
	Quality System Procedure ISO 9001-2008 - CSM Technologies	Document #: CSM/QSP/34	Rev.: 1.3 Page #: 1 of 4
	Usage of Company Vehicle		

REVISION HISTORY

REV	Description of Change	Author	Effective Date
1.0	Usage of Company Vehicle	Manasi Das	19-July-11
Rev. 1.1	Clauses Added in the Section-3 (Guidelines/Instructions): <ul style="list-style-type: none"> - Transportation for female employees working late i.e; past 8 PM 	Manasi Das	03-Mar-15

REFERENCE DOCUMENTS

Document Number	Document Title

	Quality System Procedure ISO 9001-2008 - CSM Technologies	Document #: CSM/QSP/34	Rev.: 1.3 Page #: 2 of 4
	Usage of Company Vehicle		

1. SCOPE:

At CSM, the assignment and use of a Company vehicle is a privilege. And the policy is applicable to all Company Vehicles provided to employees to assist them in performing their duties. It is the CSM's policy to insist all the employees to operate the vehicles in a safe and economical manner. This document is intended to help you comply with that policy and summarize the controls that make up the program.

The objective of this policy is to provide a framework for improved management of all CSM vehicles. The aim is to reduce the financial liabilities, and help control the operational costs to the Company.

2. ELIGIBILITY CRITERIA:

All the Employees are considered eligible to get the privilege of the CSM vehicle during the performance of their job, at the sole discretion of the management. Management shall decide the eligibility on the basis, including but not limited to, below criteria:


- 2.1. The job role of the employee required frequent visits to the client for the Company's business. Like All EBG members visiting the clients.
- 2.2. As a condition of employment, the employee is required to undertake a job related visit to client / deputed at other SBU locations on urgent basis.
- 2.3. Any other official purpose like Guest Entertainment.
- 2.4. The employee's position requires having a vehicle. Members from other depts. need to have RAs approval for availing vehicle, except Senior Level Officers .
- 2.5. Extended working hours late in the evening after 8:00 PM.

3. GUIDELINES/INSTRUCTIONS:

It is the policy of this company that the Company vehicles privileged for employees be used only for company business or other official purpose.

The operation of Vehicle management is accountable by Admin dept. Hence, to keep improvising proper management for availability of the Vehicles for key responsibility, we would request all to ensure follow the below guidelines/instructions while availing the CSM vehicles:

- 3.1. Anybody on a Local visit (arrival/departure) from office to the client's place and vice versa needs to inform at least 30 mins. prior to the travel time ensuring the vehicles are routed in the proper manner.
- 3.2. Admin would not be responsible for unavailability of vehicles if no prior intimation is given.


	Quality System Procedure ISO 9001-2008 - CSM Technologies	Document #: CSM/QSP/34	Rev.: 1.3 Page #: 3 of 4
	Usage of Company Vehicle		

- 3.3. Any person on a Tour requiring an Office vehicle has to intimate the Admin team at least 1 day prior.
- 3.4. During the Local visit, if 2 persons travelling in the same destination with a time difference of 15-20 min are to share the same vehicles.
- 3.5. No vehicles are to be used for personal use, unless approved and prior intimation to the admin department.
- 3.6. No vehicles would be provided to persons extending work hours (after 8:00 PM) for personal reason and not an official requirement.
- 3.7. Considering the safety and security measures for the female employee working late beyond 8 PM, necessary transportation has been arranged to drop them at their residence.
 - 3.7.1. **Planned Late exit:** Before 6 PM, the RA/ HoD/PDU Head has to send a mail to the Admin department mentioning the timing for Vehicle requirement **OR** based on the approval, the respective employee can send the mail to the Admin for the arrangement.
 - 3.7.2. **Unplanned circumstances:** RA/HoD/PDU Head or the respective employee has to inform the Admin department over the phone at least before 1 hour for the vehicle arrangement.
- 3.8. Admin department will arrange the vehicle as per the requirement. If the Office vehicle is not available, Admin team will arrange it from Travels.
- 3.9. Prior to hiring any external vehicle, Admin team will check the feasibility of internal arrangement for dropping the female employee safe at home.
- 3.10. Employees are expected to be careful with regards to their personal belongings while using the external vehicle.
- 3.11. All the employees are expected to carry their ID cards while travelling in external vehicles for safety and security reasons.

4. SPECIAL NOTE FOR LOCAL VISIT

All the employees are requested to use the vehicles to the best of the economy reducing the cost.

Vehicle facilitation is a facility not a mandate by the company. So at times when the vehicle is not available, employees are requested to cooperate with the Admin team for making their own vehicle arrangements and can settle the reimbursement based on the local visit application.

	Quality System Procedure ISO 9001-2008 - CSM Technologies	Document #: CSM/QSP/34	Rev.: 1.3 Page #: 4 of 4
	Usage of Company Vehicle		

5. ENFORCEMENT

Management has all the rights to change/ amend the above rules at their discretion and on par with company regulations and rules from time to time which will be communicated to employees.
