



Terms of reference for City Transport Officer

1. Route allocation and day to day operation
2. Maintenance of buses
3. Fueling and recoupmnt
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



ཐིམ་ཕུག་ཐྲོམ་གྲོེ
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.

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