

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.T1/812(07)/2016-R&T.

O/o the VC&MD  
Bus Bhavan, 'A' Block  
Musheerabad, Hyderabad,  
Dt.20.02.2016.

To  
All the Regional Managers,  
All the Principals of ZSTCs.  
APSRTC.

Sub: **TRAINING** – Induction Training to Drivers working on “Hire Buses with APSRTC”- Reg.

Ref: 1.Circular No.25/2009-OPD(C), dt.16.07.2009.  
2.Meeting of all Principals with ED(A&P) on 04.02.2016.

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This is to inform that about 795 Private Hire Buses (PHB) are being introduced in the Corporation very shortly. The Drivers of Private Hire Buses need to be trained before they are pressed into service. Therefore there is a need to plan for conducting training before these drivers actually perform their first duty.

During the meeting of all Principals with the undersigned the subject was discussed and issued instructions to complete Induction training to all the Private Hire Bus Drivers.

The following instructions are issued in this regard:-

1. The Regional Managers shall arrange to forward the list of the Private Hire Bus Drivers to the Principals of ZSTCs duly obtaining from the Private Bus owners with details of i.Bus No. ii.Route allotted, iii.Drivers details such as Name, DL details etc., iv.Driver photograph. v.Medical fitness details etc.
2. The Principals shall conduct 7 working days Induction training programme (1 week) to all the Private Hire Bus (PHB) Drivers, free of cost, well before the services are pressed into operation. The Training Module for this purpose is attached to this letter.
3. The Regional Managers shall provide assistance to the Principals ZSTCs in the form of extra buses and safety driving instructors (SDIs) as and when requested by the Principal.

The Principals shall coordinate with Regional Managers and ensure that all Private Hire Bus Drivers are imparted with Induction training and report compliance.

  
24/2/16  
EXECUTIVE DIRECTOR (A&P)&(H&M)

Copy to ED(O &MIS) for information.  
Copy to all EDs of Zone for information.

Case No: 71/812(7)/2016-R&T

MODULE

INDUCTION TRAINING FOR PRIVATE HIRE BUS DRIVERS (7 DAYS)

	PRACTICAL (08.00 TO 13.00 hrs)	THEORY (14.00 TO 17.00 Hrs)
DAY-1	CORPORATION OVERVIEW	ONLINE HANDS ON TRAINING ON DRIVING (PRACTICAL DRESSING, ADDRESSING AND HOW TO COMMUNICATE WITH THE COMMUTERS HOW TO WIN THE CONFEDENCE OF CUSTOMERS, AND HOW TO SERVE TO CUSTOMER DELIGHT.
DAY-2	Online hands on training on Driving	TRANSPORT TERMINOLOGY, STRUCTURE OF THE DEPOT TRAFFIC WING- ROLE OF DRIVER IN APSRTC - DUTIES & RESPONSIBILITIES OF DRIVER. AS PER APMV RULES/MV ACT - DUTIES DURING ACCIDENTS, DECOITIES, NATURAL CALAMITIES ETC.
DAY-3	Online hands on training on TIM	HOW TO OPERATE TIM TICKET ISSUING, EXTENDING TRAVEL CONCESSIONS AND TYPES OF PASSES AND CAT CARDS VANITHA, MEE NESTHAM AND POLICE WARRANTS ETC.,
DAY-4	Online hands on training on TIM	INCENTIVE TO PHB DRIVERS - HOW TO INCREASE OR WITH 'SHOUT & LOUD', 'HALT & GO', 'HAIL & BOARD', ETC. COMMERCIAL ACTIVITY - TRANSPORTATION OF MAIL BAGS AND NEWS PAPER PARCELS - UNACCOMPANIED LUGGAGE ANL PARCELS & COURIER SERVICES.
DAY-5	Online hands on training on TIM	ADVANCE RESERVATION OF TICKETS, AUZLIARY WAY BILL - TAKING CARE VALUE ADDED SERVICES LIKE TV, VIDEO, LUGGAGE ETC.,
DAY-6	Online hands on training on Driving	DEFENSIVE DRIVING WITH A SPECIAL THRUSTS ON KMPL AND EARNINGS, GHAT DRIVING, NIGHT EXPRESSES DRIVING AND FIRST AID
DAY-7	Online hands on training on Driving	HOW TO OVERCOME BAD HABITS - MORAL VALUES AND ETHICS - STRESS MANAGEMENT - NUTRITION FOR WELLNESS AND YOGA.

CHIEF PERSONNEL MANAGER

PO (R&T)