

Ajit Industries Pvt. Ltd.

Car Policy

**1. General:**

Use of a company vehicle is a privilege granted to an employee subject to such employee's adherence to the terms and conditions of this policy, and such further amendments or additions as may be made from time to time.

The use of the company vehicle may be withdrawn or suspended if an employee abuses the privilege in any way or fail to comply with the terms and conditions of this policy.

The employee who is entitled to make use of a company vehicle may use it for the execution of the company functions, as well as reasonable personal usage.

2. Eligibility:

The Company's Management reserve the right to give company vehicle to his/her employee basis on their sole discretion only.

3. Fuel and Service Cost Reimbursed:

- The company will pay for approved and permissible fuel, oil and service. The employee is liable to pay for excessive personal fuel usage.
- All the employees who are using the company's vehicle will be eligible for reimbursement of 85% of total fuel expenses incurred by them. Rest 15% amount will be transferred to the vehicle maintenance reserve.
- Apart from 15% contribution made by employee in maintenance reserve, the company will also deposit the same % of contribution in maintenance reserve on account of wear/tear, maintenance, accident charges, part replacement cost, etc. The company will pay the amount of maintenance from this reserve.

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NOTE: - All payments must be done by Card or UPI. No cash payment invoices will be entertained by any passing authority. Passing authority having rights to Null void such cash invoices. No reimbursement will be done for any internal or external accessories for beautification, Stereo, any info tech system or Modification of the Company vehicle

4. Responsibility:

Where vehicles are assigned to individuals (who must be licensed drivers), these individuals will be personally responsible for the protection of these company assets.

5. Care of Vehicle:

Vehicles must be carefully looked after, cleaned, economically used, and maintained in an efficient condition at all times so that in the event of an accident, the insurance company will have no reasonable grounds for rejecting the claim.

6. Economical Use of Vehicles:

All trips must be planned to eliminate wasteful mileage. Fuel consumption must be regularly checked and reported if excessive. High speeds are forbidden.

7. Security of Vehicles, Tools and Goods:

Persons in charge of vehicles are held fully responsible for their safekeeping and the security of any goods therein, including the removal of detachable radios and faces and the functions of immobilizers and gear locks. Losses or damage are to be reported to management without delay.

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**8. Drivers' Licenses:**

Admin or HR Manager must ensure that photocopies of all driver's licenses are on file and ensure that no company vehicle is driven by any person, not in possession of the appropriate driver's license.

9. Fines for Traffic Offences:

The company shall not be responsible for any challans or fines related to traffic offences. The employee should be responsible for any damage or fine on company vehicle.

10. New Vehicles (Running in and Warranty Claims):

New vehicles must be carefully run in and serviced exactly according to the manufacturer's recommendations. It is imperative that all defects (latent and/or patent) are notified in writing to the official dealer before expiry of the warranty, and staff members to whom vehicles are allocated are held personally responsible for this and for ensuring that all such defects are rectified at no charge to the company.

11. FASTAG:

The employee should connect his FASTAG with the vehicle company will not provide fast-tag with the vehicle. Employees can take the reimbursement of all their official toll expenses by submitting the fast-tag statement with a conveyance voucher.

12. Determination of Liability for Loss to Vehicles – Accidents:

Where a vehicle has been involved in an incident/accident, the employee must report to:

- The nearest Police Station within 24 hours, as required by law with the objective of the police completing the relevant report.

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- Admin Department within 24 hours to submit a duly completed Insurance Claim Form to the Claims Controller of the specific group.
- For each accident, a vehicle accident enquiry may be held. The liability of the employee for loss suffered due to an incident will be determined in accordance with the outcome of the vehicle accident enquiry to be conducted by a person independent of that employee's place of work. This enquiry must take place within a reasonable time, as soon as possible after the date of the accident.
- The employee may appeal against the outcome of an enquiry. The appeal should be in writing and lodged with General Manager, who will refer the appeal to the HR department. The HR Manager or his / her nominee will then investigate the matter and confirm or amend the original outcome.
- The implementation of any or all of the above measures does not preclude the company from taking disciplinary action in terms of the company Disciplinary Code, in respect of the incident, and such action may include but not be limited to the withdrawal of the use of the vehicle, restricted use, warning or dismissal.
- Where the employee is found to be responsible for the accident, the employee will be liable for the excess payments as set out in Annexure A, which payments are subject to change, with notice, at the discretion of the Company.
- The employee will be liable for the entire loss suffered by the Company if after a vehicle accident enquiry, it was found that the employee was:
 - Acting maliciously, intentionally or grossly negligent, or permitting someone else to do so in relation to the vehicle.
 - Driving under the influence of alcohol or intoxicating substance or permitting anyone else to do so.
 - Failing to report any incident.
 - Making a false statement regarding an incident.
 - Effecting a private repair.
 - Refusing to co-operate regarding the pursuit of a claim against a third party. Admitting liability for loss caused due to an incident to an outside party without the consent of the Directors.

13.Tracking devices:

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When applicable and requested by management Telematics Tracking units must be fitted to all newly purchased vehicles. Drivers must ensure that the Matrix unit is activated when the vehicle is not in use.

14. Motorists under the influence of Alcohol while driving a Company Vehicle:

The Indian Police Service in conjunction with the Assets and Forfeiture Unit, will be confiscating vehicles from motorists if they are over the legal alcohol limit. Please note that should your company vehicle be confiscated because of your gross negligence (e.g. over legal alcohol limit) you will be personally responsible for the damaged and losses, and this will be repayable to the company.

15. Obligations of the Employee:

The employee shall:

- Take care of the vehicle, maintaining it at all times in the condition as at the date of delivery thereof and in compliance with any owners' or users' manual.
- Ensure that the vehicle is properly licensed.
- Not use the vehicle for any illegal purpose or for the transportation of persons or property hire.
- Not permit the use of the vehicle by anyone not legally qualified to drive the vehicle.
- Not permit the use of the vehicle by anyone other than a nominated person without the prior written permission of the Directors. If a spouse is driving the vehicle, a copy of the spouse's driver's license must be on the employees file.
- The employee who is in possession of vehicle may become liable for the full cost of damages if the vehicle is driven by an unauthorized driver or third party.
- Not use the allocated vehicle for any purpose for which it is not designed for or in contravention of the law.
- Return the allocated vehicle to the company/business when requested to do so for any purpose at any reasonable time.

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Standard Operating Procedure – Company Car Policy

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- Ensure that the vehicle is properly garaged and reasonable precautions are taken to prevent its theft or loss.
- Ensure that when parking the vehicle, that the necessary precautions are taken so as to protect the vehicle against theft or vandalism, (such as when parking in the street, if there are suspicious characters around rather find a safer place to park by using secured underground/multi-storey parking) etc.

The company/business is entitled to amend this policy, procedure and regulations at its sole discretion and, where such amendments would affect the terms and conditions of this agreement, that such amendments will, after written notification, form part of this agreement and will be binding on the employee from the effective date.

I _____(name) hereby agrees that I have read and fully understand the company's vehicle policy.

Signed at _____ on this ____ day of _____(month) ____ (year)

Signature of employee

Date

DP / BRANCH MANAGER / GENERAL MANAGER / DIRECTOR

SIGNATURE: DATE:

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NOTE: Employee must initial all pages

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