

No.C4/2(55)/2010-OPD(C).

Office of the VC & MD,
Mushirabad, Hyderabad.

CIRCULAR NO. 36/2010 -OPD(C), DATED:10.12.2010.

Sub:- ROAD SAFETY - Observance of 22nd Road Safety Week from 1-1-11 to 7-1-11 - Instructions issued - Regarding.

Ref:- Joint Secretary (T&A), Ministry of Shipping, Road Transport and Highways Department of Road, Transport & Highways (Road Safety), Govt. of India, Lr.No.RT 20029/2/2010-RS.

The Joint Secretary (T&A), Ministry of Shipping, Road Transport and Highways Department, Govt. of India communicated to observe 22nd Road Safety Week from 1-1-11 to 7-1-11 with the theme "Road safety is a mission, not intermission (రోడ్డు భద్రత అనేది ఒక నిరంతర కార్యక్రమం)" and communicated the list of road safety activities to be under taken during the Road Safety Week.

The following guidelines are therefore issued to observe 22nd Road Safety Week at all the Depots, Bus Stations, Training Colleges and Regional Head quarters.

On the eve of 22nd Road Safety Week, it is decided to award those drivers having longest accident free record at Depot, Region and Zone level to motivate and create awareness on safe driving habits for drivers. It is also decided to present safety awards to the drivers at State level basing upon highest accident free record from among all the drivers in the Corporation. The no. of accident free record drivers to be identified are.

- | | | |
|--|------|------------|
| 1. Each Depot | | 5 drivers |
| 2. Each Region | | 5 drivers. |
| (In respect of Hyd & Sec'bad Regions for each Division). | | |
| 3. Each Zone | | 5 drivers |
| 4. State | | 3 drivers. |

I. SELECTION OF DRIVERS OF ACCIDENT FREE RECORD:

The criteria as follows has to be adopted for selection of accident free record drivers.

- 1) The drivers selected for presentation of awards for accident free record as on the date of felicitation must be working and should not retire before 31.1.11.

- 2) The service in the cadre of "driver" shall only be taken into account. The service such as light vehicle \ D.G.T driver shall be excluded while computing the period of accident free service.
- 3) Drivers involved in any type of accidents shall not be considered for selection.
- 4) Period of unauthorized absence from duty and the period under sick exceeding one month on each occasion and the total period under suspension shall not be taken into account while calculating the accident free service.
- 5) Duly meeting the criteria as at 1 to 4 the list of drivers in the depots who have not been involved in any accidents, be prepared in the ascending order, based on the length of service. From out of above, 5 persons are to be selected as best accident free drivers.
- 6) In the event of a driver qualifying for cash award both at Depot and at the Regional level, he shall be taken only for Regional level award. Similarly if a driver is eligible at Regional and Zonal level, he shall be considered for the Zonal level award. Similarly if a driver is eligible for Zonal level and State level, he shall be sent for State award only. In all these cases, the next best driver shall be considered for award at the Depot/Region/Zone.
- 7) The State level drivers will be identified at Corporate level after receiving Zonal level names of accident free record drivers.

II. PLAN OF ACTION BY DEPOT MANAGER DURING ROAD SAFETY WEEK:

- 1) The Depot Managers shall arrange lectures on Road Safety and on accidents on day to day basis, by inviting local Police, Transport, Judiciary Officials, Principals and Lecturers of Local Colleges, Passengers Associations etc. to highlight the need for safe and accident free driving. The lectures shall be of short duration of 30 to 45 minutes.
- 2) Depot Managers shall give wide publicity on Road Safety through print and electronic media, display of banners, posters and circulation of pamphlets etc. on the need to observe lane discipline, traffic rules and other precautionary measures while driving vehicles. DMs shall ensure display of banners on observance of road safety week at a minimum of 4 traffic generating points apart from the parent Bus station and Depot. **The matter to be displayed on the banner, and it's size is given at ANNEXURE-II**

Posters and stickers shall be displayed at all prominent places at Depots, Bus stations, other premises of the Corporation and on buses (rear saloon glass) to educate drivers and road users on safety aspects.

- 3) DM shall ensure sensitization of all identified accident prone / damage prone drivers by the traffic in charge in accordance with the instructions issued in this regard. He shall review the sensitization register for effective implementation of the guidelines.
- 4) DM shall check the daily crew duty booking charts to ensure all special type / long distance services are booked by the regular experienced drivers in compliance with the Cir. No.30/2009-OPDC, dt.14.9.09.
- 5) DM shall monitor the work of SDI in training of accident prone / damage prone drivers.
- 6) DM shall ensure display of accident prone spots route maps and updated accident clock. He shall also ensure all the employees of the Depot particularly crew are fully aware of the accident prone spots and concept of accident clock. He shall plan for educating the crew on this matter in batches.
- 7) Messages on safe driving, observation of statutory rules shall be printed on vinyl flex boards and exhibited at the places / locations such that there is focused attention to the drivers.

The stickers with messages on precautions to be taken by passengers while alighting and boarding buses, be pasted in the buses. These messages shall also be exhibited at all bus stations. A set of messages are furnished at Annexure.-I

- 8) Message containing "Bhadrata Sukthi" be got printed on Vinyl flexi board and displayed at all prominent places such as Control Room, Oil Room etc., besides ensuring administering Bhadrata Sukthi by drivers every day before commencement of duty.
- 9) The CD on 'Bhadratha' which was already supplied to all depots shall be played every day during the Road Safety week during change over time / lunch time such that maximum no.of drivers can be benefited by viewing the CD. Gate meetings shall also be conducted involving Traffic Incharges, Mechanical Incharges etc., highlighting the importance of Road Safety in APSRTC . .
- 10) Public address system shall be utilized to make announcements regarding observance of queue by the passengers while boarding and alighting buses.
- 11) Cinema Slides concerning road safety should be exhibited through sponsorship / courtesy of police Department etc.,
- 12) A special drive shall be undertaken to check buses for ensuring effective functioning of brakes and steering besides rectifying any damages to buses (such as damages to foot board, passenger door,

emergency door, roof leakages etc. which effect safety of passengers). It shall ensured that passenger doors and driver's door-lock latches are in working condition.

- 13) Surprise checks by DYCTMs and RMs have to be conducted to prevent over speeding, rash driving, driving in inebriated condition and inspection of crew rest rooms in their respective jurisdiction etc.
- 14) As all the Depots, important Bus Stations and all Enforcement squads were supplied with Alcoholic Breath Analysers, they shall be put to extensive usage for identifying drivers in drunkenness before proceeding on line at the Depots, enroute, at Bus stations, traffic points by the Traffic Supervisors, Checking Staff etc. All the drivers must be covered at least twice during this week.
- 15) Depot Managers shall direct drivers for undergoing medical checkup at APSRTC Clinics, Hospitals. They shall also be directed to attend refresher training at Zonal Staff Training Colleges.
- 16) The Depot Managers shall takeout details of fatal, major and minor accidents occurred during the past five years and furnish to RMs/ EDs who shall in turn consolidate and send it to Corporate office.
- 17) The Depot Manager shall identify five senior most drivers who have put in accident free service from his depot. The first, second, third, fourth and fifth best accident free record holding drivers shall be felicitated with a cash award of Rs.2000/-, Rs.1750/-, Rs.1500/-, Rs.1250/- and Rs.1000/- respectively at a function to be organised at the Depot on any day during the Road Safety Week (1-1-11 to 7-1-11) by inviting local officials / public representatives and VIPs. Adequate publicity be given in advance through press to make the function successful.
- 18) The names of drivers for presentation of awards shall be finalized in consultation with the Dy.CTM/DVM and Regional Manager concerned.
- 19) The Depot Managers are permitted to incur an expenditure of Rs. 3500/- for celebration of Road Safety Week at Depot level.

II.Role of Dy.Chief Traffic Managers / Divisional Managers & DY.Chief Mechanical Engineers:

- 1) The Dy.CTMs/ DVMs shall review sensitization register and crew duty booking charts as per the recent instructions issued.
- 2) The Dy.CTMs/ DVMs shall hold a meeting with all SDIs of the under their control and review the work performance of SDIs in regard to prevention of accidents.

DVMs shall ensure implementation of these instructions in toto on the activities to be carried out at the Depots during Road Safety Week.

- 4) They shall actively associate with the Depot Managers under their control for organising to conduct lectures/ meetings during Road Safety Week and arrange for wide publicity through press and other media.

III. Role of Regional Managers – Action at Regional level:

- 1) They shall organize drawing and painting competition in any suitable premises of Corporation duly involving school and college students (up to Intermediate course). The subject is on Road Safety. A committee of Dy. CTM/ DVM, Dy. CME and SMO/MO of the Region shall select 30 best entries and they shall be invited to the function at Regional level. These 30 best performers shall be rewarded with Trophies / Cups costing about Rs.100/- each along with suitable certificates from RM.
- 2) The Regional Managers shall associate with the Depot Managers, Dy.CTMs / DVMs under their control in finalizing selection of accident free record drivers and also participate in the functions to be organized at all Depots under their control during Road Safety Week. They shall ensure that prescribed slogans on Road Safety and posters supplied by Corporate Office are exhibited on Buses, at Bus Depots, Bus stations, other premises of the Corporation and at conspicuous places to catch the attention of drivers and other road users.
- 3) RMs shall arrange for wide publicity on Road Safety through pamphlets, print and electronic media.
- 4) RMs are also advised to ensure payment of safety driving allowance to all eligible drivers at all Depots before organizing Road Safety function itself.
- 5) The Regional managers shall take out census of Depots for the last 5 calendar years to identify the Depot in the Region where maximum number of fatal, major and minor accidents took place and adopt the Depot to implement measures for containing accidents.
- 6) RMs shall ensure completion of training to all hire bus drivers both at induction and refresher levels in coordination with Principals of ZSTCs.
- 7) RMs shall also ensure completion of P.M.E to all the drivers (including PHB drivers) in coordination with SMOs/MOs of their regions.

- 8) The Regional Manager shall identify five senior most drivers who have put in accident free record from his Region. The first, second, third, fourth and fifth best accident free record service drivers shall be rewarded with a cash award of Rs.3250/-, Rs.3000/-, Rs.2750/-, Rs.2500/- and Rs.2250/- respectively, in a function to be organized at Regional level during Road Safety Week.

The Regional Managers of Hyderabad and Secunderabad Regions shall select and present cash awards to 20 drivers (ie., five from each Division) in a function. The first, second, third, fourth and fifth best accident free drivers from each division, shall be awarded with a cash prize of Rs.3250/-, Rs.3000/-, Rs.2750/-, Rs.2500/- and Rs.2250/- respectively.

- 9) The Regional Managers are permitted to incur an expenditure of Rs. 10,000/- for celebration of Road Safety Week at Regional level which is inclusive of expenditure incurred towards painting / drawing competition.

IV. Role of Executive Directors of Zones:

- 1) The Executive Directors of Zones may participate in Regional level functions organized at all Regions under their control and address on Road Safety.
- 2) A special cell shall be established at all Zonal Offices monitored by concerned Secretary to Executive Director of Zone for reviewing accidents, vehicle condition, road condition etc. during the Road Safety Week.
- 3) The Executive Director of the zone shall constitute a team consisting of Secretary to ED(zone) and one officer of his choice and shall arrange to conduct road safety audit in at least one depot with high accident rate in the regions of his zone as was conducted by the head office team recently.
- 4) The Executive Directors shall identify five senior most drivers who have put in accident free record from their respective Zones for presenting awards at Corporate level. They shall also ensure to send bearer cheques for an amount of Rs. 4500/-, Rs. 4250/-, Rs. 4000/-, Rs. 3750/- and Rs. 3500/- (for presenting to the drivers selected as 1st, 2nd, 3rd, 4th and 5th best drivers) drawn at the respective Zonal Offices. The same shall be sent to the Dy. Chief Traffic Manager (Commercial), Corporate office together with the bio-data particulars and passport size colour photos of the drivers selected before 10.12.2010 positively.

- 5) The 3 State level award winning drivers will be selected at Corporate office after receiving Zonal level names of accident free service drivers. The State level awards will be finalized at Corporate Office and an amount of Rs. 12,000/- Rs. 10000/- and Rs. 8000/- will be presented to the drivers selected as 1st , 2nd and 3rd best drivers.

V. Role of EDs & HODs at Corporate level:

All EDs, HODs and SSOs in OPD and MED at Corporate Office must plan to visit Regions of their choice during road safety week to explain and address the drivers regarding the ill effects of bad driving habits. Two or more officers should not visit one Region in a given day and they shall be present during the earmarked day for conduct of Road safety at Corporate level. Chief Commercial Manager may monitor this and apprise Executive Director (O&MIS) on the same.

VI. Role of Public Relations Department at Corporate Office:

- 1) Public Relations Department shall print stickers, posters etc. on Road Safety as under and also arrange for its distribution to all Depots well in advance for display in the premises of Depots, Bus stations, other buildings of the Corporation .
 - (a) Posters 6,000 copies
 - (b) Stickers 23,000 copies
- 2) To bring out a pamphlet containing the message of Vice Chairman & Managing Director on 'Road Safety' and arrange for printing of 1,20,000 copies for distribution amongst all employees of the corporation.
- 3) Secretary to Corporation shall make necessary arrangements for organizing a "Meet on Road Safety" at Corporate level in consultation with Executive Director (O & MIS).

VII. Role of Human Resource Development Department:

The Principals of Zonal Staff Training Colleges shall conduct special training classes for in service drivers and PHB drivers in coordination with RMs/Dy.CTMs. In these programs, emphasis shall be laid on safe driving habits, driving skills, responsibility of the drivers in safeguarding the lives, property of the road users and observance of traffic rules.

The Safety Driving Instructors of the Depots are to be reoriented with the role and responsibilities in minimizing the accidents while educating defensive skills to the Drivers. To impart training to all AM(T)s and Supdt(T)s on right methods of counseling and sensitizing the Drivers. For the Road Safety function the VIPs in local cities / towns be invited to inaugurate the program.

The Superintendent and Chief Medical Officer shall in unison organize medical camps with the Medical Officers working at Tarnaka and Regions, at identified Depots for medical check up of drivers in consultation with the RMs concerned. All backlog drivers for Periodical Medical Examination shall be completed during this week.

Conclusion:

In order to organize activities referred above in a benefiting manner, DMs, DY.CTMs, DVMs, DY.CMEs, RMs and EDs shall evince keen interest for involving the Officials from Police, Transport, Health, Education, R&B and other concerned Departments for making the functions successful.

The Executive Directors of Zones, Executive Director (H & M) and Secy., to Corporation, Regional Managers, Principals of Zonal Staff Training Colleges shall submit detailed report of the activities / programs carried in their jurisdiction during 22nd Road Safety Week to the Executive Director (O & MIS) by 20.1.11 positively to enable to send a consolidated report to Government of Andhra Pradesh.

Please ack.

[Handwritten signature]
21/1/2010

**VICE CHAIRMAN &
MANAGING DIRECTOR**

Encl:As above

To
All Officers of the Corporation.

Copy to: General Secretary, APSRTC National Mazdoor Union, 20/1, Vignyanpuri, Vidyanagar, Hyderabad - for information.

Copy to: Secretary General, Employees Union, APSRTC, Satyanarayana Reddy, Marg, Azamabad, Hyderabad - for information.

Copy to: General Secretary, APSRTC Staff & Workers Federation, H.No.1-1-60/4, N.V.Bhaskar Rao Smaraka Kendra, Mushirabad, Hyderabad.

Copy to: General Secretary, Supervisors Association, APSRTC, Hyd.

Copy to: General Secretary, APSRTC Security Staff Welfare Association, Hyderabad.

Copy to: Notice Board & In charge Record Room.

CULTIVATE ROAD SAFETY CULTURE AND BE ASSURED OF
A SAFE FUTURE TO FOLLOW AND INCULCATE IN OTHERS

1. Drive Safe, be Safe.

భద్రంగా డ్రైవ్ చేయండి - సురక్షితంగా ఉండండి

2. Overtake only from the right.

మరి వైపునుండి మాత్రమే వాహనాన్ని యాటండి

3. Don't mix drinking with driving.

మద్యపానం చేసే వాహనాన్ని నడపకండి

4. Never jump Red Light, it may cost your life.

ఎరు వైడును యాటవారు - జీవితాన్ని - చంపుకోరు

5. Road Safety is a matter of life and death.

రోడ్డు భద్రత అనేది జీవనంరూ సమస్య

6. Safe Roads ! Save Lives !!

సురక్షితమైన రోడ్లు జీవితాలను కాపాడుతాయి

7. Don't run for or out of a running bus.

పరుగుతే బస్సులోను పరుగు జాయండి. పరుగుతే బస్సునుండి దిగకండి.

8. Always have concern for fellow-road user.

ఎల్లప్పుడూ ఊటూ రోడ్డు వాడకం దాల్చ గురియూ కలవరయండి.

9. Never Zig-Zag on the roads.

రోడ్డు మీద అస్తవ్యస్తంగా వెళ్లకండి

10. Lane-Driving is safe driving.

చేఫ్ డ్రైవింగ్ ఎల్లప్పుడూ సురక్షితమైంది.

11. Follow traffic rules - be safe and let others be safe.

ట్రాఫిక్ నిబంధనలు పాటించండి - మీరు సురక్షితంగా ఉండండి. ఇతరులను సురక్షితంగా

12. Biggest enemies on the Road - Liquor, Speed and Overload. దయనివ్వండి.

మద్యం, అధిక వేగం, ఓవర్లోడ్ అనేవి రోడ్డు భద్రతను ప్రమాద మోతువులు

13. Traffic Discipline is a seed, which Germinates, sow it.

ట్రాఫిక్ డిస్సిప్లిన అనేది ఓ బియ్యం. అందులరయూ భద్రత అనే వృక్షం పుడుతుంది

14. "Careful Driving costs nothing" కాబట్టి దాన్ని అమలుపరచండి.

సురక్షిత డ్రైవింగ్ వల్ల కోట్లకొట్ల విలువైన ప్రయాణికులు, ఇతరుల

వెల్లుతుంటారు సురక్షితంగా ఉంటారు.

- పాటించు భద్రతను - పాఠశ్రోలు ప్రమాదాన్ని
- వివాహితులా? వేగానికి వివాహులివ్వండి.
- అవివాహితులా? అంబుకే హద్దుల్లేనడపండి.
- పాదచారులూ! పగటి కలలు కువద్దు సరితం ప్రాణాంతకం కావచ్చు!
- పార్శ్వశ్శలాలూ - మీ వాహనాలకు బృందావనాలు!
- కదులుతున్న వాహనం నుండి దిగకండి
కాలు వేతులు ఒక జరి అని మరువకండి!
- సాధారణ వేగంతో ఇంధనం ఆదా
మిరిమిరిన వేగంతో సర్వస్వం షుభా!
- ఇల్లాలిలో ముచ్చట్లు ఇంట్లో ముద్దు
స్కూటర్ నడుపుతూ సూక్తులు వద్దు!
- హెల్మెట్ స్కూటరిస్టులకు శిరోధార్యం!
- పిల్లలు ఇద్దరే ముద్దు - పిలియస్ రైడరుగా ఒకరి కంటి వద్దు
- రహదారి సూత్రాలు పాటించండి - రక్షిత వ్యవస్థలు సహకరించండి.
- వాహనాల స్వర్ణ తోగులు నియంత్రించండి
వాతాపరణ కాలుష్యం నివారించండి.
- మీ బిడ్డలు మీకేంకో ముద్దు
వారిని తాథ్యత లేకుండా రోడ్డు పైన వదలొద్దు!
- వాహనం నడుపుతూ కబుర్లు వద్దు!
ఆనక ఆసుపత్రిలో హాహాకారాలే వద్దు!
- నిన్ను నీవు రక్షించుకోవాలంటే
నిత్యం నీ వాహనం పరీక్షించుకో!
- రహదారి సూత్రాలు, రక్షణ కుచాలు!
- వేగాన్ని నియంత్రించండి పందేర్లు పగ్గిల్లండి!
- నిదానమే ప్రధానం
- రహదారి భద్రతా సూత్రాలు, రహమయ జీవితానికి సూత్రాలు
- రహదారి సూత్రాలు పాటించు - తాబోయే ప్రమాదం వివారించు.

SAFETY SLOGANS

- LEARN, PRACTICE, PREACH, "SAFETY FIRST".

భద్రతే అభిప్రాయం అని శ్రీహంబంది, అనుసరించండి, యాథర్యంది.

- AN OUNCE OF PREVENTION IS WORTH A POUND OF CURSE.

ప్రమాదం జరిగిన తర్వాత యాధపడటం గంటే జీవించడా జంస్యత్రుపడటం మూడది.

- LIFE IS SHORT - DON'T MAKE IT SHORTER.

జీవితం చాలా చిన్నది - దాన్ని మరింత చిన్నదిగా చేయకండి.

- BE A LITTLE CAREFUL - IT WILL SAVE MANY ACCIDENTS.

అప్రమత్తంనా కూడండి - అది అనేక ప్రమాదాలను నివారిస్తుంది.

- DON'T TAKE A CHANCE IN LIFE BY CARELESSNESS, BUT GIVE LIFE A CHANGE BY CAREFULNESS.

- THE BEST WAY IS A SAFE WAY - THE SAFE WAY IS THE BEST WAY.

- CULTIVATE THE SAFETY HABITS; IT PAYS.

- BETTER BE SAFE THAN SORRY.

- WASTE A MINUTE AND SAVE A LIFE. IT MAY BE YOUR OWN.

- SPEED IS FIVE LETTER WORD. SO IS DEATH;
SAFE IS FOUR LETTER WORD. SO IS LIFE.

- ANGER IS ONE LETTER AWAY FROM DANGER. DRIVE GENTLY

- FOLLOW TRAFFIC RULES SAVE YOUR FUTURE

- DONOT USE MOBILE WHILE DRIVING

- MAKE YOUR CHILD ROAD SMART- TEACH HIM ROAD SAFETY

- CHANCE TAKERS ARE ACCIDENT MAKERS

- NO HURRY- NO WORRY. DRIVE SAFELY

- EXPECT THE UNEXPECTED. DRIVE CAREFULLY

- DRIVE SAFELY - YOUR FAMILY IS WAITING FOR YOU

- DON'T LEARN SAFETY BY ACCIDENT

- ITS BETTER TO LOSS ONE MINUTE IN LIFE...THAN TO LOSS LIFE IN A MINUTE
- HAVE ANOTHER DAY- BY BEING SAFE TODAY
- SAFETY IS LIKE A LOCK- BUT YOU ARE THE KEY
- STOP THE ACCIDENTS BEFORE THEY STOP YOU
- BETTER TO ARRIVE LATE THAN NEVER
- STOP, LOOK, LISTEN THEN CROSS, IF YOU DONT, YOUR LIFE COULD BE LOST ! LOST ! LOST
- DONT CROSS THE ROAD !
- BE CAREFUL AT BLIND CORNERS - THEY MAY TURN YOU BLIND
- ACCIDENTS JUST DONT HAPPEN - THEY ARE CAUSED.
- CARELESS OVERTAKING IS DANGEROUS - DEATH MAY TAKEOVER YOU.
- OVER SPEEDING IS DEATH.
- HELMET IS NOT FOR SOMEBODY'S HEADACHE - IT IS SCOOTERIST'S HEAD GEAR.
- TIME IS PRECIOUS BUT LIFE IS MORE PRECIOUS - AVOID OVER SPEED.
- TRAFFIC SIGNALS ARE FOR ONE AND ALL.
- DONT MAKE FULL STOP TO LIFE - FOLLOW TRAFFIC STOP LIGHT.
- BETTER TO STAY LATE ON EARTH - THAN EARLY TO ETERNITY.
- WE LIKE YOU - BUT NOT YOUR SPEED.
- CAREFUL DRIVING IS OUR MOTTO - AVOID OVER SPEED IN TOTO
- WISH YOU A SAFE AND HAPPY NEW YEAR - 2010.

WISH YOU A SAFE AND HAPPY
NEW YEAR
2011

అప్రమత్తతతో బస్సులు నడుపుదాం!

అహోదంగా గమ్యం చేరుదాం!!

22 ప రోడ్డు భద్రతా వారోత్సవాలు

01-01-2011 నుండి 07-01-2011 వరకు

“రోడ్డు భద్రత అనేది ఒక నిరంతర కార్య సాధన ప్రక్రియ”

“Road safety is a mission not intermission”

_____ డిపో, ఆంధ్రప్రదేశ్ రాష్ట్ర రోడ్డు రవాణా సంస్థ

Size of the Flex Banners to be displayed at Bus stations

For all Major & A Class Bus Stations	- 9 x 4 feet
For all B & C Class Bus Stations	- 6 x 3 feet
(For used Bus stations only)	