

**CIRCULAR No. 16/2016-OPD(P), Dt. 21.06.2016.**

Sub: **BUS PASSES - EXCLUSIVE TRIPS:** Provision of Exclusive Trips for Educational Institutions in Cities/Towns and Moffussil areas with City Ordinary, Metro Express and District Ordinary Buses - Revision of Exclusive bus pass tariff - Instructions issued - Reg.

Ref: This office Circular No.26/2013-OPD(P) Dt.17.06.2013

Corporation has been providing exclusive Trips to Schools/Colleges in Cities / Towns and in rural areas for the transportation of students from their residence to School/College and back with minimum operated 16 Kms in Cities/towns and 20 Kms in Moffussil areas.

The latest revision of the exclusive Student Bus Pass Tariff during the year 2013 only and issued instructions to the units vide Circular Cited.

Consequent to revision of exclusive Student Bus Pass Tariff during the year 2013 Corporation revised the passenger fares w.e.f 06.11.2013 and 24.10.2015. However Corporation did not revise the Exclusive bus pass tariff for District Ordinary, Metro Express and City Ordinary Buses.

**Keeping in view the increase in operational cost and personel cost the competent authority with the concurrence of FA&CAO has accorded approval to** revise the Exclusive Bus Pass tariff for the City Ordinary, Metro Express and District Ordinary buses being supplied to Educational institutions in Cites/Towns and in rural areas.

The **revised Exclusive Bus Pass tariff** per student per Bus Pass Per Month **for City Ordinary and Metro Express in Cities and District Ordinary in Moffussil areas are furnished hereunder.**

REVISED EXCLUSVIE BUS PASS TARIFF FOR SCHOOLS AND COLLEGES.

CITY ORDINARY :	16 Kms	18 Kms	20 Kms	22 Kms	24 Kms	26 Kms	28 Kms	30 Kms
Revised	780.00	880.00	980.00	1080.00	1180.00	1270.00	1370.00	1470.00
Existing	490.00	550.00	620.00	680.00	740.00	800.00	860.00	920.00
METRO EXPRESS								
Revised	890.00	1000.00	1110.00	1220.00	1330.00	1440.00	1550.00	1660.00
Existing	780.00	880.00	980.00	1080.00	1170.00	1270.00	1370.00	1470.00
DIST ORDINARY :	20 Kms	25Kms	30 Kms	35 Kms	40 Kms	45 Kms	50 Kms	55 Kms
Revised	780.00	980.00	1170.00	1370.00	1560.00	1760.00	1950.00	2150.00
Existing	600.00	750.00	900.00	1050.00	1200.00	1350.00	1500.00	1650.00

**Exclusive Bus Pass Tariff  
for Employee Children**

**75% Concession on Student  
Exclusive Bus Pass Tariff duly  
rounding of the tariff to the  
next higher multiple of Re.10.**

The Exclusive Bus Pass tariff for consequent stages shall be fixed for the fare stage, duly rounding off the amount to the next higher multiple of Rs. 10/- on pro-rata basis.

**Example :**

**For City Ordinary :** For 30 Kms (  $\frac{\text{Rs}780.00}{16 \text{ Km}} \times 30 \text{ Kms} = 1462.50$  )

So Exclusive Tariff for 30 Kms is Rs. **1470.00**

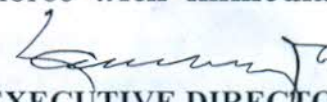
While supplying the buses for exclusive trips to educational institutions in cities/town and rural areas the following conditions and guidelines are to be followed scrupulously.

**TERMS & CONDITIONS :**

- a) Exclusive trips to the Educational Institutions have to be provided only with ordinary buses in Districts and Metro Express and City Ordinary services in Cities /towns.
- b) **It should be made clear to the institution that exclusive buses shall be made available for the capacity (65) minimum and for any short fall in number, the Institution should bear the balance cost.**
- c) **In case the College/School Management desires to engage the exclusive buses, they have to pay the amount for 65 people at a time at the beginning of the month i.e., prior to the operation of the exclusive bus service.** Further they should submit the list of students, teaching and non teaching staff so as to facilitate to issue Exclusive Bus Passes to individual students and to other staff as per the list submitted by the College / School Management.
- d) The students holding City Ordinary Exclusive Bus Passes **are also allowed free travel by the city/sub-urban services operating in the city/town on par with the students holding monthly general bus pass tickets.**
- e) The students holding City Metro Express Exclusive Bus Passes **are also allowed free travel by the City Ordinary and Metro Express services operating in the city/town.**
- f) Care shall be taken to draw proper schedule to derive maximum EPK / OR for exclusive trip buses prior to pick up and after dropping at their institution and vice versa.
- g) **The eligible bus pass holders shall be permitted to alight or board at any place en-route the earmarked route course.**
- h) The buses provided for Exclusive Trips should have the destination board → STUDENT SPECIAL – WITH NAME OF THE INSTITUTION.
- i) The minimum chargeable distance for a trip is **16 Kms. in City and 20 Kms. in Moffussil area.**
- j) **The administrative / teaching staff of the concerned Institutions are permitted to travel in these buses at the tariff meant for students.** Any Student /staff over and above the prescribed limit shall be charged at applicable normal fares.

- k) Exclusive buses shall be provided only on working days of the School or College / Institution.
- l) The Regional Manager can withdraw operation of the service without assigning any reason after giving a month's advance intimation.
- m) **The bus pass tariff fixed by the corporation is subject to revision from time to time.**
- n) Since Corporation has implemented PAAS project in Moffussil areas from 2015-2016 the students utilizing Exclusive Trips are to be issued under PAAS project both in Cities and Moffussil areas. The existing practice of issuing manual Student Exclusive Bus Passes in Moffussil area should be dispensed
- o) **The route length shall be reckoned from the starting point to the institution and lead Kms shall also be taken into account in case where traffic generating points are far from pick up / dropping points. Care shall be taken by the Regional Managers while deciding the traffic lead / load Kms to ensure good reasonable earnings in return trip. If necessary, different route courses may also be taken in return trip to ensure reasonable earnings.**
- p) **Supply of Buses to Industries (PSUs/MNCs) in Districts:**  
Regional Managers shall obtain prior sanction from Corporate office towards supply of buses on special hire to Industries in Rural areas **and the Exclusive Bus Pass tariff shown above are not applicable to these services.**

The above instructions shall come into force **with immediate effect.**

  
EXECUTIVE DIRECTOR 22/6/16  
(O,M&c,Proj)

To

**All Regional Managers / Depot Managers,**

**CC to: FA&CAO/ Director (V&S) and All Executive Directors for infmn.**

CC to: CME (C&B) for information and n/a.

CC to: All Dy.CAOs / AOs/ Dy.CTMs/DVMS for infmn. & n/action.

CC to: The Principal/TA and all Principals, ZSTCs, for infmn.

CC to: CE(IT) for information with a request to take up suitable software modification to revise the Student Exclusive Bus Pass Tariff as shown above.

CC to : COS of Zones for information and n/a.

CC to: All ATMs / Squad In-charges for infmn. & n/action.

CC to: Resident Audit Officer, APSRTC Resident Audit Branch, Msrd., Hyd. for infmn.