

ૡૡ૱૱૱૱૱૱૱



Terms of reference for City Transport Officer

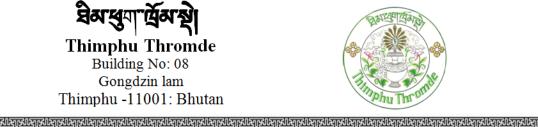
- 1. Route allocation and day to day operation
- 2. Maintenance of buses
- 3. Fueling and recoupment
- 4. Inspection of buses and tickets
- 5. Accident Management and insurance claim
- 5.1. Accident assessment
- 5.2. Insurance claims
- 6. Hiring out Buses
- 6.1. Record keeping for hire
- 7. Buses pre-departure and post departure
- 8. Duty adjustments

9. Make proposals & plans for augmentation of buses. Make presentations when required with regard to future plans and proposals.

- 10. Prepare specifications of buses in collaboration with experts from relevant offices.
- 11. Prepare list of spare parts and call for open quotation.
- 12. Attend to all cases with regard to City Buses at Police Station, RSTA, Traffic Police.
- 13. Any other tasks as assigned by the Supervisor



विसःस्या **1**47 **Thimphu** Thromde Building No: 08 Gongdzin lam Thimphu -11001: Bhutan



All the candidates should be willing to work beyond normal working hours without government holidays and weekends. In total, we are working 362 days a year.