



Guidelines for transport
workers and employers



Transport Workers



Labour & Human Resource Department
Government of the Punjab

Who is a transport worker?

Transport worker is related to road transport service ordinance 1961 and means a person engaged in mobile duty, and includes drivers, cleaners, conductors and checkers employed by or in a road transport service. The service they provide is to carry passengers or goods or both by road in vehicles for hire or reward.



Which act is applicable to transport workers?

The Road Transport Workers Ordinance, 1961 applies to transport workers. It regulates their hours of work and other conditions of employment.

How does the law define a vehicle?

Under the law, it is any mechanically propelled vehicle, used or capable of being used for the purpose of road transport and includes a tram car, a trolley vehicle and trailer.

What is the minimum age limit for employment as a transport worker?

The minimum age limit for employment as a transport worker is 18 years, except in the case of drivers who must be 21 years old or more at the time of employment. Personnel below this age cannot be employed as transport workers.



Is an employer required to give a written order of appointment to the newly appointed transport worker?

Yes, it is obligatory on an employer to give a written order to his workers on the day of appointment, transfer or promotion specifying the terms and conditions of such employment, transfer or promotion.

What are the Maximum hours of work for transport workers?

No worker shall be employed on a vehicle for more than 8 hours per day and 48 hours per week.

What are rest intervals for transport workers?

Transport workers must be given a rest interval of half an hour after the first 5 hours of work. If a worker is working for 7 hours continuously, he or she must have two such intervals. Every transport worker is entitled to at least 24 hours of consecutive rest in a week

Can transport workers be employed overtime?

They can be employed overtime, but on the conditions that no worker is employed overtime in any year in excess of 150 working hours

What are the rates for overtime work in transport sector?

The worker shall be paid at double the rate of his normal wages.

What leaves and holidays are granted to a transport worker?

Type of leave/holiday	No. of leaves/holidays	with/without pay
Casual leave	10	With pay
Sick Leave	No	½ average pay
Earned Annual Holidays	14	With pay (provided the worker has continuously worked for 12 months , and 7 days leave if worked for a period of at least six months.)
Festival Holidays	12	With pay (but may be required to work on a holiday with a substitute holiday with double pay)
Weekly Holiday	1	With pay
Compensatory Holiday	Yes	With pay

What is the situation if a transport worker remains absent from duty?

Absence from duty due to any reason such as sickness, accident, strike, other emergencies, lay-offs, lock-out etc will mean a break in continuity that will disentitle a worker to leave under the relevant section.

What are the directions for employers regarding maintenance of various registers?

Every employer is required to keep a record of the hours worked, leaves taken, intervals allowed for rest and meals, in the office of the road transport service. Record of overtime has to be entered separately in the record. The employer is duty-bound to provide these records for inspection of inspectors as may be appointed by the Government.



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What are the penalties prescribed for violation of laws related to this ordinance?

Anyone who violates these laws is liable to fine not exceeding Rs 1,000 for the first offence and for every subsequent offence imprisonment for a term which may extend to six months and fine not exceeding Rs 1,000.

An employer shall also be liable on contravention of the provision relating to maintenance of registers to a fine not exceeding Rs 10 for every day on which the contravention occurs or continues. If any employer makes a false entry in the register or hides information required as per law shall be liable, on conviction, to simple imprisonment for a term not exceeding six months or to a fine not exceeding Rs 500 or both.


Which forum can be approached by transport workers for the redressal of their complaints?

The aggrieved party can seek relief from Workmen's Compensation Commissioner-the relevant authority formed under the Payment of Wages Act, 1936.

For more information

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For complaints and inquiries

 Call toll Free: **0800 33 888**
or visit the office of District Officer (Labour)
in your district

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