



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION  
**Mechanical Engineering Department**  
Office of the VC&MD, Bus Bhavan, Mushirabad, HYDERABAD- 624

No. OP1/581(5)/2011-MED

CIRCULAR No.05/2012-MED Dt.03.02.2012

**Sub:-Safety Driving Instructor** - Effective Utilization of SDIs - Revised instructions issued for strict implementation - Reg.

- Ref:- 1) Cir.No. PD-59/1996, dtd: 29.06.1996  
2) Circular No. PD-63/2001, dtd: 30.08.2001  
3) Circular No. 19/2007-MED, dtd: 17.09.2007  
4) Circular No. PD-12/2009, dtd: 23.03.2009  
5) Circular No. 34/2010-OPD(C) dtd: 06.12.2010  
6) Lr. No. OP1/581(3)/2011-MED, dtd: 07.06.2011

-oOo-

Detailed guidelines were issued vide circulars under reference about the creation of the post of Safety Driving Instructor, criteria for selection, role, training, duties and responsibilities, tenure and pay & allowances of SDI so as to operate the post accordingly.

But, of late, it is given to understand that the SDIs are not playing their role due to diversion like getting FCs of Vehicles, acting as DM Jeep driver, attending reliefs, route surveys etc., from their assigned duties. They are also de-motivated due to non-getting of their allowances timely and this is adversely affecting our financial position due to huge payments towards compensations on account of increased accidents; and increased expenditure on power due to poor fuel performance.

During the recent meeting of all SDIs/PJDIs held with ED (E&IT) and VC&MD, all the SDIs have expressed their dis-satisfaction about their job due to the following reasons.

- a) Though the monthly special allowance payable to SDI has been enhanced from Rs.500/- to Rs.1000/- majority of the SDIs are not getting this benefit since the additional Rs.500/- will be allowed subject to no incident of fatal or major accident occurrence for that month.
- b) However, the SDIs are eligible for incentive under depot incentive scheme on par with mechanic category in addition to the Special Allowance. But, 25% of the incentive amount earned by the SDI every month will be a set aside and linked to the accident rate of the depot; and this will be released at the end of financial year if the accident rate of the depot is lower compared to the previous year. The payment will be accrued for one year and released at the end of each year if the accident rate is below of previous year.
- c) Thus, usually, the SDI is entitled to receive only 75% of the incentive amount since the accidents will not be under his control. But, even this amount will only be released when there is a minimum improvement of 0.01 kmpl over last year for that particular month besides he will be online for at least 20 days (i.e., training the drivers) which should be certified by the Depot Manager.

In the current financial crunch, the de-motivation of SDIs is not a good sign since they are shouldering the responsibility of producing good drivers by inculcating good driving habits among the driver community with continuous practical training to reap the benefits of accident-free services as well as better fuel efficiency.

Corporation is incurring 38% of its earnings towards Power next to Wages (43%) and 1% towards compensation for the Legal Accident claims. If the driver is cautious enough, he can totally eliminate the expenditure for the accident claims besides more fuel savings since cautious driving enhances better fuel efficiency as well as vehicle aggregate life.

By observing the importance of SDI, it is desired to re-iterate the instructions on utilization of SDI for strict implementation.

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

The Safety Driving Instructor should be selected from amongst the senior most drivers of the depot subject to the physical fitness and leadership qualities. The Safety Driving Instructor is not a new cadre and should be selected within the sanctioned strength of the drivers of the depot.

The following criteria should be adopted scrupulously.

- 1.1. 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.)
- 1.2. The Driver should have put in 10 years continuous accident free (major/fatal) service preceding the date of selection.
- 1.3. He should have good attendance record.
- 1.4. He should have good record of HSD KMPL.
- 1.5. There should be no passenger's complaint against the driver.
- 1.6. 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. SELECTION OF SAFETY INSTRUCTOR:**

A Committee consisting of concerned DyCME, DyCTM and Personnel Officer of the Region will prepare a panel of drivers eligible to work as Safety Driving Instructor for each depot in the Region based on the guidelines mentioned above. The Regional Manager has to approve the panel before the same is operated. The Selection Committee should select more than one driver fulfilling the conditions mentioned in the pre-para to be included in the panel of Safety Driving Instructors. Wherever the fleet strength is more than 100 (including PHBs) Two Safety Driving Instructors shall be provided.

#### **3. TRAINING TO SAFETY DRIVING INSTRUCTOR:**

The principal, Zonal Staff Training College of each zone has to conduct TWO Day Crash Training Program on Safe Driving to the newly selected Safety Driving Instructors of the Zone. Executive Directors and Regional Managers of the Zones concerned should address the Safety Driving Instructors during the TWO Day Crash Training Program.

- 3.1. After completion of TWO Day Crash Training program at respective Zonal Staff Training Colleges to the Safety Driving Instructors, they should be sent to Transport Academy, Hakimpet for the second phase of Training. The Principal, ZSTC of each Zone should contact the Principal, Transport Academy for organizing the Second Phase of Safe Driving Training program.
- 3.2. The Principal, Transport Academy, should conduct 4 days program for Safety Driving Instructors at Transport Academy in consultation with the principals of Zonal Staff Colleges.
- 3.3. The Principal, Transport Academy is advised to invite the Experts in all the relevant fields as faculty covering Behavioural Sciences, Voluntary Organisations working in the field of Safety Driving, Society for Loss of Prevention, 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 functioning of Brake and Steering System by associating service engineers of TELCO/ LEYLAND/ WABCO/ RANE/ ZF POWER STEERING.
- 3.4. Only after completion of above training, the Safety Driving Instructors should be entrusted with the job of educating the drivers on Safe Driving and HSD kmpl improvement.
- 3.5. A Special training program on all the latest high end vehicles like Volvo, Benz, Isuzu etc., shall also be arranged at Transport academy to enable the SDIs to train all the other drivers properly. All the existing SDIs shall also be sent for this program to update their skills on the high end vehicles.

#### 4. DUTIES & RESPONSIBILITIES OF THE SAFETY DRIVING INSTRUCTOR

The Safety Driving Instructor should accompany the driver to be given proper training on good driving habits for safe driving and better fuel performance i.e., HSD KMPL.

##### 4.1. The following are the duties & responsibilities of the Safety Driving Instructor with respect to HSD kmpl drive

- 4.1.1. The SDI should select at least 30 low kmpl drivers in case of below 100 schedules and 60 low kmpl drivers in case of more than 100 schedules based on the lowdrv.rpt generated from VEMAS. Among the selected drivers, a batch of 6-7 drivers per day shall be taken out on the slack days i.e., Tuesday/Friday, of each week for practical training along with a bus to drive at least 10-15 kms by each individual driver. The SDI has to explain the importance on the fuel conservation and to achieve the same giving required tips before proceeding to practical training. The SDI shall also ensure proper understanding of fuel conservation tips by each driver during the practical training.
- 4.1.2. At the end of the day, the HSD kmpl of the group shall be displayed at the bunk 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). This task should be completed by 20<sup>th</sup> of each month.
- 4.1.3. The drivers should be educated on the importance and use of HAND Brake, smooth engaging of gears without clutch riding and uniform acceleration.

- 4.1.4. In case of High power engines viz., BS-II/III, 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.
- 4.1.5. 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.
- 4.1.6. The Safety Driving Instructor has to watch the selected Drivers to correct the improper driving habits i.e., rash driving, overtaking of Vehicles without caution and over shooting of the bus stops etc. They should ensure to inculcate among the drivers that overtaking on bridges, culverts and within Town limits is prohibited.
- 4.1.7. The HSD KMPL is one of the most important cost parameters in the present day situation. The Safety Driving Instructor should therefore give utmost importance in improving the KMPL
- 4.2. **The duties and responsibilities of Safety Driving Instructor with respect to imparting of training to the Accident prone drivers and the drivers who are involved in accidents resulting in damage of Vehicle are as follows:**
  - 4.2.1. The DM/AM (T)/AE (M) shall identify at least 15 drivers i.e., including **12 drivers with accident and damage prone driving** and 3 drivers on whom public complaints are received and to handover the list to the SDI by the 3<sup>rd</sup> of every month for follow up. If there is no driver identified with public complaints during the month, 3 more drivers shall be picked from the list of accident/damage prone drivers. If 2<sup>nd</sup> SDI is also available in the Depots having more than 100 schedules, he shall also be supplied with the list of 15 drivers separately.
  - 4.2.2. The SDI shall follow the identified Drivers for at least 4 hours in a day to observe their driving habits.
  - 4.2.3. After observing the driving habits of the drivers, the SDI shall counsel the drivers on the same day and obtain the signature of the drivers in the register maintained by SDI i.e., **ANNEXURE-B** (“SAFETY DRIVING INSTRUCTOR’S OBSERVATIONS REGARDING ROAD SAFETY”). However, the SDI should not counsel the drivers in the presence of passengers.
  - 4.2.4. Two registers are to be maintained by the SDI i.e., **ANNEXURE-A** (PERFORMANCE OF LOW KMPL DRIVERS ON ROAD TEST) and **ANNEXURE-B** (SAFETY DRIVING INSTRUCTOR’S OBSERVATIONS REGARDING ROAD SAFETY). Another two registers are to be maintained at Depot Traffic section i.e., **ANNEXURE-C** (REVIEW OF WORK PERFORMANCE OF SDI) and **ANNEXURE-D** (DEPOT ACCIDENTS REGISTER).
  - 4.2.5. SDI should invariably attend all the accidents along with DM/AM (T) and should analyze the reasons for occurrence of the accident and explain the mistakes committed (by the drivers involved in accidents) to all the Drivers during the course of training.
  - 4.2.6. SDI shall be utilized to observe the driving habits of the drivers of Private Hire Buses also. The SDI shall follow every PHB driver at least once in 3 months and give necessary training to improve the driving habits to prevent occurrence of accidents. Observations of the SDI shall be recorded in the stipulated register (as recorded in the case of RTC drivers).

**5. TENURE OF SAFETY DRIVING INSTRUCTOR:**

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

**6. PAY & ALLOWANCES OF SAFETY DRIVING INSTRUCTOR:**

- 6.1. The Safety Driving Instructor shall continue to draw the pay as he is entitled in the cadre of driver.
- 6.2. He is not entitled for Safe Driving Allowance (on accident free service) as long as he is posted to work as Safety Driving Instructor since he is not actually working on driving duties.
- 6.3. 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 Safety Driving Instructor, with a minimum of 23 days attendance and on the certification of concerned Depot Manager **but without linking it to the incident of fatal or major accident occurrence for the month** as per the circular No.23/2010-IED, dt: 26.11.10 i.e., the payment of special allowance of Rs..1000/- shall be paid in total irrespective of incident of accidents.
- 6.4. He shall be included in the garage staff under Class-III Category for the purpose of payment of incentive and the method of payment and conditions for payment for incentive as per circular No.23/2010-IED, dtd: 26.11.10 holds good.

**7. UNIFORM:**

The Safety Driving Instructor shall be provided with two sets of Special Uniform (**Marine Blue**) per year.

A Metallic Badge inscribed with Name, Designation will be provided. A design is given below:

Name: _____
Staff No.: _____
Design. _____

Further, to boost the morale of 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. Shoes, Belt, Shoulder badges and 'P' cap are to be provided to the Safety Driving Instructor once in a year.

- 8. The DM along with Maintenance In-charge shall review the work of the Safety Driving Instructor and the performance of drivers trained by the Safety Driving Instructor in the previous month.

- 8.1. If there is no improvement in the driving habits of the trained drivers, they shall be directed to the DyCME concerned for counseling. The performance indicators for failure of improvement in the drivers shall be taken as involvement of minor accidents and poor HSD kmpl for the purpose of selection.
9. The Dy.CMEs and Dy.CTMs together have to review the work of all the Safety Driving Instructors working in the Region 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 Safety Driving Instructor under his control once in three months.
11. The Safety Instructors should not be utilized for any other purpose other than training of drivers in the respective depots. Violation of these instructions will be viewed seriously.
12. These circular instructions supersede the existing instructions on the utilization of Safety Driving Instructors and effective from 1<sup>st</sup> Jan.2012.
13. This has the concurrence of Chief Accounts Officer.

Please acknowledge.

Encl. as above

  
**VICE CHAIRMAN &  
MANAGING DIRECTOR**

To

All Regional Managers

Copy to: Dir (V&S), ED (E&IT), ED (O&MIS), ED (A&AM), ED (H&M) & Secy. to Corpn, FA and CAO for information.

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

Copy to: CME (O), CME(C&B), CE (IT), CCOS, CTM, CCM, CMM, CA, CPM, CM (HRD), CM (E&E) for necessary action.

Copy to: All WMs/COSs for information.

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.



## సేవ్ డ్రైవింగ్ ఇన్ స్ట్రక్టర్ పరిశీలనలు

Annexure-బి

(రోడ్డు భద్రతకు సంబంధించి)

డ్రైవర్ పేరు: ----- స్టాఫ్ నం: ----- తేదీ: -----  
 బస్ నంబర్ ----- రూటు : -----

డ్రైవరు గారు గడచిన సంవత్సరంలో ప్రమాదాలు / డ్యామేజీల వివరాలు

1. -----
2. -----
3. -----
4. -----

1. డ్రైవర్ గారు యూనిఫాం ధరించియున్నారా?-- -- -- -- అవును / కాదు
2. ఎలాంటి వత్తిడి లేకుండా ఏకాగ్రతతో డ్రైవింగ్ చేస్తున్నారా?-- -- -- -- అవును / కాదు
3. బస్సులోకి ప్రయాణికులు ఎక్కేటప్పుడు/దిగేటప్పుడు తగిన జాగ్రత్తలు తీసుకుని -- -- -- -- అవును / కాదు  
 బండిని నడుపుతున్నారా?
4. రోడ్డు మీద ఉండే ట్రాఫిక్ సిగ్నల్స్ను గమనిస్తూ రోడ్డు నిబంధనలను -- -- -- -- అవును / కాదు  
 తు.చ.తప్పకుండా అనుసరిస్తున్నారా?-- -- -- --
5. ముందు వాహనానికి సురక్షిత దూరం పాటిస్తున్నారా?-- -- -- -- అవును / కాదు
6. ముందున్న వాహన దూరాన్ని బట్టి బ్రేక్ వేసే పరిస్థితి వచ్చినపుడు -- -- -- -- అవును / కాదు  
 ఆలోచించే సమయం, స్పందించే సమయం పాటిస్తున్నారా? -- -- -- --
7. అత్యవసర సేవలకు సంబంధించిన అంబులెన్సులు, ఫైర్ ఇంజన్లు, వి.ఐ.పి. వాహనాలు, -- -- -- -- అవును / కాదు  
 పోలీసు మరియు మిలిటరీ వాహనాలకు తప్పనిసరిగా దారి ఇస్తున్నారా?: -- -- -- --  
 ఆ: పై వాటిని ఓవర్ టేక్ చేసే ప్రయత్నం చేస్తున్నారా?-- -- -- -- అవును / కాదు  
 ఆ: రోడ్డు మలుపులు తీసుకుంటున్నప్పుడు మరియు ఇతర సందర్భాలలో -- -- -- --  
 ఎదురుగా / వెనుకనుండి వచ్చే వాహనాలకు సరైన సిగ్నల్స్ ఇస్తున్నారా? -- -- -- -- అవును / కాదు
8. ఓవర్ టేకింగ్ చేసేటప్పుడు ట్రాఫిక్ నిబంధనలకు అనుగుణంగా తగిన జాగ్రత్తలు తీసుకుంటున్నారా? -- -- -- -- అవును / కాదు
9. మూల మలుపులు, టీ-జంక్షన్ రోడ్లు, చౌరస్తాలు, రైల్వే లెవల్ క్రాసింగ్లు -- -- -- --  
 సమీపించినపుడు తగిన జాగ్రత్తలు తీసుకుంటున్నారా?-- -- -- -- అవును / కాదు
10. పిల్లలు / ఆడవారు / ఏకలాంగులు / వృద్ధులు రోడ్డు దాటేటప్పుడు వాహన వేగాన్ని తగ్గించి, -- -- -- --  
 తగిన జాగ్రత్తలతో బస్సు నడుపుతున్నారా?-- -- -- -- అవును / కాదు
11. సారశాలలు, కళాశాలలు, పిల్లలు ఆటలాడు ప్రదేశాలను ముందుగా గుర్తించి, -- -- -- --  
 అప్రమత్తతతో వాహనాలు నడుపుతున్నారా?-- -- -- -- అవును / కాదు



12. హాత్యగా బాటునుండి / నందిని నుండి రక్షించుటకు ప్రయత్నించిన సదా గమనిస్తున్నారా?-- -- -- అవును / కాదు
13. వంతెనలు, కాజీవేలు దాటేటప్పుడు తగిన జాగ్రత్తలు పాటిస్తున్నారా?-- -- -- అవును / కాదు
14. డ్రైవింగ్ చేస్తున్నప్పుడు తినడం / తాగడం / చదవడం / ఇతరులతో మాట్లాడటం లాంటివి చేస్తున్నారా? -- -- -- అవును / కాదు
15. అ) డ్రైవింగ్ చేస్తూ సెల్ ఫోన్ లో మాట్లాడుతున్నారా?-- -- -- -- అవును / కాదు  
 ఆ) సెల్ ఫోన్ స్విచ్ ఆఫ్ చేసి డ్రైవింగ్ చేస్తున్నారా?-- -- -- -- అవును / కాదు
16. నిద్రమత్తులో బండి నడుపుతున్నారా? -- -- -- -- అవును / కాదు
17. వాహనాన్ని రివర్స్ చేసేటప్పుడు తగిన జాగ్రత్తలతో కండక్టర్ సహాయం తీసుకుంటున్నారా?-- -- -- -- అవును / కాదు  
 వన్ మేన్ సర్వీసు అయినప్పుడు ఆ డ్రైవర్ రివర్స్ చేయునప్పుడు కంట్రోలర్ / ప్రక్క సర్వీసు డ్రైవర్ సహాయం తీసుకుంటున్నారా? అవును / కాదు  
 (పై విషయాన్ని ఎస్.డి.ఐ.లు తప్పనిసరిగా సర్వీసు కండక్టర్ కు వివరించాలి)
18. రాత్రివేళల్లో వాహనం నడిపేటప్పుడు ఎదురుగా వచ్చే వాహనాల హెడ్ లైట్ల వెలుతురులో ఇతర రోడ్డు వాడకందార్లను గుర్తించి తగిన జాగ్రత్తలు తీసుకుంటున్నారా? అవును / కాదు
19. రాత్రివేళల్లో ముందు వాహనాన్ని ఓవర్ టేక్ చేసేటప్పుడు హెడ్ లైట్లను డిప్ చేస్తున్నారా?-- -- -- -- అవును / కాదు  
 హేండ్ బ్రేక్ ను ఉపయోగిస్తున్నారా? -- -- -- -- అవును / కాదు  
 పై పరిశీలన తరువాత ఎస్.డి.ఐ. డ్రైవర్ కు ఇచ్చిన సూచనలు / సలహాలు

1. ....
2. ....
3. ....
4. ....

ఈ పరిశీలనల తర్వాత డ్రైవర్ యొక్క ప్రమాదాలు / డ్యామేజీల వివరాలు

1. 1వ నెల
2. 2వ నెల
3. 3వ నెల
4. 4వ నెల
5. 5వ నెల
6. 6వ నెల

ఎస్.డి.ఐ. సంతకం

డ్రైవర్ సంతకం

ట్రాఫిక్ ఇన్ ఛార్జ్ సంతకం

డిపో మేనేజర్ సంతకం

**REVIEW OF WORK PERFORMANCE OF SDI**

**i) REGARDING KMPL**

S. NO	NAME OF DRIVER	STAFF NO.	PRESENT MONTH KMPL	PREVIOUS MONTH KMPL	VARIANCE	ROUTE	DATE OF TRNG. BY SDI	REMARKS ON DRIVING HABITS OF THE DRIVER	SIGNATURE OF THE DRIVER	KMPL AT THE END OF THE MONTH	REMARKS/ACTION PLAN FOR NOT IMPROVED DRIVERS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

**SUMMARY**

NO.OF DRIVERS IMPARTED TRAINING BY SDI

NO.OF DRIVERS IMPROVED KMPL AFTER TRAINING PERCENTAGE OF IMPROVEMENT

**ii) REGARDING ROAD SAFETY**

S. NO	NAME OF DRIVER	STAFF NO.	JUSTIFICATION FOR TRAINING	DATE OF TRAINING	ROUTE	TIMINGS		FOLLOWUP OBSERVATION ON THE METHOD OF DRIVER (DAMAGES&ACCIDENTS) FOR THE NEXT 6 MONTHS						SIGNATURE OF DRIVER	SIGNATURE OF SDI
						FROM	TO	1ST	2ND	3RD	4TH	5TH	6TH		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	

SIGNATURE OF SDI

SIGNATURE OF GARAGE INCHARGE

SIGNATURE OF TRAFFIC INCHARGE

SIGNATURE OF DEPOT MANAGER

**DEPOT ACCIDENTS REGISTER**

Annexure-D

S.NO.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
		TIME & DATE OF ACCIDENT	BUS NO. & TYPE	ROUTE & PLACE	DRIVER NAME & E.NO.	CONDUCTOR NAME & E.NO.	NO. OF INJURED	NO. OF DEATHS	ACCIDENT SPOT ATTENDED BY	DETAILS OF SPOT COMPENSATION PAID, IF ANY	BRIEF GISDT OF ACCIDENT WITH NATURE OF INJURIES	PERSON RESPONSIBLE FOR ACCIDENT	DETAILS OF PREVIOUS ACCIDENTS OF DRIVER, IF ANY	LAST PME OF DRIVER	LAST TRAINING DATE ON ROAD SAFETY, IF ANY	DETAILS OF POLICE CASE	ACTION TAKEN BY DM	OTHER VEHICLE DATAILS INVOLVED IN THE ACCIDENT	REMARKS
1																			
2																			
3																			
4																			
5																			