**TRANSPORT POLICY MANUAL**

**I. PURPOSE**  
The purpose of this policy is to provide guidelines for the use of company-provided transport, travel reimbursement, and the use of personal vehicles for business purposes. The policy aims to ensure safe, cost-effective, and environmentally responsible travel practices.

**II. SCOPE**  
This policy applies to all employees, contractors, and other personnel who use company-provided transport or claim travel-related expenses for business purposes.

**III. TRANSPORT POLICY**

**A. Company-Provided Transport**

1. **Scope:** This section covers the use of transport provided by the company, such as shuttle services, company vehicles, and contracted transport services.
2. **Purpose:** To ensure the safe and efficient use of company-provided transport services.
3. **Guidelines:**
   * **Eligibility:** Only employees and contractors authorized by the company are eligible to use company-provided transport.
   * **Usage:** Company-provided transport should only be used for commuting to and from work or other official business purposes. Personal use is not permitted unless explicitly authorized.
   * **Safety:** All passengers must adhere to safety protocols, including wearing seat belts at all times.
   * **Punctuality:** Employees are expected to be punctual for pick-up and drop-off times as scheduled.
   * **Conduct:** Employees must maintain professional conduct while using company-provided transport. Any misconduct may result in disciplinary action.
   * **Maintenance:** Company vehicles must be regularly maintained, and any issues should be reported to the transport manager immediately.

**B. Use of Personal Vehicles for Business Purposes**

1. **Scope:** This section applies to employees who use their personal vehicles for company business, such as attending meetings, visiting clients, or traveling between work sites.
2. **Purpose:** To outline the procedures and reimbursement for the use of personal vehicles for business purposes.
3. **Guidelines:**
   * **Authorization:** Employees must obtain prior authorization from their manager before using a personal vehicle for business purposes.
   * **Insurance:** Employees using personal vehicles for business purposes must have valid insurance coverage. The company is not responsible for any damage to personal vehicles.
   * **Reimbursement:** Employees will be reimbursed for business-related travel at a rate per mile or kilometer, as determined by the company. Employees must submit a travel expense claim with appropriate documentation, including mileage logs and receipts.
   * **Safety:** Employees must follow all traffic laws and ensure their vehicle is in safe working condition. The company is not liable for any traffic violations, accidents, or damages incurred while using a personal vehicle for business.

**C. Travel Reimbursement Policy**

1. **Scope:** This section covers the reimbursement of travel expenses incurred while on company business, including airfare, accommodation, meals, and ground transportation.
2. **Purpose:** To ensure that travel expenses are reasonable, necessary, and within budget.
3. **Guidelines:**
   * **Approval:** All business travel must be pre-approved by the employee’s manager. Travel arrangements should be made through the company’s preferred travel provider where applicable.
   * **Expenses:** Employees are entitled to reimbursement for reasonable and necessary expenses, including:
     + Airfare (economy class for flights under 5 hours; business class for longer flights if approved)
     + Hotel accommodation (within the company’s approved rate limit)
     + Meals and incidentals (within the company’s daily allowance)
     + Ground transportation (e.g., taxis, ride-sharing services, rental cars)
   * **Submission:** Employees must submit all travel expense claims within 30 days of completing the trip. Claims must include original receipts and a detailed explanation of the expenses.
   * **Non-reimbursable Expenses:** The company will not reimburse for personal expenses, including, but not limited to, in-room entertainment, alcohol, fines, or additional travel insurance.

**D. Environmental Responsibility**

1. **Scope:** This section applies to all company-related travel and transport activities.
2. **Purpose:** To minimize the environmental impact of company travel and promote sustainable practices.
3. **Guidelines:**
   * **Carpooling and Shared Transport:** Employees are encouraged to carpool or use shared transport options whenever possible.
   * **Public Transport:** Employees are encouraged to use public transport where feasible and safe.
   * **Video Conferencing:** Employees should consider video conferencing as an alternative to travel, especially for meetings that can be conducted remotely.
   * **Green Vehicles:** The company will prioritize the use of fuel-efficient or electric vehicles for company-provided transport and rentals.

**IV. POLICY VIOLATION**  
Violations of this policy may result in disciplinary action, up to and including termination of employment. Misuse of company-provided transport or falsification of travel expense claims will be treated as serious misconduct.

**V. POLICY REVIEW**  
This policy will be reviewed annually and may be amended at the discretion of the company.

**VI. QUESTIONS**  
For any questions regarding this policy, employees should contact the HR or Transport department.

**VII. ACKNOWLEDGEMENT**  
By using company-provided transport or submitting travel expense claims, employees acknowledge that they have read, understood, and agreed to abide by this policy.