



**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

**Mechanical Engineering Department**

Office of the VC&MD, RTC House, PNBS, VIJAYAWADA-520007

No. OP2 / 581 (SDI)/1/2019 -MED

**CIRCULAR No. 15/2019-MED Dt. 25.11.2019**

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

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

**2) Lr. No. M/535(01)/2019-OPD(M), dt.03.05.2019 from ED(O).**

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Detailed guidelines were issued vide circulars under reference about the creation of the post of Safety Driving Instructor (SDI), criteria for selection, role, training, duties and responsibilities and tenure etc., and accordingly all the depots utilized the services of SDIs.

Based on the field reports and feed back it is observed that SDIs are not playing their role due to diversion from their assigned duties like attending for FC renewals of Vehicles, acting as DM Jeep driver, attending reliefs, attending to get the accident vehicles released from police stations, route surveys and many of the SDIs are not following low KMPL and Accident prone drivers on line to identify and correct their driving habits.

In view of the above and also to maximize the volume of operations due to peak season vide reference 2<sup>nd</sup> cited orders were communicated from Corporate office to temporarily dispense with utilization of SDIs at depots and informed that the decision will be reviewed after the peak season. Accordingly SDIs were disengaged at all depots and were sent for line duties.

During the performance review meeting with all EDs, HODs and RMs on 16.11.2019 VC&MD expressed serious displeasure on the HSD KMPL performance due to steep drop of 0.10 in HSD KMPL both in respect of non-AC buses and even after including AC buses and advised EDs and RMs to take immediate action to reverse the negative trends since Corporation is incurring 30% of its total CPK on Power.

During the review all the 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 etc. and hence requested VC&MD to permit to engage the one SDI at each depot. After detailed discussions VC&MD permitted to engage Two Driving Instructors in each region in order to utilize them for training low HSD KMPL drivers at depots.

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

**1. CRITERIA FOR SELECTION OF REGIONAL SAFETY DRIVING INSTRUCTORS:**

- a. Two Regional Safety Driving Instructors per Region should be selected.
- b. A Committee consisting of concerned HQs DyCME, DyCTM and Personnel Officer of the Region will prepare a panel of drivers eligible to work as Regional Safety Driving Instructor for the Region based on the nominations (@ 3 drivers from each depot) obtained by Personnel Officer of the region from depots and as per guidelines mentioned below.
- c. Amongst all the drivers nominated by the depots, the regional selection committee shall select two drivers as RSDIs and prepare panel with 3 more drivers fulfilling the conditions mentioned below and subject to the physical fitness and leadership qualities.
- d. The Regional Manager has to approve the panel before the same is operated.

- e. The spare drivers kept in the panel can't be utilized as a matter of routine except in cases of exigencies like RSDIs proceeding on long leave, falling sick and on occasions of conducting Special Drive on Fuel Saving campaign over a particular period etc that too with the prior permission of ED (zone).
- f. The Regional Safety Driving Instructor is not a new cadre and should be selected within the sanctioned strength of the drivers of the Region.
- g. The RSDIs so selected shall report at RMs office and are attached to DyCME Region/Division.
- h. The following criteria should be adopted scrupulously by the Depot Managers while identifying and nominating the drivers to Regional office for selection of Regional Safety Driving Instructors (RSDIs):
  - 1) Depot Manager shall invite applications from willing drivers duly notifying the following criterion 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 RSDI.
  - 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 8<sup>th</sup> Class. If there are no candidates available who have passed 8<sup>th</sup> class fulfilling the conditions mentioned above, the driver should be literate with good communication skills and in a position to properly guide the drivers while working as Safety Driving Instructor.

## **2. TRAINING TO REGIONAL SAFETY DRIVING INSTRUCTOR:**

The Principal, Zonal Staff Training College of the concerned zone has to conduct TWO Day Crash Training Program on Fuel Efficient and Safe Driving to the newly selected Regional Safety Driving Instructors of the Zone including those drivers who are kept in the panel. Executive Directors and Regional Managers of the Zones concerned should address the Regional Safety Driving Instructors during the TWO Day Crash Training Program.

- 2.1. After completion of TWO Day Crash Training program at respective Zonal Staff Training Colleges to the Regional Safety Driving Instructors, they should be sent to Transport Academy, Vijayawada for the second phase of Training. The Principal, ZSTC of each Zone should contact the Principal, Transport Academy for organizing the Second Phase of Fuel efficient and Safe Driving Training program.
- 2.2. The Principal, Transport Academy, should conduct 4 days program for Regional Safety Driving Instructors at Transport Academy in consultation with the principals of Zonal Staff Colleges.
- 2.3. The Principal, Transport Academy is advised to invite the Experts in all the relevant fields as faculty covering Fuel Conservation Techniques involving PCRA , OEMs and consultants on Fuel conservation, Behavioral Sciences, Voluntary Organizations working in the field of Safety Driving, , Society of Accident Free Environment, Police Officers, Judicial Officers, Transport Officials and Senior Journalists. The last day of training should include practical training on the Fuel System, functioning of Brake and Steering System by associating service engineers of

- 2.4. Only after completion of above training, the Regional Safety Driving Instructors should be entrusted with the job of educating the drivers on Fuel efficient and Safe Driving to improve HSD KMPL.
- 2.5. A Special training program on all the latest high end vehicles like Volvo, Benz, Isuzu, Corona etc., and on BS-IV vehicles shall also be arranged at Transport Academy to enable the RSDIs to train all the other drivers properly.
3. **DUTIES & RESPONSIBILITIES OF THE REGIONAL SAFETY DRIVING INSTRUCTOR**
- The Regional Safety Driving Instructors should accompany the group of drivers to be given proper training on good driving habits for safe driving and better fuel performance i.e., HSD KMPL at the depot allotted by Dy.CME of the region.
- 3.1. The following are the duties & responsibilities of the Safety Driving Instructor with respect to HSD kmpl drive
- a. The Dy.CMEs of the Region/Divisions will list out Depots & names of Drivers who are in low HSD KMPL and inform the same to RM concerned for approval for conducting training in those Depots.
  - b. The Office of RM will maintain the list of such Depots / Drivers & draft the RSDIs for imparting training to the identified Drivers in those Depots.
  - c. Based on the orders of RM, the DyCME of the Region/Division will depute RSDIs for training duties in designated Depots for stipulated number of days for which he is drafted.
  - d. The concerned DM of Depot will extend necessary help in the form of providing a spare Bus for training & booking the low HSD KMPL Drivers for training. The performance of low HSD KMPL Drivers before & after training will be recorded by the same Depot and submitted to the RMs office periodically.
  - e. At the end of training duties the RSDI will return back to the Dy.CME concerned..
- 3.1.1. Among the selected drivers, a batch of minimum 10 drivers per day shall be taken out for practical training along with a bus to drive at least 10-15 kms by each individual driver. The RSDI has to explain the importance on the fuel conservation and to achieve the same giving required tips before proceeding to practical training. The RSDI shall also ensure proper understanding of fuel conservation tips by each driver during the practical training.
- 3.1.2. At the end of the day, the HSD KMPL of the group shall be displayed at the Oil bunk of the depot to know their potential in achieving better fuel efficiency. The performance of these drivers shall be maintained as per the enclosed Annexure-A (PERFORMANCE OF LOW KMPL DRIVERS ON ROAD TEST).
- 3.1.3. 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.
- 3.1.4. In case of High power engines viz., BS-III/IV / EURO-III/IV, the driver should be able to move stationary Vehicle by engaging the 1<sup>st</sup> gear without giving acceleration. Shifting of 1<sup>st</sup> & 2<sup>nd</sup> gears should be carried instantaneously (without giving much gap) to pick up the speed of Vehicle so as to shift to 3<sup>rd</sup> gear; and while doing so no need to accelerate the engine rpm which is a waste of fuel.

- 3.1.5. 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.
- 3.1.6. The Regional Safety Driving Instructor has to watch the selected 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.
- 3.1.7. 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 Regional Safety Driving Instructor should therefore give utmost importance in improving the KMPL.

**4. TENURE OF REGIONAL SAFETY DRIVING INSTRUCTOR:**

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

**5. PAY & ALLOWANCES OF REGIONAL SAFETY DRIVING INSTRUCTOR:**

- 5.1. The Regional 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 Safe Driving Allowance (on accident free service) as long as he is posted to work as Regional 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 Regional Safety Driving Instructor, with a minimum of 23 days attendance and on the certification of concerned Dy.CME. 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 Regional 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 Regional Safety Driving Instructor shall be provided a pair of **Dark Blue uniform with black belt, Shoes, Shoulder badges and P-cap per year duly procuring at Regional Level.**

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

<p style="text-align: center;"><b>REGIONAL SAFETY DRIVING INSTRUCTOR</b> <b>APSRTC- KRISHNA REGION</b> <b>NAME : A. APPARAO</b> <b>STAFF NUMBER: E 3XXXX4</b></p>
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7. The DM along with Maintenance In-charge shall review the work of the Regional Safety Driving Instructor on daily basis during training at their depot and also the performance of drivers trained by the Regional 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 concerned for counseling and training at regional level. Failure of improvement in HSD KMPL of the drivers even after training shall be taken as performance indicator for the purpose of selection.
8. The Dy.CME shall arrange to train all such drivers directed from various depots at Regional level duly fixing a common date for all the depots, preferably during the last week of the month and shall involve personally during the conduct of the training.
9. The Dy.CMEs have to review the work of all the Regional Safety Driving Instructors working in the Region by conducting meeting once in a month to ensure that objectives set are achieved by imparting thorough training on safe and good driving to achieve twin objectives of reduced accidents and better KMPL.
10. RMs have to review the work of Regional Safety Driving Instructor under his control every alternate month.
11. The Regional Safety Driving Instructors should not be utilized for any other purpose other than training of drivers either at Regional office or at depots. Violation of these instructions will be viewed seriously.
12. These circular instructions supersede the existing instructions on the utilization of Regional Safety Driving Instructors and comes in to force with immediate effect.
13. This has the concurrence of FA&CAO.

Please acknowledge.

Encl. as above

  
VICE CHAIRMAN & MANAGING DIRECTOR

To

All Regional Managers

Copy to: ED (E), ED (O), ED (A), FA and CAO for information.

Copy to: All Executive Directors of Zones for information and n/a.

Copy to: CME (M), CME(C&B), CE (IT), CTM, CPM, for necessary action.

Copy to: All WMs/COSs, DyCPM Zones, Principal Transport Academy for information and n/a.

Copy to: All DyCMEs, DyCAOs for information & necessary action.

Copy to: All Depot Managers for strict implementation of above instructions.

Copy to: All Maintenance In-charges for necessary action.

