



Andhra Pradesh State Road Transport Corporation
Office of the Managing Director, Bus Bhavan, Hyderabad - 500 624.

No: OP4/462(01)/2009-MED

CIRCULAR No: 02/2010-MED, Dt. 11.01.2010

Sub : **MAINTENANCE** - Cleanliness of Buses - Daily Sweeping and Washing of Buses - Reiteration of instructions issued - Reg.

- Ref : 1) Circular No. PD-38/2006-MED, Dt. 09.09.2006
2) Circular No. PD-15/2008, Dt. 25.12.2008
3) Circular No. 22/2008-MED, Dt. 01.10.2008
4) Circular No. 15/2009-MED, Dt. 06.07.2009
5) ED(E&IT) Lr.No.OP2/462(UPKEEP)/08-09-MED, Dt.15.07.08
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Providing a clean & tidy bus to the commuters being our paramount objective, several instructions have been issued time and again to ensure proper sweeping & washing of buses either at Depots prior to dispatch or at the intermediate halting places/ Bus stations.

But during the recent visit to the depots it is observed that this aspect is put to total neglect and the buses are being operated in very shabby condition. This is merely because of failure on the part of field management in adhering to the standing instructions.

Streamlining the system of outsourcing the works of Sweeping, cleaning and washing of buses, elaborate guidelines have been issued from the Corporate office, which enable the field managers to execute the works efficiently without any hindrance.

The circulars No. **22/96-MED**, **12/2001-MED**, **PD-38/2006**, **PD-24/2007**, **PD 12/2007** and **PD-11/2008** stipulate the procedures for constitution of tender committee, publication of tender notice, List of works to be executed, form of application by the contractor, Tender conditions, Deed of contract, criteria for selection of contractor, collection of Security deposit, the sanctioning authority, assessment of the value of work, payment of minimum wages to the contract labour etc.

Similarly, the Circular No.**PD-15/2008** guides on arriving at the minimum requirement of men for sweeping & washing contract based on the fleet strength, type of the washing equipment available and the strength of High end buses like Express, Deluxe, Super Luxury, Metro Express, Metro Deluxe, Garuda, Meghdoot.

Also, there are guidelines in vogue vide Circular No.**PD-46/2007** which facilitate temporary extension of existing contracts on nomination basis in exceptional cases.

In addition to regular sweeping, cleaning and washing of buses at Depots during the course of maintenance, it was also instructed to ensure cleaning of buses at Bus Stations and other halting places vide circular No.**24/96-MED** and **22/2008-MED** even authorizing the crew to pay a fixed amount per bus for keeping the bus clean and tidy before commencement of the return trip.

For High end buses like Garuda, there are separate instructions issued vide circular No.15/2009-MED to follow the manufacturer's guidelines in sweeping, cleaning and washing to avoid stains on the surface and maintain the glazing of the paint finish.

It was advised through the letter No. OP2/462(upkeep)/08-09-MED, dt.15.07.08 to undertake cleaning of Seats fabric and interior fabric lining by "Chemical Wash" once in a month for Garuda & Meghdoot buses and once in a quarter for other high end buses like Super Luxury, Deluxe, Metro Deluxe etc.

Despite all these tailor-made systems established from time to time, the objective of providing a clean bus is not fully materialized to the satisfactory level and compelling us to give repeated instructions on this trivial but most important activity.

The Regional Managers and Depot Managers are once again advised to bestow their personal attention and ensure strict implementation of the following instructions with out any deviation.

- Every Bus leaving the Garage for a service shall invariably undergo thorough sweeping of interior flooring/cabin without leaving any dirt and dust in the corners, Cabin and stepwell.
- The daily exterior washing of Buses shall be ensured to keep them free of dust, dirt, mud and vomiting etc.
- The window shutter glasses, wind screen glasses and rear view glasses shall be wiped cleanly and they should be kept transparent.
- The passenger seats should be wiped to keep them free of any dust or water sprinkled during washing of a Bus.
- Complete washing of the Bus (MWP) has to be undertaken once a week in terms of circular No.2/93-MED.
- The staff deployed by the contractor for sweeping/washing shall be adequately supplied with materials like Brooms, Brushes, Cleaning cloth, Soap water, Buckets etc.
- The washing machine including the stand by has to be kept always in working order to facilitate maximum number of Buses washing in each shift.
- The Automatic Washing Machines installed at Depots/Bus Stations have to be fully utilised in all the three shifts for getting maximum number of Buses washed.
- The Special type vehicles having Raymond fabric seat covers and interior lining shall be cleaned by "Chemical Wash" once in a month for Garuda & Meghdoot buses and once in a quarter for other special type vehicles like Super Luxury, Deluxe, Metro Deluxe, Saptagiri Deluxe etc as per the guidelines communicated through letter No.OP2/462(UPKEEP)/08-09-MED, Dt.15.07.08.
- All the posters and stickers pasted to the glasses and panels shall be removed during the washing. The stickers can be peeled off easily without leaving any stains on the surface if a little turpentine oil is applied and kept soaked for a few minutes.
- The maintenance of 'checklist on upkeep' for each vehicle at the time of dispatch shall be strictly implemented as prescribed through circular No. 25/1996-MED.
- Crosscheck the Special type vehicles at the time of dispatch by Depot Manager/ Maintenance Incharge as envisaged through circular No.15/2001-MED shall be followed scrupulously.

As a part of constant and relentless drive on improving cleanliness of buses, the fields Managers at different levels have to play their roles with true spirit as stipulated below.

Depot Manager : The Depot Manager shall submit the proposals for establishing the Sweeping & Washing contract much ahead of the expiry of the existing contract. He shall ensure availability of sufficient men engaged by the contractor, provision of required material & equipment, quality of the work, prompt payment of wages to the men and submit monthly report to the Dy.CME furnishing the no.of vehicles undergone for sweeping/washing and complete washing under MWP duly furnishing reasons for backlog.

Dy.Chief Mechanical Engineer: The Dy.CME shall review the progress of works at all Depots under his jurisdiction. He shall crosscheck the vehicles for proper cleaning, sweeping & washing, effective implementation of minimum washing programme, chemical washing of interiors in High end buses During the depot inspection, the vehicles shall be crosschecked for cleanliness during the vehicle dispatch in the early morning

Dy.Cheif Traffic Manager: The Dy.CTMs shall ensure provision of facilities for cleaning of buses at Bus Stations and other halting places as per the guidelines. He shall check for effective implementation at the Bus Stations under his jurisdiction

Regional Manager: The RM shall take prompt action in finalization of contracts for sweeping & washing and review the implementation during periodical meetings and inspection of depots. The Regional Manager shall organize surprise inspections at Bus Stations to ensure effective implementation of the instructions and also obtain the feedback from the Vigilance Squads.

Please acknowledge receipt.



VICE CHAIRMAN & MANAGING DIRECTOR

To
All Depot Managers.

Copy to: Director(Vig. & security), ED(O&MS), ED(A&P), FA, CAO & ED(T&C) for infmn.

Copy to: All Executive Directors(Zones) for necessary action.

Copy to: All Regional Managers for necessary action.

Copy to: All HODs for information.

Copy to: All Dy.CMEs & Dy.CTMs for necessary action.

Copy to: All WMs, COS', Dy.CAOs for necessary action.

Copy to: All Principals, ZSTCs & TA/Hakimpet for information

Copy to: All Maintenance incharges of the Depots for n.action.

Copy to: Manual Section/Head Office for filing