

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.R3/287(64)/2001-OPD-T

Office of the VC & MD,
Mushirabad, Hyderabad.CIRCULAR NO.52/2001-OPD-T, Dated 24-11-2001**SUB:-BUS & CREW LINKS: Preparation of Bus & Crew Links - Issue of guidelines - Regarding.**

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Optimum utilisation of resources i.e., crew and bus is a pre-requisite for passenger transport organisation. There is a vast scope to optimise the resources within the provisions of MTW Act & Rules. Following are some of the factors causing low crew & bus productivity.

- a. Large number of less than 6 hours duty services.
- b. Large number of night halt and special off duty.
- c. Lack of uniformity in preparation of crew schedules.
- d. OT duties with or without special offs.

While drawing the schedules, the above factors need to be addressed, to improve the productivity.

Basing on the schedules, the crew & bus links shall have to be drawn at Depot level separately. The bus and crew links so drawn, are indicative of deployment and utilisation of resources (vehicles and crew).

Instructions are also in vogue that bus and crew links be exhibited in the chamber of Depot Manager and Incharge of Traffic section. But during the inspection of depots, it is observed that the graphs indicating the bus and crew links are not available in most of the depots. Unless these documents are prepared and made available in the depots, it will be difficult for inspecting officials to review the crew and bus productivity.

The following guidelines are, therefore, issued with regard to preparation of Bus links and Crew Links.

1. BUS LINKS:

Graphic representation of bus links are to be drawn for all the bus schedules held by the depots. Bus links indicate, the type of bus, schedule KMs., bus

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utilisation, duration of maintenance, time given, halt time at enroute/terminus points, whether night or day maintenance, change-over place etc.

Bus links are to be drafted in a systematic way beginning with Hi-tech followed by Luxury, Express, Ordinary and city buses so that the utilisation pattern of each type of bus can be identified easily.

The Bus Links so drawn will help in effective planning of maintenance of buses and drafting Mechanics for day/night maintenance.

2. CREW LINKS:

The utilisation of crew for each duty (each service) is to be plotted in a graph. The following items have to be indicated in the graph.

- a. Steering hours, spread-over time, rest time, duty hours, over-time etc.
- b. Details of change over, night halts, special off if any, etc.
- c. Duty-wise kilometres shall be indicated (bit-wise) as shown in the enclosed sample copy of crew links, so that average running time allowed can known and corrected, if required.
- d. Crew links shall be prepared for Conductors and Drivers separately.
- e. In driver duty links, double drivers for routes, if any, be shown in the remarks column.
- f. Change-over place and time, if any, should be indicated in the graph.

All the Depot Manager, front line Traffic and Mechanical Supervisors shall involve personally in preparation of Bus Links and Crew Links. While preparing the bus links, linkage of buses should be arranged in such a way so as to achieve optimum utilisation of buses.

The Bus Links and Crew Links shall be prepared neatly on graph sheets and exhibited in the Cabin of Depot Manager and frontline Traffic and Mechanical Supervisors.

A sample copy of Bus and Crew Links of a Depot is enclosed for reference and for maintaining uniformity.

The exercise of preparation of Bus Links and Crew Links has to be taken up separately for both peak and

slack seasons. Necessary modifications have to be taken up when-ever required as per the changes in the traffic demand from time to time.

The Bus Links and Crew links are to be produced to the inspecting officials to offer their suggestions for optimising the utilisation of resources.

The task of preparation of Bus links and Crew links shall be completed by 15-12-2001 positively.

All Regional Managers shall give a certificate to the effect that at all the Depots in their Region the task of preparing the bus links and Crew links is completed and they are exhibited.

Encl: As above.

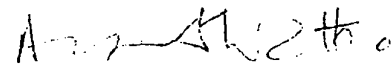
Sd/-R.P.SINGH, IPS.,
VICE-CHAIRMAN &
MANAGING DIRECTOR.

To

- All Executive Directors of Zones.
 - All Regional Managers.
 - All Divisional Managers.
 - All Depot Managers.
 - All Asst.Managers (Traffic).
 - All Asst.Engineers (Mech.).
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- Copy to: All EDs and HODs of Corporate office for infn.
- Copy to: Principal, Transport Academy/HPT for inf.& n/a.
- Copy to: All Principals/ZSTCs for information & n/a.

ATTESTED BY



(A.H.N. BHAKTHA)
EXECUTIVE DIRECTOR (OPERATIONS).

