



# Andhra Pradesh State Road Transport Corporation

No. OP4/462(1)/2021-MED

O/o the VC & MD,  
RTC House, VJA-13,  
Date: 01.01.20201.

To  
The Executive Directors (Zone),  
APSRTC.

**SUB: UPKEEP** - Reiteration of instructions on Vehicle Upkeep - Reg.

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The operation of RTC buses has gradually increased to the maximum level by the end of December, 2020 in respect of non-AC buses and AC buses operation is also likely to increase shortly. Since the buses were idling for longer periods due to lockdown, several instructions have been reiterated from time to time during and after lockdown periods in order to keep the buses in good and ever ready condition for operation and also with good upkeep.

During inspection of buses by MED teams, it is observed that the upkeep of buses is very poor and prone for complaints from the travelling public. Some of the deficiencies observed are:

- Under chassis washing not carried out
- Dust and mud accumulated in flock channel and flock channel hardened/bulged
- Special type vehicle flooring having holes giving scope for splashing of rain water into saloon
- Seat fabric stinky marks
- Seat dusting not carried out
- Foot rest missing
- Body internal panels having sharp edges
- Seat head rest covers having cracks
- Seat reclining mechanism not working properly, knobs for reclining lever - missing and seat back rest play

In general, total interior of the bus leaves an impression of dusty environment. The above observations may be found at depots of other Regions also.

Though instructions were given periodically on upkeep of buses and also during and after lockdown period, the instructions are not followed in true spirit leading to ugly appearance of buses and attracting criticism from passengers.


Further, due to stabling of buses for longer periods dust gets accumulated at every nook and corner apart from seats and when vehicle is washed without proper cleaning, mud is formed on all surfaces. Hence, it needs a special drive to get rid of the mud on interior surfaces and seats.

In this connection, the following instructions are once again reiterated for strict compliance:

- Seat dusting to be carried out on all buses having seats with raymond fabric once in a week by tapping with wooden plank and maintain proper record of the same
- Chemical washing to be carried for all buses with Raymond fabric seats once in a month and to ensure quality by certification of each bus by the shift supervisor
- Ensure 1/7<sup>th</sup> of the total buses to be undergone MWP daily
- Dust accumulated in flock channel restricting movement of glasses be cleaned with brush initially and then with soap water/detergent
- Damaged body panels to be attended immediately
- Sharp edges of body panels and beadings be repaired immediately
- Ensure dusting of interior panels also and then wet mopping of body interior panels
- Ensure cleaning of glasses with glass cleaning powder inside and outside during schedule 3 / 4
- Holes formed on flooring during reconversion of seating layout to original pattern shall be closed properly to avoid entry/splashing of water on the roads into saloon area
- Ensure fitment of foot rest properly and without any sharp edges
- Seat head rest covers, hand rest rubbers, water bottle holders to be maintained properly
- Cracked windscreen glasses leading to poor vision be replaced immediately
- Flock channel hardened/ bulged to be changed since they create rattling sound or hard movement of shutter glasses
- Ensure finger locks properly fitted
- Ensure seat belt to all driver seats and front seats
- All Seats reclining mechanism to be checked during every schedule 2
- Full painting to be done during FC
- Loose wiring shall be avoided
- Body u clamps to be tightened during schedule 3 / 4
- Destination board stickering to be changed once in 6 months
- Daily all seats to be cleaned after sweeping
- Fitment of aluminium sheet/ acrylic sheet in place of broken glasses be avoided
- Ensure all indicator lights in working condition and in proper condition

Further during post lockdown period while converting seating pattern to original layout, the alignment of twin seating is not done properly. Similarly the foundation bolts are also not tightened, hand rests are not fixed intact. Unless the above tasks are taken up as a special drive, it is not possible to get rid of all the dust and mud accumulated in the bus and keep the seats and interiors in good condition.

Hence you are requested to advise all RMs and DyCMEs in your jurisdiction to follow the above instructions and ensure the vehicles are maintained in good condition.

  
01/01/2021  
Executive Director(E)

Copy to ED(A), ED(O), FA&CAO for information  
Copy to all RMS for information and necessary action  
Copy to OSD to VC&MD for information  
Copy to all DyCMEs for necessary action