

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC & MD  
Bus Bhavan, Hyderabad-624

No.C4/2(16)/2009-OPD©.

**CIRCULAR NO. 25 /2009-OPD(C), Dt.16.7.2009.**

Sub:- **TRAINING** – Training to Drivers working on “Hire Buses with APSRTC” at ZSTCs on behavioural attitude and Driving Skills” – Instructions issued - Reg.

Ref:-1) CM (TRG) Lr.No.T2/812(42)/02-HRD(T), dt.13.8.02.  
2) Circular No.PD-67/2002, dt.11.9.02  
3) Circular No.92/2003-OPD(C), dt.18.11.03.

The Drivers and conductors appointed in APSRTC are given induction training before joining APSRTC and also refresher trainings from time to time to update their skills in the ever changing scenario.

**APSRTC is operating hired buses which are also recognized as APSRTC services by the commuters. It is noticed that there is increase in the number of accidents by the drivers of Hire Bus operators as these drivers do not have sufficient exposure and training on heavy vehicles.**

**It is necessary to training these hire vehicle drivers also on courteous behaviour and on safe driving habits, apart from other passenger friendly measures undertaken by APSRTC including marketing schemes.**

In addition to the existing instructions issued vide circulars cited, the following instructions are given.

- 1) A two stage training programme shall be drawn for implementation consisting of INDUCTION and REFRESHER programme.
- 2) A training fee of Rs.1000/- is fixed for INDUCTION programme of 7 days duration and thereafter every year as REFRESHER training programme of 2 days on fee of Rs.250/- only (to be collected from Hire Bus Owners)
- 3) This training programme is compulsory for the drivers of hire buses at induction level and once in a year at refresher level.
- 4) So far training to hire bus drivers is optional, but it is now compulsory to depute the hire bus drivers also. The importance of this training be explained to all Hire Bus Operators, in view of many hire bus drivers involving in accidents and hire vehicles not being available for days together, apart from cancellation of services and loss of revenue and image of the Corporation .

The module of training to be imparted at INDUCTION and REFRESHER levels is as follows:

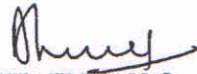
**INDUCTION LEVEL:**

1. This is for a period of 7 days at respective ZSTCs before reporting for duties on hire buses at the Depot.
2. It shall consists of theory classes and hands on training viz.,
  - a) On Behavioural aspects
  - b) On Safe driving skills
  - c) On the Role of Driver in increase of OR like implementation of 'Halt and Go', 'Hail and Board', 'Shout and Load' etc.,
  - d) On passenger friendly measures and Marketing Schemes.
3. After completion of 7 days training, a Committee consisting of Dy.CME, Dy.CTM and Principal shall test the driving skills equipped and on driving habits of the hire bus drivers and shall approve/ disapprove their suitability for driving on hire bus.
4. In case these hire bus Drivers are not upto the mark they shall be detained for another week on payment of Rs.1000/- for extensive driving training.

**REFRESHER LEVEL:**

All the hire bus drivers shall be directed for a refresher course for a period of two days once in an year to the respective ZSTCs on safe driving skills. Suitable clause be included in the hire buses agreement for the existing buses as well as future buses.

Please acknowledge.

  
VICE CHAIRMAN &  
MANAGING DIRECTOR

To  
All Regional Managers,  
APS RTC.

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Copy to all EDs of Zones for information and n/a.  
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Copy to all Principals of ZSTCs for n/a.