



OYO STATE GOVERNMENT OF NIGERIA
MINISTRY OF ESTABLISHMENTS & TRAINING

Your Ref. No.:
All communication on this matter
should be addressed to the
Hon. Commissioner quoting

ED3/340/141

Our Ref. No.:

25th November 2022

CIRCULAR LETTER

Deputy Governor
Secretary to the State Government
Chief of Staff
Head of Service
Honourable Commissioners
Executive Assistants
Special Advisers/Senior Special Assistants
Chairmen of Commissions and Boards
Permanent Secretaries/Clerk of the State House of Assembly
Heads of Extra-Ministerial Departments
General Managers/Executive Secretaries
Chief Registrar, Oyo State Judiciary

**REVISED SCHEMES OF SERVICE FOR ROAD TRAFFIC PERSONNEL
CADRES IN THE OYO STATE CIVIL SERVICE**

I wish to inform you that the Head of Service has graciously approved the review of the Schemes of Service for Road Traffic Officer, Road Traffic Superintendent and Road Traffic Assistant cadres in the Oyo State Civil Service with immediate effect.

2. The approved Revised Schemes of Service is herewith attached for information and necessary action.
3. Further enquiry on the Revised Schemes of Service for the affected cadres should be referred to this Ministry for clarification.
4. Thank you.

O.O. Adebuseyi (Mrs.)
Permanent Secretary
for: Honourable Commissioner

**REVISED SCHEMES OF SERVICE FOR ROAD TRAFFIC
PERSONNEL CADRES IN OYO STATE**

ROAD TRAFFIC ASSISTANT CADRE

1. POST AND SALARIES

1.1	Road Traffic Assistant II	-	GL.03
1.2	Road Traffic Assistant I	-	GL.04
1.3	Senior Road Traffic Assistant II	-	GL.05
1.4	Senior Road Traffic Assistant I	-	GL.06
1.5	Chief Road Traffic Assistant	-	GL.07

2. DUTIES

2.1 ROAD TRAFFIC ASSISTANT II (GL.03)

- 2.1.1 Performing orderly duties
- 2.1.2 Carrying out routine operational duties
- 2.1.3 Performing guard duties

2.2 ROAD TRAFFIC ASSISTANT I (GL.04)

- 2.2.1 Performing orderly duties
- 2.2.2 Carrying out routine operational duties
- 2.2.3 Performing Escort duties
- 2.2.4 Performing guard duties

2.3 SENIOR ROAD TRAFFIC ASSISTANT II (GL.05)

- 2.3.1 Serving as a Patrol man
- 2.3.2 Performing escort duties
- 2.3.3 Assisting receiving and disseminating radio messages
- 2.3.4 Leading a guard team

2.4 SENIOR ROAD TRAFFIC ASSISTANT I (GL.06)

- 2.4.1 Serving as a Desk Office Clerk
- 2.4.2 Receiving and disseminating Road Messages
- 2.4.3 Supervising the activities of a number of subordinates on guards
- 2.4.4 Engaging in routine operational duties

2.5 **CHIEF ROAD TRAFFIC ASSISTANT (GL.07)**

2.5.1 Coordinating the activities of subordinate staff

2.5.2 Serving as a patrol man

2.5.3 Assisting in mapping out routine for patrol

2.5.4 Allocating kits to subordinates

2.5.5 Assisting in preparing briefs for prosecuting of cases in law Courts

Note: All candidates appointed to the Road Traffic Assistant cadre are expected to undergo at least three (3) months Intensive Basic Training Course for the cadre and thereafter if successful may be appointed as specified below:

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

All promotions and transfers are subject to availability of vacancies and satisfactory service records.

3.1 **ROAD TRAFFIC ASSISTANT II (GL.03)**

3.1.1 By direct appointment of a candidate possessing any of the following qualifications:

3.1.1.1 Senior School Certificate (SSCE), General Certificate of Education (GCE O/Level) with three credits obtained at one sitting or four at two sittings including English Language or Mathematics.

For Motor Driver/Riders

3.1.1.2 Evidence of completion of a full course in a Government Approved Secondary School with valid license in a specified class for Motor Drivers/Riders plus at least three (3) years cognate experience.

3.2 **ROAD TRAFFIC ASSISTANT I (GL.04)**

3.2.1 By promotion of a confirmed and suitable Road Traffic Assistant II who has spent at least two years on the grade and passed the confirmation/promotion examination.

3.2.2 By direct appointment of a candidate possessing any of the following qualifications:

- 3.2.2.1 Senior School Certificate (SSCE), General Certificate of Education (GCE O/Level) with three credits obtained at one sitting or five (5) credits at two sittings including English Language or Mathematics.
- 3.2.2.2 General Certificate of Education(O/L); NECO (O/L) with at least four (4) credits in four subjects obtained at one sitting or five (5) credits obtained at two sittings including English Language and Mathematics.

FOR MOTOR DRIVER/MECHANIC RIDERS:

- 3.2.2.3 Evidence of completion of a full course in a Government Approved Secondary School plus valid Driver's License in a specified class and Trade Test Grade III with relevant years of experience for prospective drivers/riders.

3.3 SENIOR ROAD TRAFFIC ASSISTANT, II (GL.05)

- 3.3.1 By promotion of a confirmed and suitable Road Traffic Assistant II who has spent at least two years on the grade and satisfied the prescribed promotion conditions.

3.4 SENIOR ROAD TRAFFIC ASSISTANT I (GL.06)

- 3.4.1 By promotion of a confirmed and suitable Road Traffic Assistant I who has spent at least two years on the grade and satisfied the prescribed promotion conditions.

3.5 CHIEF ROAD TRAFFIC ASSISTANT (GL.07)

- 3.5.1 By promotion of a confirmed and suitable Senior Road Traffic Assistant I who has spent at least two years on the grade and satisfied the prescribed promotion conditions.

4. ADVANCEMENT BEYOND THE CADRE

Any Officer in the Road Traffic Assistant Cadre who acquired any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade having been confirmed in the establishment post.

ROAD TRAFFIC SUPERINTENDENT CADRE

POST AND SALARIES

1.1	Assistant Road Traffic superintendent	-	GL.06
1.2	Road Traffic Superintendent	-	GL.07
1.3	Higher Road Traffic Superintendent	-	GL.08
1.4	Senior Road Traffic Superintendent	-	GL.09
1.5	Principal Road Traffic Superintendent II	-	GL.10
1.6	Principal Road Traffic Superintendent I	-	GL.12
1.7	Assistant Chief Traffic Superintendent	-	GL.13
1.8	Chief Road Traffic Superintendent	-	GL.14

2. DUTIES

2.1 ASSISTANT ROAD TRAFFIC SUPERINTENDENT (GL.06)

- 2.1.1 Engaging in routine operational duties
- 2.1.2 Serving as a member of a Patrol Team
- 2.1.3 Serving as a Desk Officer Superintendent

2.2 ROAD TRAFFIC SUPERINTENDENT (GL.07)

- 2.2.1 Assisting in mapping out Patrol Routes
- 2.2.2 Serving as member of Patrol Team
- 2.2.3 Supervising a number of Junior Staff
- 2.2.4 Assisting in preparing briefs for prosecuting cases in Law Courts

2.3 HIGHER ROAD TRAFFIC SUPERINTENDENT (GL.08)

- 2.3.1 Taking part in Routes Patrol
- 2.3.2 Preparing briefs on cases pending in Courts
- 2.3.3 Supervising subordinate staff
- 2.3.4 Preparing duty roster
- 2.3.5 Assisting in preparing Road Traffic Accident sketches

2.4 SENIOR ROAD TRAFFIC SUPERINTENDENT (GL.09)

- 2.4.1 Taking part in Routes patrol
- 2.4.2 Assisting in writing Reports
- 2.4.3 Prosecuting Traffic Offence Cases in Courts
- 2.4.4 Assisting in collating Road Research Data
- 2.4.5 Coordinating the activities of subordinate Staff

- 2.5 **PRINCIPAL ROAD TRAFFIC SUPERINTENDENT II (GL.10)**
 - 2.5.1 Supervising the activities of subordinate Staff
 - 2.5.2 Assisting in investigating accidents
 - 2.5.3 Mapping out patrol routes in a specific area
 - 2.5.4 Training of Junior staff
 - 2.5.5 Supervising and organizing staff for parade
 - 2.5.6 Assisting in enforcing traffic routes and regulations
- 2.6 **PRINCIPAL ROAD TRAFFIC SUPERINTENDENT I (GL.12)**
 - 2.6.1 Assisting in investigating accidents
 - 2.6.2 Supervising the activities of subordinate staff
 - 2.6.3 Conducting parade
 - 2.6.4 Maintaining discipline
- 2.7 **ASSISTANT CHIEF TRAFFIC SUPERINTENDENT (GL.13)**
 - 2.7.1 Supervising the organization of staff for parade
 - 2.7.2 Assisting in coordinating the activities of subordinate staff programme
 - 2.7.3 Organizing regular training and staff development for Patrol men/Traffic Superintendents
- 2.8 **CHIEF TRAFFIC SUPERINTENDENT (GL.14)**
 - 2.8.1 Supervising and coordinating activities of Junior Staff
 - 2.8.2 Assisting in the training of staff
 - 2.8.3 Taking charge of monitoring staff highway conduct
 - 2.8.4 Assisting in the deployment of subordinate staff
- Note:** All candidates appointed to the Road Traffic Superintendent cadre are expected to undergo at least three (3) months Intensive Basic Training/Course for the cadre and thereafter, if successful, may be appointed as specified below:
- 3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

All promotions and transfer are subject to availability of vacancies and satisfactory service records.

- 3.1 **ASSISTANT ROAD TRAFFIC SUPERINTENDENT (GL.06)**
- 3.1.1 By direct appointment of a candidate possessing National Diploma (ND) or its equivalent in any disciplines of Humanities, Social and Management Sciences, Environmental Studies, Natural Sciences, Education and Engineering with a valid Driver's License.
- 3.2 **ROAD TRAFFIC SUPERINTENDENT (GL.07)**
- 3.2.1 By promotion of a confirmed and suitable Assistant Road Traffic Superintendent who has spent at least two years on the grade and passed the Confirmation/promotion examination.
- 3.2.2 By direct appointment of a candidate possessing National Diploma (ND) or its equivalent as specified in sub-paragraph 3.1.1 from a recognized Institution and at least two years post-qualification cognate experience.
- 3.3 **HIGHER ROAD TRAFFIC SUPERINTENDENT, (GL.08)**
- 3.3.1 By promotion of a confirmed and suitable Road Traffic Superintendent who has spent at least three years on the grade and satisfied the prescribed promotion conditions.
- 3.3.2 By direct appointment of a candidate possessing Higher National Diploma (HND) in any disciplines of Humanities, Social and Management Sciences, Environmental Studies, Natural Sciences, Education and Engineering from recognized Institutions with valid Driver's License.
- 3.4 **SENIOR ROAD TRAFFIC SUPERINTENDENT, (GL.09)**
- 3.4.1 By promotion of a confirmed and suitable Higher Road Traffic Superintendent who has spent at least three years on the grade and satisfied the prescribed promotion conditions.
- 3.5 **PRINCIPAL ROAD TRAFFIC SUPERINTENDENT II (GL.10)**
- 3.5.1 By promotion of a confirmed and suitable Senior Road Traffic Superintendent who has spent at least three years on the grade and satisfied the prescribed promotion conditions.
- 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.3.2 plus three (3) years cognate experience.

- 3.6 **PRINCIPAL ROAD TRAFFIC SUPERINTENDENT I (GL.12)**
- 3.6.1 By promotion of a confirmed and suitable Principal Road Traffic Superintendent II who has spent at least three years on the grade and satisfied the prescribed promotion conditions.
- 3.7 **ASSISTANT CHIEF TRAFFIC SUPERINTENDNT (GL.13)**
- 3.7.1 By promotion of a confirmed and suitable Principal Road Traffic Superintendent I who has spent at least three years on the grade and satisfied the prescribed promotion conditions.
- 3.8 **CHIEF ROAD TRAFFIC SUPERINTENDENT (GL.14)**
- 3.8.1 By promotion of a confirmed and suitable Assistant Chief Road Traffic Superintendent who has spent at least three years on the grade and satisfied the prescribed promotion conditions.
4. **ADVANCEMENT BEYOND THE CADRE**
- Any Officer in the Road Traffic Superintendent Cadre who acquired any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade having been confirmed in the establishment post.

ROAD TRAFFIC OFFICER CADRE

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|------|--------------------------------------|---|-------|
| 1. | POST AND SALARIES | | |
| 1.2 | Road Traffic Officer II | - | GL.08 |
| 1.3 | Road Traffic Officer I | - | GL.09 |
| 1.4 | Senior Road Traffic Officer | - | GL.10 |
| 1.5 | Principal Road Traffic Officer | - | GL.12 |
| 1.6 | Assistant Chief Road Traffic Officer | - | GL.13 |
| 1.7 | Chief Road Traffic Officer | - | GL.14 |
| 1.8 | Assistant Director (Road Traffic) | - | GL.15 |
| 1.9 | Deputy Director (Road Traffic) | - | GL.16 |
| 1.10 | Director (Road Traffic) | - | GL.17 |

2. **DUTIES**
 - 2.1 **ROAD TRAFFIC OFFICER II (GL.08)**
 - 2.1.1 Collecting and collating data relating to Road Traffic
 - 2.1.2 Assisting in Enforcing Road Traffic Rules and Regulations
 - 2.1.3 Engaging in Route Patrol Operations
 - 2.1.4 Assisting in Enforcing Penalties
 - 2.1.5 Assisting in the Rescue of Road Traffic Accident Victims
 - 2.1.6 Assisting in the clearing of Traffic Bottlenecks
 - 2.2 **ROAD TRAFFIC OFFICER I (GL.09)**
 - 2.2.1 Supervising subordinate Staff
 - 2.2.2 Collating and Assisting in Analyzing Data
 - 2.2.3 Engaging in Route Patrol Operations
 - 2.2.4 Assisting in Enforcing Road Traffic Rules and Regulations
 - 2.2.5 Assisting in Enforcing penalties
 - 2.2.6 Collating Road Traffic Accident Reports
 - 2.3 **SENIOR ROAD TRAFFIC OFFICER (GL.10)**
 - 2.3.1 Mapping Routes for Patrols
 - 2.3.2 Assisting in Enforcing Road Traffic Rules and Regulations and Enforcing Penalties
 - 2.3.3 Assisting in Prosecuting Cases in Courts
 - 2.3.4 Engaging in Route Patrol Operations
 - 2.3.5 Assist in keeping records on Road Traffic Violations
 - 2.3.6 Leading Patrol Teams
 - 2.4 **PRINCIPAL ROAD TRAFFIC OFFICER (GL.12)**
 - 2.4.1 Prosecuting Cases on Road Traffic Violations in Law Courts
 - 2.4.2 Assisting in reporting on the State of Highways
 - 2.4.3 Assisting in Organizing Mobile Courts
 - 2.4.4 Ensuring effective Road Patrol Activities in a Specific Area
 - 2.4.5 Assisting in Organizing Training Programmes for Staff
 - 2.4.7 Ensuring prompt removal of obstruction from highway
 - 2.4.8 Supervising General Administrative and Operational Duties in a Unit Office.

2.5 **ASSISTANT CHIEF ROAD TRAFFIC OFFICER (GL.13)**

- 2.5.1 Coordinating and Monitoring the General Patrol Activities of a Zone
- 2.5.2 Designing and coordinating the Patrol Operation Strategies of a Zone
- 2.5.3 Taking part in the determination of accrued penalty point for various offences
- 2.5.4 Collating Reports on Highways
- 2.5.5 Organizing mobile Courts

2.6 **CHIEF ROAD TRAFFIC OFFICER (GL.14)**

- 2.6.1 Distributing Appropriate Patrol Equipment and accessories
- 2.6.2 Installation or replacement of Highway Safety Devices
- 2.6.3 Analyzing Reports on Highways
- 2.6.4 Organizing the Training programmes of Staff in conjunction with the Director of Administration and Supplies.
- 2.6.5 Initiating the Review of Road Safety Rules and Regulations
- 2.6.6 Assisting in coordinating the General Operational Administrative Activities

2.7 **ASSISTANT DIRECTOR (ROAD TRAFFIC) (GL.15)**

- 2.7.1 Assisting in determining suitable Highway Patrol procedures
- 2.7.2 Coordinating the training programme of Staff in conjunction with the Director of Administration and Supplies.
- 2.7.3 Assisting in planning and coordinating operational policies
- 2.7.4 Assisting in taking charge of the General Administration of the Traffic Operational Activities.
- 2.7.5 Preparing and conducting of Training schedules in conjunction with the Director of Administration and Supplies.
- 2.7.6 Organizing Public Enlightenment programmes

2.8 **DEPUTY DIRECTOR (ROAD TRAFFIC) (GL.16)**

- 2.8.1 Assisting in the General Administration on the Traffic Operational Activities
- 2.8.2 Assisting in the review of Policies and Programmes of all Road Traffic matters in the State
- 2.8.3 Assist in advising Government on matters related to Road Traffic in the State

2.8.4 Assist in carrying out Cost Benefit Analysis on specific Road Traffic Projects

2.8.5 Assist in the Interpretation of the National Traffic Policy for Implementation

2.8.6 Perform such other activities as may be assigned from time to time.

2.9 **DIRECTOR (ROAD TRAFFIC) GL.17**

2.9.1 Taking charge of General Administration of Road Traffic Department.

2.9.2 Coordinate the Review of Policies and Programmes of all Road Traffic matters in the State.

2.9.3 Advising Government on matters related to Road Traffic in the State.

2.9.4 Carrying out Cost Benefit Analysis of specific Road Traffic Projects.

2.9.5 Interpretation of the National Road Traffic Policy for implementation.

Note: All candidates appointed to the Road Traffic Officer cadre are required to undergo at least three (3) months Intensive Basic Training/Course and thereafter, if successful, could be appointed having possessed the requirement in 3.2.1:

3.2 **ROAD TRAFFIC OFFICER II (GL.08)**

3.2.1 By direct appointment of a candidate possessing a Bachelor Degree in any disciplines of Humanities., Social and Management Sciences, Environmental Studies, Natural Sciences, Education, Engineering and Law with valid Driver's License.

3.3 **ROAD TRAFFIC OFFICER I (GL.09)**

3.3.1 By promotion of a confirmed and suitable Road Traffic Officer II who spent at least three years on the grade and passed the prescribed Confirmation/Promotion Examination

3.3.2 By direct appointment of a candidate possessing any of the Qualifications specified in sub-paragraph 3.2.1 above plus a Masters Degree from a recognized Institution with at least a year post qualification cognate experience.

3.4 **SENIOR ROAD TRAFFIC OFFICER (GL.10)**

3.4.1 By promotion of a confirmed and suitable Road Traffic Officer I who has spent at least three years on the grade level and satisfied the prescribed promotion conditions.

3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub paragraph 3.2.1 above plus at least three years post qualification's cognate experience

3.4.3 By direct appointment of a candidate possessing any of the qualifications specified in sub paragraph 3.2.1 with at least six years post qualification's experience.

3.5 **PRINCIPAL ROAD TRAFFIC OFFICER (GL.12)**

By promotion of a confirmed and suitable Senior Road Traffic Officer who has spent at least three years on the grade level and satisfied the prescribed promotion conditions.

3.6 **ASSISTANT CHIEF ROAD TRAFFIC OFFICER (GL.13)**

By promotion of a confirmed and suitable Principal Road Traffic Officer who has spent at least three years on the grade level and satisfied the prescribed promotion conditions.

3.7 **CHIEF ROAD TRAFFIC OFFICER (GL.14)**

By promotion of a confirmed and suitable Assistant Chief Road Traffic Officer who has spent at least three years on the grade level and satisfied the prescribed promotion conditions.

3.8 **ASSISTANT DIRECTOR (ROAD TRAFFIC) GL.15**

By promotion of a confirmed and suitable Chief Road Traffic Officer who has spent at least three years on the grade level and satisfied the prescribed promotion conditions.

3.9 **DEPUTY DIRECTOR (ROAD TRAFFIC) GL.16**

By promotion of a confirmed and suitable Assistant Director (Road Traffic) who has spent at least four years on the grade and satisfied the prescribed promotion conditions.

4.0

DIRECTOR (ROAD TRAFFIC), GL.17

By promotion of a confirmed and suitable Deputy Director (Road Traffic) who has spent at least four years on the grade and satisfied the prescribed promotion conditions.

5.0

GENERAL MANAGER

5.1

Appointment into the post of General Manager is by preferment in line with the extant policy guiding appointment of General Managers in the State Public Service.

6.0

DIRECT APPOINTMENT TO POSTS IN GRADE LEVEL 12 AND ABOVE:

Direct appointment may be made to posts in Grade level 12 and above, but these would be preceded by specific advertisement at the instance of the user Agency. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.