



EHSS: 2-WHEELER SAFETY POLICY- JULY 2015

The following actions are to be implemented with immediate effect while choosing/driving a 2-wheeler for work related purposes:

I. Pre-Travel Process:

1. While finalizing your Permanent Journey Plan (PJP), “Mode of Transport” to be mentioned in the PJP for all days of travel (market/depot/distributor/office)
2. Next month’s PJP to be sent to manager by 30th of this month for approval on mode of transportation
3. If 2-wheeler travel is mentioned in the PJP, manager must approve it only after checking the necessary documents (mentioned in Point IV) and the mode of transport selections guidelines (Point II).

If an employee is found driving a 2-wheeler without an approval from her/his manager, she/he is liable for strict disciplinary action.

II. Guidelines for selecting Mode of Transport:

Travel in HQ market: 2-wheeler travel is allowed from the place of stay to Distributor/market area

Outside HQ market:

- 2-wheeler travel is allowed only if one-way travel is less than or equal to 60 kms (one way is considered to be travel from place of stay to outstation market)
- For travel of more than 60 km one way, other transport modes must be used as applicable to your grade in the batta policy.

60 KMS only (one way)



III. Guidelines while using a 2 wheeler:

1. **Sunset** - If approved as a mode of transport by manager, an employee shall return to HQ before sunset (mean sunset time to be used as a guideline for all regions are mentioned below).

	North	East	West	South
Nov to Feb	1730 Hrs	1700 Hrs	1745 Hrs	1730 Hrs
Other months	1830 Hrs	1745 Hrs	1830 Hrs	1800 Hrs

Source: timeanddate.com

In case the territory cannot be covered by sunset, one should stay overnight at that town and this should be planned in tour program (PJP) accordingly. In case staying overnight is not an option, public transportation must be used and usage of 2-wheeler must be avoided.

2. **Helmet** - Usage of Helmet while driving for work (or otherwise) is mandatory and anyone found not wearing a helmet while driving will be subject to disciplinary action. The rider must also ensure that the **pillion rider** wears a helmet as well. The Helmet must be of **IS: 4151** standard. All new employees in future may be reimbursed upon buying the helmet (depending on approval of policy which will be communicated separately) & producing the receipt (of IS: 4151 standard).
3. **Phone** – Talking on the phone, even via earphones or headset, is not permitted while riding. If you are anticipating an important/urgent call, slow down and park in a safe area to receive/call back.

Always wear helmet



No driving after sunset



No Phone calls



IV. Servicing & maintenance of 2-wheeler:

You are required to maintain the following documents and the copies are to be submitted to your manager/safety ambassador:

1. Drivers license
2. Six monthly service records of your vehicle
3. PUC certificate
4. Certificate of Insurance

In addition to this, the manager/ safety ambassador of the region will also conduct surprise audits on the condition of the vehicle, including working headlights & tail lights.

Surprise Audits



Regular Maintenance



Few DOs & DONTs of 2-wheeler driving:

1. Do consider using **Public transport** wherever available and this should be the preferred mode of transport
2. Do **comply** with all rules and regulations laid down by the local Traffic Department OR Motor Vehicles Act.
3. Do stick to **speed limits**. There is little that you gain with the additional time you save by speeding but a lot that you may lose if an accident occurs.
4. Do ensure to place a reflector band on the rear side of the Helmet so that it gets noticed in dim light conditions.
5. **Do report** any major or minor accident or a near miss **within 24 hours** to your manager & RHR.

DONTs:

1. **Distractions** must be avoided. Distractions such as talking on the **phone**, listening to **music** or **talking** to fellow passengers must be avoided at all costs. Distractions are one of the biggest contributors to road accidents.
2. Do not consume alcohol and drive. Drinking and driving must be avoided at all costs while riding a vehicle. Always arrange for alternate transportation if you are planning to consume alcohol.

Any non-adherence to these guidelines will attract disciplinary action.