**Employee transport services**

**Purpose:**

The purpose of this policy is to establish guidelines and procedures for the provision and use of employee transport services by [Company Name]. This policy aims to ensure the safety, convenience, and efficiency of transportation arrangements for our employees.

**Eligibility:**

Employee transport services are provided to full-time employees who meet the following criteria:

* The employee's residence is located within the designated transport coverage area.
* The employee's work schedule aligns with the established transport routes and timings.

**Transportation Arrangements:**

We provide designated transportation vehicles for eligible employees, including buses, vans, or other suitable modes of transportation.

Transport routes and schedules will be established based on employee demand and operational efficiency.

Any changes to transport routes or schedules will be communicated to employees in advance.

**Safety and Conduct:**

All employees using company-provided transportation are expected to adhere to safety guidelines and regulations at all times.

Employees must follow the instructions of the assigned driver and refrain from any behavior that may endanger themselves or others.

The consumption of alcohol, illegal substances, or any form of disruptive behavior is strictly prohibited during transportation.

**Pick-up and Drop-off Locations:**

Pick-up and drop-off locations will be designated based on employee residences and operational feasibility.

Employees are required to arrive at the designated pick-up point at least [X] minutes before the scheduled departure time.

In the event that an employee is not present at the designated pick-up point at the scheduled departure time, the transport vehicle will proceed without them.

**Reporting and Communication:**

Employees are required to report any issues related to transport services, such as delays, route changes, or vehicle conditions, to the designated HR or transportation contact.

We establish communication channels for employees to provide feedback and address any concerns regarding transportation services.

**Liability and Insurance:**

[Company Name] holds the right to deny or revoke employee transport services based on violations of this policy or for operational reasons.

[Company Name] assumes no liability for any injuries, damages, or losses that may occur during transportation. Employees are encouraged to maintain their personal insurance coverage.

**Violations and Disciplinary Actions:**

Violations of this policy, including non-compliance with safety guidelines or disruptive behavior, may result in disciplinary actions, up to and including termination of transport services.

**Amendments to the Policy:**

[Company Name] reserves the right to amend, modify, or terminate this policy at any time. Changes will be communicated to employees in advance.

**Acknowledgment:**

By using [Company Name]'s employee transport services, employees acknowledge their understanding and agreement to abide by the terms and guidelines outlined in this policy.