



Andhra Pradesh State Road Transport Corporation  
Office of the Managing Director, Bus Bhavan, Hyderabad - 500 0624.

No: OP3/462(1)/DC/2012-MED

**CIRCULAR No. 07/2012-MED, Dt 03.02.2012.**

Sub: **UPKEEP** -Upkeep of Driver's cabin to perform comfortable and happy duty resulting in reduction of maintenance cost and improvement of revenue - Certain instructions issued for strict implementation- Reg.

\*\*\*\*\*

Aesthetic appearance and good upkeep of buses is essential to attract passengers and to improve revenue of the Corporation. Driver plays a vital role in achieving the above objective. The Drive requires a better ambience at his work place to offer excellent journey to the commuters. Thus the upkeep of Drivers' cabin is more important to perform the duty in an excellent way by a Driver without involving any inconvenience and fatigue.

It is understood that the drivers are expressing displeasure over the present condition of the Drivers' cabin and it has to be addressed immediately to satisfy the Drivers' community.

In this connection, all the Regional Managers are advised to arrange to take census on the present condition of following items immediately and to chalk out a plan of action for correcting the deficiencies noticed during the inspection.

S. No.	Description	Present Status		
		vehicle no.	vehicle no.	vehicle no.
1	Condition of Driver Seat bottom with To & fro and Up & Down movement			
	a) HSCV 0106 (Knitted Type)			
	b) HSCV 0101 (Web Type)			
2	Condition of Driver Seat backrest reclining mechanism			
3	Bonnet			
	a) Provided with full heatlan			
	b) Condition of Rubber packing between bonnet hood & bonnet cover			
	c) Condition of bonnet clips			
	d) Bonnet Painting			
4	a) Condition of rubber boot for Gear lever			
	b) Excessive play in Gear shifting lever			
5	Condition of Driver door			
	a) Hinges			
	b) Lock			
	c) Tower bolt / Railway latch condition			
6	Condition of Cabin quarter glass for free air flow			
7	Condition of Dash board			
	a) Dent free			
	b) Painting			
	c) Plunging of holes			

S. No.	Description	Present Status		
		vehicle no.	vehicle no.	vehicle no.
8	Instrument panel			
	a) Working condition of all Gauges			
	c) Painting			
9	Condition of Wind screen glasses			
	a) Cleanliness			
	b) Stains / Stickers free			
	c) Cracks			
10	Provision of Sun visor			
11	Condition of Ventilator			
	a) Disc type - AL vehicles			
	b) Rectangular type - Tata vehicles			
12	Provision of Curtain at driver's partition to prevent reflection of interior lighting on windscreen			
13	Pedal Free play of			
	a) Accelerator			
	b) Brakes			
	c) Clutch			
14	Accelerator Pedal position (45°)			
15	Condition of Pedal Foot rest			
16	Provision & Condition of vision mirrors			
17	Wiring			
	a) unnecessary looping of wires			
	b) Proper Tagging of Loose wires			
	c) Switch board / Fuse box condition			
18	Steering			
	a) Column play			
	b) Excessive wheel play			
19	Head Lights			
	a) Working			
	b) Focus Adjustment			
	c) Dipper functioning			

It is also advised that this census has to be carried out by the respective DM, Maintenance In Charge and SDI of the Depot collectively. The deficiencies have to be attended 100% during the **"More from the same"** campaign and ensure the rectification before **29.02.2012**. After attending all deficiencies, full painting of Cabin has to be carried out. Compliance in this regard shall be submitted to ED (E&IT) without fail.

  
 3/12/2012  
**VICE CHAIRMAN &  
 MANAGING DIRECTOR**

To  
 All Regional Managers,

Copy to: Dir (V&S), ED (O, MIS & AM), ED (A&HRD), ED(Medical) & Secretary to Corporation, FA and CAO for information

Copy to: All EDs (ZONE) for information & necessary action

Copy to: All HODs for information

Copy to: All Dy.CMEs/ WMs/ COSs for necessary action

Copy to: All DMs/ Maintenance In Charges for necessary action

Copy to: All PJDIs of the Regions & SDIs of all the Depots for necessary action.