



IBM India Employees Transport Policy

Effective from June 1, 2020

Transport Policy was last updated on 02 June 2020

Please read through the Transport Policy and click on Submit. You will be directed to Update Profile page.

Verify the driver details - Match the driver name and photograph with sticker in the windshield.

Ensure escort guard/male employee presence - Women employees should review presence of escort guard (if last drop or first pick up) or male employee during night window (7:00 PM to 7:00 AM and in NCR 6:00 PM to 8:00 AM during October - February)

Check for the vehicle functionality - Check for the equipment including panic button, non-functional seat belts, etc.

Women employees are not permitted to sit next to the driver - Please note that Security personnel should sit next to the Driver only. No women employees are permitted to sit next to the driver.

Pregnant women employees may not sit in the front - Pregnant women employees are not permitted to sit in the front seat and are always required to wear a seat belt while travelling in the cab, for their safety.

Inform inappropriate driver/escort guard behaviour - In case of an inappropriate behaviour by driver or escort guard, inform the [transport helpdesk](#) immediately or trigger the panic alarm.

Wear the seat belt - Always wear the seat belt (as applicable) while traveling in the cab.

Locate panic button - Do not board if the red light of the panic button is not glowing inside the vehicle.

Ensure child-lock is not activated - Always check that the child-lock is not activated in the doors.

Access to helpline numbers - Save the IBM Security hotline number (1800 102 4603) and [transport helpdesk](#) contact details of your location on your mobile phone.

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