are to be kept in Depot stock to facilitate re-placement of damaged / broken tools.

6.2. SPARE TYRE:

- i) New Tyre having minimum 6MM NSD is to be provided on Express, Luxury, Hi-tech and Mayuri Buses.**
- ii) New Tyre or " F" mark Tyre having minimum 6 MM NSD is to be provided on ordinary and Suburban Buses.**

ACCOUNTING AND CHECKING PROCEDURE::

- i) All the vehicle tools shall be taken into T& P Master register and T & P location register by DC (T& P).**
- ii) Garage Incharges shall arrange to provide Vehicle tools on all Vehicles with chain & lock arrangement.**
- iii) The Tools shall be provided in the Vehicle behind Driver's seat as explained in the Circular No. 17/93-MED, Dt.23.04.1993.**
- iv) Tool boxes shall not be used for locking the Vehicle tools, as it is difficult for checking the tools by security staff.**
- v) The Mechanical In charge shall arrange to provide two keyboards for keeping the keys. One key board shall be kept with DC (T & P) to keep one set of keys with him. Another key board shall be provided at the Security Branch under the custody of Security Incharge of the Depot.**
- vi) The Keys shall be provided with metallic tags duly painting the Vehicle Numbers on them. Vehicle numbers shall be painted on key board in sequence to enable Security staff to keep the keys in order.**
- vii) While handing over the Vehicle to the Driver, availability of the tools and spare Tyre/Tyres shall be recorded on the log sheet to be issued to Vehicle by the oil ADC/Despatch Mechanic.**

- viii) **The on duty Security Guard shall handover key to the Service Driver duly verifying the availability of tools and spare Tyre /Tyres in the vehicle at the time of sending Vehicle out of the Depot. The Security Guard shall obtain the signature of Driver in " Vehicle outgoing register" regarding availability of tools and spare Tyre / Tyres.**
- ix) **Again, at the time of Vehicle incoming, the on duty Security Guard shall receive the key duly verifying the availability of tools and spare Tyre / Tyres in the Vehicle, record the same in the" vehicle incoming register and obtain the signature of Driver".**
- x) **If tools or Spare Tyres are found missing at the time receiving Vehicles, the on duty Security Guard shall immediately submit a report in writing to the Depot Manager and Maintenance Incharge.**
- xi) **The DC (T & P) shall take the physical census of Vehicle tools once in a week and submit a report to the Depot Manager and Maintenance Incharge, with the de-tails of missing / unserviceable / damaged tools.**
- xii) **Depot Manager shall arrange to investigate the reasons for missing and fixup responsibility on the concerned. He shall provide tools on such Vehicle by obtaining the sanction of the competent authority and drawing new tools from Zonal Stores. The Depot Managers shall take timely action on the loss of tools / Tyres to avoid recurrences.**

4 MAINTENANCE AND REPLACEMENT OF UNSERVICEABLE TOOLS:

When the buses are detained in the garage for Sch-III/IV maintenance, condition of the tools shall be checked by Sch-III/IV Supervisor. Unserviceable Tools shall be replaced with new Tools i.e., from 10% additional Tools held in Depot. These details shall be recorded in the Sch-III / IV register and location register.

5 CENSUS OF TOOLS:

- i) **All Regional Managers are advised to arrange to a) conduct census of spare Tools available on Vehicles and in Depots by 31.03.2001 and b) to provide Spare Tyres and tools on all Vehicles (Except City Buses) by 30.04.2001.**
 - ii) **The net shortages of tools shall be estimated after conducting census. The shortage quantity of Tools shall be procured through Zonal Stores on top priority duly obtaining sanction of competent authority. Suitable disciplinary action on the concerned staff and Supervisors shall be initiated and amounts towards cost of missing tools shall be recovered.**
- 0 Regional Managers shall involve the Depot Managers and Garage Supervisors to conduct periodical checking of Spare Tyres and Tools provided on Vehicles. Regional Managers shall conduct surprise checks on Vehicles and pull up the concerned if spare Tyres and tools are not provided on Vehicles. Enroute Breakdown of Vehicles on the events of Tyre failures and cancellation of KMS on this account shall be reviewed critically by the Regional Managers and disciplinary action shall be initiated on the Managers, Supervisors and Staff.**
- 0 The Dy.CMEs shall inspect physical condition of Vehicle tools available on Vehicles and in the Depots before assessing the net shortage quantities. This task shall be performed by the Dy.CMEs personally to avoid the scope for scrapping of serviceable tools. Repairable Tools shall be repaired by 10.04.2001.**

0 Thus, Regional Managers and Dy. Chief Mechanical Engineers are advised to follow the above guidelines in to to complete the task as per the schedule given above. Regional Managers shall monitor progress every week and ensure provision of spare Tyres and Tools on all Vehicles by 31.04.2001 with out fail.

0 Please acknowledge receipt of the Circular and submit compliance.

Sd/-

(R. P. SINGH)

Vice Chairman & Managing Director

**\ ATTESTED **

Sd/-

(P. ARJUNA)

Executive Director (E)