**Transport Policy**

**Policy Effective Date: <DD/MM/YY>**

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## Objective

<Company Name> endeavors to constantly provide the best of facilities and benefits to its employees. The Transport policy provides guidelines to employees and the Transport management team with regards to the eligibility and procedures to be followed.

## Scope and Applicability

This Policy is applicable to all regular employees of the organisation.

## Definition / Glossary

| **Term / Abbreviation** | **Definition / Expansion** |
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## Policy / Procedure

* Employees working in shifts are required to use the transport facility in order to maintain shift continuity, work timelines & to ensure availability at site
* Women working in late / early / night shifts have to mandatorily avail Company’s transport facility for their own safety and security.
* Employee’s wishing to avail transport facility should contact the Transport management team to register themselves. However, Company may or may not approve such requests depending on availability, situation and criticality.
* All details with regards to pickup and drop points, timings, type of vehicle, etc will be dealt with by the Transport management team.
* As a rule when a woman employee is to be picked or dropped, a male employee has to be the first person to be picked and the last person to be dropped in all the routes in which the company cabs operate.
* In the event the above arrangement is not possible for whatever reason, a male security person has to accompany the cab.
* Company is not responsible for any loss or damage of personal belongings of employees while they are travelling in company provided cabs.
* All the employees are expected to carry their Id cards while travelling in company provided cabs for security reasons.
* Employees are not allowed to change the cab route enroute while commuting to and from office at any cost or to stop the cab for any personal errands.
* Employees should inform about change in address at least two days in advance to the concerned transport office for making logistical changes.
* Employees are expected to behave in a cordial manner with drivers / security personnel and to avoid discussion of any of their work/ personal life/politics, etc or have arguments with them at all times.
* Employees are expected to be on time for the pickup / drop and should not delay the process of cabs as it would cause inconvenience to fellow employees.
* Any change in route as a result of strikes/ Bandhs/ Road repair/ etc, should be promptly informed to the concerned team management.
* Employees also must inform the transport management immediately of any vehicle breakdown or tyre puncture, etc for making alternate arrangements. Employees are required to safely be seated inside the vehicle until new arrangements are made.
* Transport team will also inform impacted employees of any change in route as a result of strikes/ Bandhs/ Road repair/ Vehicle repair/ emergencies etc, at least one hour before pickup / drop time.
* Employees are expected to maintain cleanliness in the cab and also to maintain personal hygiene. They should not inflict any damage to company provided cabs.
* Any issues with respect to cab drivers or security personnel should be informed to the Transport team in-charge.

## Special Circumstance and Exception

# Any Deviation to this policy has to be approved by HR. Any changes to the policy has to be approved by Legal and Compliance Non-compliance and consequences

## Non-compliance and Consequence

Violation of this policy is subject to disciplinary action, up to and including termination.

*Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Springworks will assume any legal liability that may arise from the use of this policy.*