CIRCULAR No. 2.

(Taken by the Traffic Department)

SUB: Duties and responsibilities of the Traffic Assistant in the Depots.

DATE: 14th May, 1974

At present, all depots are having Traffic Assistant of the rank of Asst. Traffic Superintendent/Traffic Inspector as per Staff Standardisation Pattern to look after all matters concerning Traffic, in particular and other branches of depot administration in general. Though it is the overall responsibility of the Depot Manager to safeguard and boost up the revenue of the depot, it is the main responsibility of the Traffic Assistant being the next official in command of the depot to concentrate on the revenue earning factors of the depot and strive to boost up the revenue of the depot by taking timely appropriate action.

The following are some of the important duties and responsibilities of the Traffic Assistant who has to give personal attention to improve the revenue of the depot.

1) Operation of all the scheduled and timely dispatch of scheduled vehicles from the depot.

2) Ensure proper display of route board before the bus is dispatched from the depot.

3) Arranging crew for operation of schedules strictly adhering to the duty roster and preparing running order of the depot.

4) Ensure the issue of sufficient ticket books to the conductors and insist conductors carrying all the equipments including the punch, complaint book and First-Aid Box/Conductor Instruction Chart and combination chart.

5) Ensure that the ticket issue Clerks correctly open the ticket numbers in the T.W.A. and Way Bill, as also enter numbers of all the ticket books issued to the conductors in the T.W.A.

6) Ensure that the depot holds sufficient stock of ticket books of all denominations by vouchsafing that,

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prescribed.

7) Ensure that the ticket Issue Clerks account for all the ticket books issued to the conductors and observe all the formalities such as obtaining signature of the conductor etc. Similarly when the ticket books are sold out by the conductor, insist on the conductors to record the particulars of completed ticket book on the reverse of C.W.A., invariably and the Clerks to complete the 18 Column Register entries daily.

8) Check the 18 Column Register daily for correct and up-to-date entries and ensure that all the columns are filled in promptly.

9) Personally assist the Accounts Officer/Inspector of Accounts when they inspect and check ticket issue Section, 18 Column Register, Ticket Stock of the Depot etc. Any complaint received in this behalf from the Accounts Branch will be very seriously viewed.

10) Ensure that the C.W.A.s are daily accounted for and watch remittance of daily route collection by the conductor. He shall verify each day that the Conductors on night out have returned and handed over documents and cash in due time and that the entries in respect of all vehicles on line have been taken to column numbers 1 to 8 of the Register of Daily Issue and Return of Conductors' Way Bill Abstract and Imprest cash.

11) Tally the ticket opening and closing numbers in C.W.A. and the Way Bill as also tally with the Actual ticket numbers the conductor is holding in his tray.

12) Ensure that the ticket Issue Clerks independently complete the block copy of C.W.A. from the Ticket/Ticket Books available in the conductors' tray and that the C.W.A. is properly edited by the Ticket Issue Clerks when the conductors hand over the C.W.A. after returning from duty. Insist Clerks personally closing the ticket numbers verifying the ticket numbers from the Conductors' tray and do not allow the Clerks taking down the ticket numbers dictated by the Conductors to avoid incorrect closing of numbers.

13) Discourage short remittance of cash by the conductor and insist remitting shortage if any on the spot.
14. Scrutinise the Way Bills for the over writings, erasures, light entries, aim to ensure that the Conductors write the tickets sold (ei - entries) at each stage, number of passengers travelled, combination tickets issued at each stage.

15. Scrutinise the Traffic Form TR-10 for proper filling up of all columns, change due, refunds if any, mail carried, Personal cash, trip-wise earnings etc.

16. Watch the extra kilometers operated, kilometers cancelled daily and offer remarks on the spot for the variation in the operation of Kilometers.

17. Scrutinise the log sheets and ensure that the drivers, Traffic Controllers properly and correctly write the trips and kilometers performed and trips and kilometers cancelled with due reasons.

18. Ensure that vehicle wise and Driver-wise EPKM registers are maintained to keep a personal watch on the LPHKM and pull up drivers whose driving results in high LPHK.M as also to direct the Maintenance Section to attend to the vehicle consuming a high rate of fuel and oils.

19. Ensure that the trip-wise, route-wise, Conductor-wise earnings are posted daily and EPKM worked out to spot out un-economic trips/routes and erring conductors.

20. Keep a constant personal watch on the route-wise, trip-wise, conductor-wise, earnings and EPKM and pull up conductors bringing low EPKM.

21. Prepare the list of conductors bringing the low EPKM and exhibit the list every month. Forward a copy of the list to Divisional Office to concentrate line checking over the performance of such conductors.

22. Prepare the list of trips and routes bringing low EPKM and forward the list to Divisional Office with due remarks for the low earnings for the line checking over the said routes/trips.

23. Prepare the list of Drivers whose driving has resulted in high LPHK.M and exhibit every month.

24. Conduct frequent checking of the conductors cash.

25. Control crew absenteeism by taking prompt action and by reporting to Divisional Office.

26. Maintain crew leave application register and recommend leave according to priority and emergency without Contd...4/-
27) Watch the licenses of the crew and ensure validity. Ensure that the register to watch the licenses of the crew is maintained up to date.

28) Maintain the crew time sheet TR-17 up to date and attest the time sheet wherever O.T. other than the scheduled over-time is extracted.

29) Discourage payment of Over-time to the crew.

30) Arrange to give regular weekly Offs to the crew.

31) Keep spare crew at the depot for any emergency as prescribed.

32) Maintain crew attendance register in order without over writing etc, and writing the gist daily of crew available for the day, leave, under suspension, K.O.D etc at the end.

33) Serve the orders received from the Divisional Office regarding suspension K.O.D, Enquiry, Memps etc promptly and record them.

34) Keep the Divisional Office informed about the crew position and act promptly to get the crew posted/sanctioned and no account the schedules are to be cancelled for want of crew.

35) Watch the Break-down prone drivers and take necessary action.

36) Ensure proper depositing, disposing of the lost property articles as prescribed.

37) Arrange for casual Contracts, maintain casual Contract register and promptly recover arrears of casual contract if any.

38) Periodically check First Aid Box issued to the buses.

39) Prepare link diagram of the Depot schedules and exhibit it.

40) Have list of schedule vehicles leaving the Depot and schedule vehicles returning to Depot and exhibit frequency thereof.

41) To meet the queries of the Inspecting officers, be thorough with the Operational matters such as Schedules operated, number of day outs, Night outs, Single, Double Night outs etc. Vehicles held including 20%, crew sanctioned including spare, number of routes, route length, schedule
Kilometers, extra Kilometers operated, Accidents, Breakdowns, Regularity, Bazaar Days, monthly earnings, EPKM etc., earnings compared to last month and previous year etc. vis-a-vis information regarding the actual operation. Actual number of vehicles held, particulars of off road at the Depots/Workshops, Vehicles shortage for operation crew position, number of crew required for operation, absent, leave, under suspension, KOD, shortage, if any, kilometers cancelled, Effective Kilometers, Revenue earned, EPKM etc.

42. Maintain Driver-wise Accident Register.

43. Ensure that the Fitness Certificate of the vehicle is watched and that no vehicle is allowed to run without renewal of Fitness Certificate.

44. Maintain an up to date list of Fairs Bazaar Days and extras to be operated from time to time.

45. Enquire into dislocation of road and inform authorities concerned.

46. Exercise line checking in his pocket with an element of surprise if need be.

47. Maintain list of all mail routes and services performing off route mileage either for delivering the mail bags at or collecting mail bags from the Post Office.

48. Ensure that mail carrying services are not cancelled and that the mail services are run to the scheduled timings.

49. Maintain register in regard to the Commercial Establishment and advertisement Boards to watch payment of license fee and period of contract. Maintain records pertaining to parcel traffic scheme etc.

50. Any other control as may be necessary depending upon the peculiar circumstances existing in the Depot which will help in boosting of the revenue be adopted in consultation with the higher authorities and the Unit Head.

These said duties are important to boost up the revenue of the Depot and the Traffic Assistant has to carry this in addition to the duties he is carrying out at present and any other duties assigned to him by his superiors officers from time to time.

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The Unit Heads are requested to see that the Traffic Assistant in Depots carry out these instructions and give all cooperation to the Accounts Officer, Depot Accounts Supervisor and Inspector of Accounts when they conduct checking of the Ticket Issue Section.

Please arrange to serve a copy of this Circular to the Traffic Assistant working in each Depot under acknowledgement.

Please acknowledge the receipt of this Circular and report compliance.

SD/

(J. ALEXANDER)
GENERAL MANAGER

To:
The Dy. General Manager & Divl. Controller,
KSRTC, BANGALORE/E.T.S./BELLARY/BIJAPUR/
BELGAUM/GULBarga/HUBLI/KOLAR/MYSORE/HASSAN/

Copy to:

The Chief Accounts Officer/Chief Mechanical Engineer/Chief Security Officer/Controller of Store and Purchases/Civil Engineer/Officer,
Printing & Stationery/Dy. General Manager(A)/
Chief Statistician/P.S. to Chairman/Secretary
to Corporation Board/Law Officer/Chief Labour
and Welfare Officer/Public Relations Officer/
F.A. to Vice-Chairman/General Manager/Asst.
Planning/Officer/Transportation Superintendent/
Asst. Commercial Superintendent, KSRTC, S.G.
Bangalore.

The Dy. General Manager & Works Manager,
Regional Workshops, BANGALORE/HUBLI.

Incharge Central Line Checking Squad, KSRTC,
BANGALORE/HASSAN/BELLARY/HUBLI Regions.

[Signature]
CHIEF TRAFFIC MANAGER