

① Road Transport / Traffic Department:

- Planning to setup super deluxe and ultra deluxe buses.
- Designing the various types of buses according to the road condition.
- Preparation of road map and time schedule.
- Preparing the vehicle schedule, ticket system, etc.
- Preparing the various types of Road Transport System.
- Depending upon the festival, office and school timings additional transport schedule should be prepared.
- Improving the luxuries in the buses and developing the state and inter state bus operation.

② Engineering and Technical Department:

- Keeping all the vehicles in good conditions to meet the scheduled program.
- All the vehicles are to be maintained in good conditions by following the weekly, monthly and yearly preventive maintenance as per the schedule.
- Damaged part of a vehicle is to be identified and replaced.
- If needed, shape of the vehicle can be altered. For example, cut chassis and heavy leaf springs are changed.
- At regular intervals, care should be taken for oiling, greasing and parts changing.

③ Administrative Department:

- * Payment of salaries
- * Granting Leave
- * To enforce discipline
- * Promotion Giving Promotion and increments to the employees.
- * Maintaining the attendance register, medical leave and other matters.

④ Public Administration Department:

- * Reducing the overall loss by designing the vehicles properly.
- * Integrating all departments to function harmoniously.
- * Maintaining the Accounts (i.e Income, expenses)
- * Providing additional transport facilities to prevent the problem during the emergency period.

Different type of training given to staff in a Road Transport Organization are

1. Orientation Course for newly recruited staff
2. Periodic refresher Course.
3. Training to technical staff.

1. Orientation Course for newly recruited staff

The idea of this course is to make an awareness about the Organisation objectives and its structure and duties and responsibilities of staff.

The period of these type of Orientation Course is 15 days (or) One month. For example, in Kerala for fresh recruits in the cadre of drivers and conductors, they are according to 15 days course at Staff training college of K.S.R.T.C at Papanam kodu.

2. Periodic Refresher Course:

Periodic Refresher Courses are also conducted time to time, to increase the productivity. This includes the corrective training programmes to general staff and technical staff. For example, courses are conducted for drivers for fuel economy by petroleum conservation research association against the bad driving practices.

3. Training the technical staff:

Training of employees at various levels by vehicle manufacturers, sub system suppliers like, Mico, Lucas-TIS, etc has significantly improves the skills of the technical staff. The training programme were arranged both at vehicle manufacturer's premises as well as at the organization training school.

Motor transport organisation and its structure:-

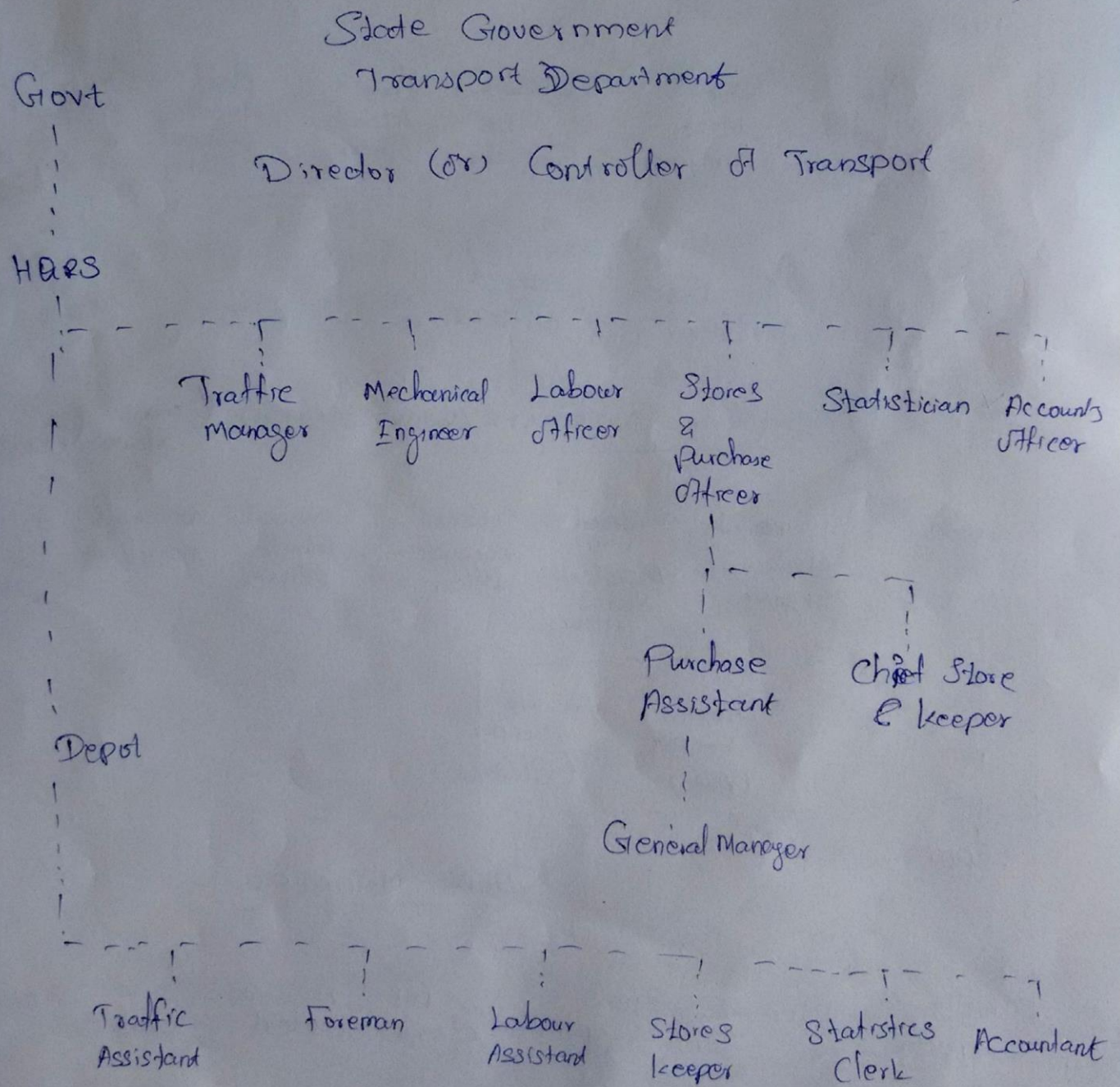
Different types of Motor transport organizations comes under the following categories.

1. Public sector undertaking
2. Private sector undertaking
3. Co-operative sector

State transport undertaking and municipal transport undertaking are comes under the public sector organization. Individual and partnership undertakings are comes under the private sector organization. The idea of Co-operative system is also established in the transport organisation now a days.

Organization chart under State Gov
 Organization chart under Public sector

(a) Governmental Department - run - transport: (2 tier system)



HARS → Head Quarters