



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

No: OP3/462(1)/2010-MED

CIRCULAR NO: 29/2010-MED, Dt.12.11.2010

Sub: **HIRE BUSES** - Upkeep and physical condition of Hire buses - Periodical inspection of Hire buses by Unit officers & Dy.CMEs - Certain instructions issued - Reg.

Ref: ED(O) Lr.No. P9/259(41)/99-OPD(P), dt.14.10.2003

As many as 4,013 Hire buses are presently under operation throughout the Corporation. Sound mechanical condition and proper upkeep of hire buses are equally important as that of our own buses for winning the confidence of the commuters, their sustained patronage and profitability of the services.

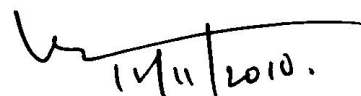
Of late, several complaints are pouring in on the poor physical condition and unsatisfactory upkeep of the Hire vehicles. In the absence of clear procedure to inspect them periodically and caution the bus owners for taking timely corrective measures, bus owners are neglecting mechanical and body condition of hire buses. The buses are failing enroute frequently causing severe hardship and inconvenience to the passengers whereby putting the image of the Corporation at stake. This is ultimately leading to deflection of traffic to other modes.

In order to ensure proper physical condition and roadworthiness of the Hire buses, it is now decided to carryout periodical inspection of Hire buses by the Depot Manager and Dy.Chief Mechanical Engineer as per the following guidelines.

- i). The ***Depot Manager and the Maintenance incharge*** of the Depot shall inspect all Hire buses ***once in a month*** operated by the depot duly maintaining their observations vehicle-wise in a register. The format for inspection is given at ***annexure-1***. The defects observed during the inspection shall be communicated to the Bus owner immediately advising to ***rectify within 5 days after inspection***. The same bus shall be inspected again after 6th day for confirmation of attention. If the owner fails to rectify the defects, a ***penalty of Rs.300/-(Three hundred) per day from 6th day onwards shall be imposed*** till such time the defects are totally rectified as per agreement for non-producing the bus for operation.

- ii). The **Dy.Chief Mechanical Engineer** shall review the progress of implementation and depot level inspection of hire buses during his inspection of depots. He shall inspect a **few hire vehicles at random** during his stay at the depot and record his observations on vehicle-wise hire bus register.
- iii). The **Dy.Chief Mechanical Engineer** shall inspect all hire buses thoroughly **at the time of FC renewal** duly maintaining a record of inspection at RM's Office. The format for inspection is given at **annexure-2**. The defects pointed out by the Dy.CME shall invariably be rectified by the Bus owner, **failing which the hire bus shall not be allowed to operate even if the Bus owner gets FC renewal from the Transport Department.**

The above instructions shall come into effect forthwith. The Regional Managers and Executive Directors (Zone) shall ensure that the system is implemented effectively at all depots under their jurisdiction.



14/11/2010.

VICE CHAIRMAN & MANAGING DIRECTOR

Encl: Annexures-1 & 2

To
All Depot Managers

Copy to: Director(Vig. & security), ED(E&IT), 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 information.

Copy to: All AOs for information

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

INSEPTION OF PRIVATE HIRE BUSES BY DMs/DY.CMEs

Sl. No.	Description	VEHICLE Nos					
1	Washing, Sweeping & inside cleanliness						
2	Condition of Seats/Upholstery						
3	Body dents, scratches, damages						
4	Window Shutter Glasses - missing/rattling/free sliding etc						
5	Passenger/Driver door condition						
6	Windscreen Glass condition						
7	Wiper working						
8	Step well, Assist Rails condition						
9	Exhibiting statutory slogans & Seat Nos.						
10	Head Lights & its working/illumination						
11	Roof /Destination Board Lights Working						
12	Rear Lights (tail/parking/brake) working						
13	Roof leakage, if any						
14	New Tyres in Front/Spare Position						
15	Min. Tread Depth of 4 mm of all tyres						
16	Tools & Spare Tyre availability & working						
17	Working of Two Air Gauges						
18	No air leakages in Brake circuit						
19	Hand Brake functioning						
20	Functioning of Low Pressure Warning						
21	Condition of Brakes - checked by SDI						
22	Condition of Steering - checked by SDI						
23	Driver Seat condition						
Signature of DM/ Signature of Dy.CME							

INSPECTION OF PRIVATE HIRE BUSES AT THE TIME OF FC RENEWAL

Sl.No.	Description	Condition
1	Vehicle No.	
2	Depot to which it is allotted	
3	FC due date	
4	<u>BODY CONDITION</u>	
	a) Attention to dents, scratches, body damages	
	b) Attention to Passenger/Driver doors, assist rails, step well	
	c) Attention to Window Guard rails, replacement of broken glasses, terene felt/flock channel	
	Seat upholstery condition, replacement of tornout rexine/ fabric	
	Attention to Parcel racks, Luggage Carrier, Catwalk, Ladder	
	Full painting inside & outside including statutory slogans, earmarking of seat reservation, seat Nos.	
	Cleanliness of Roof light glasses for better illumination	
	Provision of FIRST AID box with Medicines	
5	<u>CHASSIS CONDITION</u>	
	a) Functioning of Two Air Gauges	
	b) Attention of air leakages	
	c) Functioning of Hand Brake	
	d) <u>Replacement of FC Units :</u>	
	AC Head/ Air Compressor	
	Hand Brake valve	
	System Protection Valve	
	Unloader Valve/DDU	
	E2/DB Valve	
	Relay Valve	
	Low Pressure Warning Switches	
	Front Diaphragms	
	Rear Spring Brake Chambers	
	e) Replacement of FC Kit(ie., Rubber parts)	
	f) Replacement of Tie-rod & Pull & Push Rod ends	
	g) Tapping of air pressure for Horn, Wiper etc., from port No. 24 (Auxiliary)	
	h) Functioning of all Lights	
	Head Lights	
	Parking Lights	
	Indicator Lights	
	Brake Light	
	Reverse Light & Horn	
	i) Adequate Brightness of H/Lights	
	j) Attention of Black Smoke, if any	
	k) Functioning of Wiper	
	l) <u>Condition of Tyres:</u>	
	Front/Spare Position - New	
	Rear Position - RC	
6	Recommendations of DyCME	The Vehicle is FIT/NOT FIT for operation
Signature of DyCME		