

BUS CONDUCTOR:

1. To ensure the Safety of onboard staffs
2. Conducting bus on scheduled route, either long distance or in rural area
3. Thermal checking of conductors before commencing his shift
4. To manage seat availability – no standing to be permitted
5. Picking up and dropping passengers at recognized stops and collecting fares
6. To verify that all the staff should be at their boarding point before 5 minutes.
7. Checking interior equipment of bus, seats, board, first-aid box, etc.
8. Examining and tallying waybills with ticket packets before commencing run
9. Adjusting destination board of bus before commencement of each trip
10. Assisting passengers in handling luggage
11. Answering queries of passengers regarding timing, route and fares
12. Collecting fares and issuing tickets to passengers
13. Checking ticketless and over-travelling passengers
14. Signaling bus driver by bell or whistle to start or stop and to allow passage for other overtaking vehicles
15. Co-operating with bus driver in maintaining time schedule
16. Announcing names of stages or stops as they are approached
17. Handing over lost property found in bus at end of each journey to timekeeper or other senior officer
18. Guiding driver while reversing bus by whistle or bell signal when necessary
19. Verifying entries made by starter on ticket memo and mileage card at end of each trip
20. Rendering account of cash and unsold tickets to cashier or employer
21. Noting names and addresses of witnesses and passengers
22. Submitting report to employer or senior officer as required