

SKILLS FRAMEWORK FOR PUBLIC TRANSPORT				
SKILLS MAP - SENIOR DEPOT OFFICER/SENIOR DEPOT ASSISTANT/DEPOT OFFICER/DEPOT ASSISTANT				
Sector	Public Transport			
Track	Bus Operations			
Sub-Track	Bus Depot Management			
Occupation	Bus Operations Officer			
Job Role	Senior Depot Officer/Senior Depot Assistant/Depot Officer/Depot Assistant			
Job Role Description	<p>The Senior Depot Officer/Senior Depot Assistant/Depot Officer/Depot Assistant performs day-to-day operations at the bus depot to prepare buses for daily service commencement and termination. He/She may be expected to perform operations in one or more areas such as bus despatch, bus inspection, post-trip procedures for bus reinstatement, as well as facility maintenance based on organisational job requirements. He may also enforce traffic and safety rules and regulations within the bus depot, and provide support to respond to incidents and accidents, in addition to supporting compliance management for work procedures. Other duties which may be expected of this job role include rostering of Bus Captain duties, redeployment of Bus Captains, data updating, as well as providing feedback on gaps in bus depot operations to support continuous improvement initiatives.</p> <p>He is a systematic individual who is able to multi-task and communicate effectively. He works on rotating shifts within the bus depot and may be required to work on weekends and public holidays. He is required to possess a valid Class 4 or 4A driving licence and Omnibus Driver's Vocational Licence as administered by the Land Transport Authority (LTA), if his assigned job responsibility includes driving buses for relocation across bus depots.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Manage depot operational activities	Key Tasks	
			Conduct bus checks for service readiness	
			Despatch buses for daily service commencement	
			Drive buses for relocation within and/or across bus depots	
			Perform retrieval and consolidation of coin boxes	
			Perform refuelling of buses	
			Redeploy Bus Captains to maintain bus service regularity	
			Supervise work performed by external contractors	
			Direct the safe movement of personnel and buses within the depot	
			Perform security checks within the bus depot premises	
	Support compliance with bus regulatory requirements and Workplace Safety and Health (WSH) policies, procedures and regulations			
	Manage incidents and/or accidents	Provide support to respond to incidents and/or accidents in the bus depot		
		Assist to document the occurrence of incidents and/or accidents in the bus depot		
	Contribute to continuous improvement activities to enhance service standards	Provide feedback on gaps in operational efficiency to support continuous improvement		
Perform data updates in the data management system				
Manage people and team performance	Prepare manpower allocation and duty roster for daily operations			
	Assist in monitoring Bus Captains' performance			
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)	
	Bus Depot Operations	Level 2	Teamwork	Intermediate
	Bus Garaging	Level 2	Communication	Basic
	Bus Regulatory Compliance	Level 2	Decision Making	Basic
	Bus Vehicle Operations	Level 2	Interpersonal Skills	Intermediate
	Continuous Improvement Management	Level 2	Problem Solving	Basic
	Crisis Management	Level 2		
	Health and Fatigue Risk Management	Level 2		
	Report Writing	Level 1		
	Security Management	Level 1		
	Vendor Management	Level 2		
	Workplace First-Aid	Level 1		
	Workplace Safety and Health Culture Development	Level 2		
	Workplace Safety and Health for Fire Prevention and Fire Fighting	Level 1		

	Workplace Safety and Health for Incident and Accident Investigation	Level 2	
	Workplace Traffic Safety Management	Level 2	
Programme Listing	For a list of Training Programmes available for the Public Transport sector, please visit: www.skillsfuture.sg/skills-framework/public-transport		

The information contained in this document serves as a guide.