

01-01-2025

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**Title: DRIVER LEAGUE SYSTEM PROCEDURE****Document #:****HGGC/DM/SOP-03****Rev #****01****Effective Date****01-01-2022****Review Date****01-01-2025**

Driver League System

1. PURPOSE:

- 1.1 The purpose of this program is to promote the efficiency and productivity of the employees, but organizations can also use them to develop employee recruitment, engagement, retention, and employer marking.

2. SCOPE:

- 2.1 This procedure shall be applicable to all the drivers who work for **M/S HAJI GUL GROUP OF COMPANIES**.

3. DEFINITIONS:

- 3.1 **KPI:** "(Key Point Indicator)" which indicates the performance of the person.
 3.2 **DLS:** "Driver League System"
 3.3 **CEO:** "Chief Executive Officer"
 3.4 **DTO:** "Director operations"
 3.5 **DDC:** "Defensive Driving Course"
 3.6 **PPE:** "Personal Protective Equipment"
 3.7 **TBT:** "Tool Box Talk"
 3.8 **NMPI** "Near Miss & Potential Incident".

4. RESPONSIBILITIES:

- 4.1 HGGC shall be responsible to comply with this guideline.
 4.2 Operation Manager / Operation Supervisors shall be responsible to prepare/maintain the records of the Driver League System on monthly basis.
 4.3 Operation Manager / Operation Supervisors shall ensure that DLS is being updated, using this guideline.
 4.4 Operation Manager shall be responsible for the document control of this guideline.
 4.5 COO and DTO are responsible to organize DLS quarterly.

5. PROCEDURE:

- 5.1 This procedure shall be applicable to all active tank lorry drivers of the company who have completed DDC and other related trainings.
 5.2 Drivers shall be evaluated for Driver League System on quarterly performance and merit points will be awarded to them as per the following criteria:

HAJI GUL GROUP OF COMPANIES



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DLS Scoring Criteria/Weightage		
Factors	Score	Winning Score
Rejection on Safe to Load	No Rejection occurs on STL in quarter	10
	Any Rejection on STL in quarter	0
Daily Vehicle Inspection	1 filled sheet/ Month	10
	0/ Month	0
Annual Trainings	All Trainings attended in quarter	10
	Any training missed in quarter	0
# TBT Attended in Quarter	Each TBM carry One (1) mark	10
	One TBM attended , One (1) mark will be awarded.	
# of NMPI Reported	1/ Trip (for Long Haul Vehicles)	10
	1/ every 2 Trips (for Long Haul Vehicles)	10
	1/ every 3 Trips (for Long Haul Vehicles)	5
	0/ Month (for Both Local & Long Haul vehicles)	0
	3/ Months (for Local vehicles)	10
	2/ Months (for Local vehicles)	10
	1/ Month (for Local vehicles)	5
# of Violations in Quarter	0	10
	Any violation occurred	0
Customer Complains	0 Complain in Quarter	10
	Any Complain in Quarter	0
Abnormal Shortage	0-99 liters Shortage/trip in Quarter (NO)	10
	More than 100 liters Shortage/trip in Quarter (YES)	0
Trip Log Submission	1 filled log/ Trip	5
	Any missing or empty Trip Log submission	0
Uniform & PPE's	Clean Uniform & proper PPE's usage	5
	Availability of PPE's & Uniform but not clean enough	5
	In case of missing Uniform or PPE's	0
Stop Card Usage	1 in quarter	10
	0 in quarter	0

- 5.3 All merit points will be recorded in KPI Sheet when points are awarded as per scoring criteria. The sheet will be kept updated by the Operation Manager/Supervisor.
- 5.4 Awarded points shall be categorized into three categories:
- ❖ **1st: Those scoring the highest % of criteria score in a quarter.**
 - ❖ **2nd: Those scoring 2nd highest % of criteria score in a quarter.**
 - ❖ **3rd: Those scoring 3rd highest % of criteria score in a quarter.**
- 5.5 Following incentive shall be awarded to those who secure in the above categories:
- ❖ **1st Position: shall be awarded 75% of the monthly salary.**
 - ❖ **2nd Position: shall be awarded 50% of the monthly salary.**
 - ❖ **3rd Position: shall be awarded 30% of the monthly salary.**



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6. RECORDS:

Sr. #	Document Name	Document #	Retention Period
1	Driver KPI	HGGC/DM/KPI001	1 Year

Prepared by:

Designation	Department	Date	Signature
Manager (Operations)	Operations	Jan 01 st , 2022	

Reviewed by:

Designation	Department	Date	Signature
Manager (HSEQ)	HSEQ	Jan 01 st , 2025	

Approved by:

Designation	Department	Date	Signature
CEO	All	Jan 01 st , 2025	