

**SKILLS FRAMEWORK FOR PUBLIC TRANSPORT
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Bus Operations					
TSC	Bus Depot Operations					
TSC Description	Manage bus depot operations through activities for bus allocation and despatch, Bus Captain duty allocation, and facilities maintenance					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		PTP-BOP-2001-1.1	PTP-BOP-3001-1.1	PTP-BOP-4001-1.1		
		Support the execution of procedures for bus and Bus Captain allocation and despatch, and facilities management	Implement work schedules and plans for bus and Bus Captain allocation and despatch, and facilities management	Manage and review bus depot operations for bus and Bus Captain allocation and despatch, and facilities management to ensure operational efficiency		
Knowledge		<ul style="list-style-type: none"> • Bus service route schedules, frequencies, and running times • Manpower and bus allocation principles • Bus despatching procedures • Organisational safety policies and guidelines for despatching buses • Types and locations of depot facilities and equipment • Schedules for depot facilities maintenance • Safety standards for depot facilities and equipment • Regulatory requirements for depot operations • Workplace Safety and Health (WSH) policies, procedures, and regulations 	<ul style="list-style-type: none"> • Bus service route schedules, frequencies, and running times • Manpower and bus allocation principles • Bus despatching procedures • Organisational safety policies and guidelines for despatching buses • Types of maintenance services required for depot facilities and equipment • Frequency of maintenance works • Contractual requirements for outsourced maintenance works • Organisational policies and guidelines on workplace facilities management • Safety standards for depot facilities and equipment • Regulatory requirements for depot operations • Workplace Safety and Health (WSH) policies, 	<ul style="list-style-type: none"> • Key performance measures for depot operations in bus and Bus Captain allocation and despatch, and facilities management • Methods to track performance indicators for bus and Bus Captain allocation and despatch, and facilities management • Tools and methodologies for reviewing systems and processes for depot operations • Best practices on depot management • Fundamentals of change management 		

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			procedures, and regulations			
Abilities		<ul style="list-style-type: none"> • Allocate Bus Captains and buses according to assigned duty schedules • Revise bus and Bus Captain despatch and allocation arrangements in the event of irregular bus service route scenarios and contingencies • Execute bus and Bus Captain despatching procedures for daily bus service commencement • Report any damage to depot facilities and equipment to appropriate personnel and/or contractors • Identify and provide feedback on operational gaps in bus despatching and facilities management 	<ul style="list-style-type: none"> • Supervise the allocation and despatch of buses and Bus Captains to ensure bus service frequency in the event of irregular bus service route scenarios and contingencies • Conduct inspections on bus despatching activities from bus premises • Conduct scheduled inspections on the condition of depot facilities and equipment • Implement follow-up actions upon identification of damaged facilities and equipment • Conduct assessments on works completed for outsourced repairs • Propose areas for improvement in bus and Bus Captain allocation and despatch, and facilities management 	<ul style="list-style-type: none"> • Assess deviations from bus allocation and despatch plans to ensure optimal despatch of bus fleet • Evaluate facilities and equipment maintenance operations to identify areas for improvement • Review inspection plans for buses, facilities, and equipment • Assess the condition of facilities and equipment to implement measures for improvement and replacement • Implement initiatives to improve the operational efficiency of bus and Bus Captain allocation and despatch, and facilities management 		