

01-01-2025

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

Driver Recruitment

1. PURPOSE:

- 1.1 The purpose of this procedure is to ensure that driver shall be competent on the basis of appropriate training, skills and experience.

2. SCOPE:

- 2.1 This system shall be applicable to all employees of **M/S HAJI GUL GROUP OF COMPANIES**.

3. DEFINITIONS:

- 3.1 **CNIC:** "Computerized National Identity Card".
 3.2 **NADRA:** "National Database And Registration Authority".
 3.3 **SOP:** "Standard Operating Procedure".
 3.4 **DL:** "Driving License".
 3.5 **D&A:** "Drug & Alcohol".
 3.6 **NH&MP:** "National Highway and Motorway Police".
 3.7 **DDC:** "Defensive Driving Course".
 3.8 **VM:** "Vehicle Maintenance".
 3.9 **NOC:** "No Objection Certificate".
 3.10 **HR:** "Human Resource".
 3.11 **HSEQ:** "Health, Safety, Environment and Quality".
 3.12 **HTV:** "Heavy Transport Vehicle".
 3.13 **CBC:** "Complete Blood Count".

4. RESPONSIBILITIES:

- 4.1 The Manager (Ops. and HSEQ) shall collect all the required documents from the driver for induction.
 4.2 The Manager (Ops and HSEQ) shall be responsible for ensuring actual screening as per guidelines.
 4.3 Manager (Ops and HSEQ) shall fill out the Company's interview form and send the driver for D&A Test.
 4.4 Monitor Driver / Manager (Ops and HSEQ) shall be responsible for ensuring the driver's competency through on-ground assessment and interview using this guideline.
 4.5 The Manager Ops shall be the final approving authority.

5. PROCEDURE:

- 5.1 All Drivers shall be recruited based on merit with minimum eligibility standards, no preference shall be given based on cast, creed, color, race and language.
 5.2 The recruitment system encompasses mandatory criteria for all applicants, which must be followed in letter and spirit for recruitment of a driver in the organization.
 5.3 The following criteria must be checked by the OP/HSEQ Manager before initiating the recruitment process of driver;

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- 5.3.1 The age of the driver should be at least 25 years and or less than 58 years at the time of recruitment and office staff age should be 18 to 65 Years.
- 5.3.2 Driver must have a valid HTV driving license.
- 5.3.3 Driver must have at least 03 (Three) years of driving experience on the type of vehicle required to be driven e.g., Articulated, Rigid, Bulk Liquid, etc.
- 5.3.4 Educational/Training documents of a driver (Academic & NH&MP etc.)
- 5.3.5 Driver must have at least 02 (two) references.
- 5.3.6 Driver's previous work history/character verification must be checked via email or NOC.
- 5.3.7 Character verification by Police.
- 5.3.8
- 5.4 HR/HSEQ Manager shall initiate a recruitment process by following the below-mentioned guidelines:
- 5.4.1 The HR/HSEQ Manager shall submit the job application given by the driver for recruitment and all required necessary documents mentioned above.
- 5.4.2 The driver shall be sent for Medical Assessment to the designated doctor/hospital
- 5.5 MEDICAL ASSESSMENT:**
- 5.5.1 At the time of recruitment, the driver shall undergo the following medical assessment from one of the defined approved labs.
- | Medical Tests | Approved Labs |
|---------------------------------------|-----------------------------|
| 1. Drug test (opiates & cannabinoids) | 1. Agha Khan |
| 2. Plasma Alcohol & HIV test | 2. Shaukat Khanum |
| 3. EYE sight | 3. Chughtai |
| 4. Hearing | 4. Noor clinical lab Multan |
| 5. Complete Physical Test | |
| 6. Blood Profile (CBC) | |
- 5.5.2 The driver shall be required to re-screening after 1 year.
- 5.5.3 Management has all rights to perform the random medical test of any driver at any moment.
- 5.5.4 After medical tests, if the D&A test comes out to be positive, the driver shall not be allowed for recruitment.
- 5.5.5 If D&A Test is negative, then he shall proceed to the next step otherwise he is rejected.
- 5.5.6 At the time of recruitment, the driver shall pay the cost of the D&A Test.
- 5.5.7 If D&A Test is found negative and he fairly passes all the steps of the recruitment process, the company shall reimburse the cost of the D&A Test.
- 5.6 After D&A Test he shall be interviewed by HSEQ Manager, Operation, and VM Manager.
- 5.7 After completing the interview session with the above Managers, he shall be sent for an in-cab assessment with the monitor driver.
- 5.8 The monitor driver shall fill out the pre-employment road assessment form and give a recommendation for the driver whether fit for employment or not.
- 5.9 The driver shall take a minimum of 80% marks to pass the pre-employment road assessment.

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- 5.10 The gaps found during In-cab assessment shall be counseled and closed through refresher training as per requirement.
- 5.11 After completing the in-cab road assessment the complete assessment of the driver shall be sent to HSEQ Manager for review/assurance of recruitment protocol.
- 5.12 The Manager (Operations/HSEQ/VM) shall provide induction training as per the induction training plan of (07) seven days and get it signed by the driver.
- 5.13 After completion of seven (07) days of Induction Training, the Manager (HSEQ) allow the driver to join the duty as a second driver with three 03 month probation period.
- 5.14 After Completion of the probation period, the Manager (Operations) and Manager (HSEQ) shall get reviews from the senior driver and also take feedback from VTS Rep. regarding driver behavior on road.
- 5.15 If the reviews and feedback about the newly recruited driver are up to the mark, then Manager (Operations) shall get the signature of the driver on the Job Confirmation letter with the Monitor/senior driver comments written on it.
- 5.16 The OPS/HSEQ Manager shall get the Signature of the driver on the form regarding the rules & regulations of the company.
- 5.17 Manager (Ops and HSEQ) will ensure that the driver attends the DDC from NHMP on time for further procedures. TL will not be assigned to the said driver until the required certificate is received.
- 5.18 JOINING DUTY AFTER A LONG PERIOD:**
 - 5.17.1 If a driver re-joins HGGC after a long period of leave or medical illness, he must undergo medical assessment again as per the defined criteria in clause # 5.5.1
 - 5.17.2 If the D&A test result is found positive, the driver shall be informed to go on leave for 30 days for rehabilitation purposes.
 - 5.17.3 After 30 days, the driver shall require a re-test, if the result comes out positive, the driver shall not be allowed to proceed further and shall terminate the service.
 - 5.17.4 If a medical assessment at any point comes out negative, the driver shall be allowed to join the company in his position.

6. RECORDS:

Sr. #	Document Name	Document #	Retention Period
1	Job application Form	HGGC/DM/FM006	1 Year
2	Interview Form	HGGC/DM/FM006	1 Year
3	Induction Checklist	HGGC/DM/CHK002	1 Year
4	Job Confirmation Letter	HGGC/DM/FM015	1 Year
5	Induction Training Form	HGGC/DM/FM004	1 Year
6	In-Cab Assessment Form	HGGC/DM/FM007	1 Year
7	Affidavit Form	HGGC/DM/FM012	1 Year
8	Consequence Management	HGGC/DM/FM001	1 Year
9	Company Rules & Regulations	HGGC/DM/FM011	1 Year

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10	Job Offer	HGGC/DM/FM009	1 Year
11	Warning Letter	Company Owned	1 Year
12	Suspension Letter	HGGC/DM/FM013	1 Year
13	Termination Letter	HGGC/DM/FM014	1 Year
14	Leave Application Form	HGGC/DM/FM010	1 Year

Prepared by:			
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Reviewed by:			
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