Road Safety Procedure

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1. OBJECTIVE:

To provide Safety Rules for road travel management and safe usage of all types of vehicles viz. passenger/ commercial, owned/ hired by company, driven by employees or contractors.

2. SCOPE:

These rules apply to all operating divisions, office setups and project sites of Tata Power Group of Companies within India, within company premises and on public roads.

These rules also apply to vehicles used by employees when on business travel. The purpose is to exercise care and control when driving and to minimize risk.

These rules exclude public transport (as defined in Tata Power Domestic Travel Policy), daily hired vehicles by the company, app based radio taxis used by employees when on business travel like OLA, Uber etc. as their safety norms are controlled by the service provider)

3. EXPECTED RESULTS

3.1. Manage road travel safely.

3.2. Control of incidents related to road travel.

3.3. Compliance to Regulatory requirements to ensure safe road travel.

4. ACCOUNTABILITY & RESPONSIBILTIY:

RACI Matrix:

Responsibility	Accountability	Consultation	Information
ES&A Team, line engineers, other persons involved in travel	Division Chiefs, Head ES&A	Cluster Presidents/ Chiefs, Head - ES&A, Safety R&P Sub Committee, Safety advisors	Cluster Presidents/ Chiefs,, SBU Heads, Divisions Chiefs, Head - ES&A, Safety R&P Sub Committee, Safety advisors

5. GLOSSARY/ DEFINITIONS:

Class - A Defect: Defect mentioned in Pre-Inspection checklist as Class - A. Vehicle shall be made off-road if such defects are noticed.

Class - B Defect: Defect mentioned in Pre-Inspection checklist as Class - B. Vehicle shall not be made off-road if such defects are noticed however Class- B defects shall be rectified within one week of notice.

Company Premise: Any premise belonging to any operating division, office setups and project sites of Tata Power Group of Companies.

Company Business Travel: In the context of this document, travel conducted on behalf of any company for official work. For further details Refer to the Guidelines on Recording & Reporting of Occupational Injuries & Illnesses.

Company Driver: Any employee/Contractor/Service Provider who drives a motor vehicle for company business or operates personal vehicle for company business.

Company Vehicle: A motor vehicle owned, hired or leased by the company.

Defensive Driving: It is about anticipating the behavior and dynamic conditions on the road and taking preventive measure to avoid untoward situation/condition resulting in incident like collision etc.

Hired Driver: A driver, who is not an employee of the company, but hired either by the company or by an employee, who drives a company vehicle.

High Risk Drivers: Bus Drivers, Regular taxi service providers transporting employees, Sales & Customer Service person and drivers attached with offices / sales and service teams who drive regularly on work, Transportation of hazardous goods.

Inspection: Checking the condition of vehicles by using a company approved checklist.

Risk Management of Journey: It is a risk assessment done from the start to the end of the journey. It helps in identifying the major risks and points such as narrow / bad roads, bridges, construction / road repairs, animal crossing areas, villages in the journey etc.

Loading and Unloading zones: Areas where loads are picked up or delivered, either manually or automatically, after conveyance.

Motor Vehicle: A motorized vehicle designed and used to transport people and / or materials (i.e. motor cycle, buses, goods vehicles, an automobile including SUVs, vans, minivans, and various type of hybrid vehicles etc.) approved by relevant statutory transport authority.

Motor Vehicle Collision: Any occurrence involving a motor vehicle that results in property damage and/or bodily injury, except those that occur while the vehicle is legally parked and unoccupied (i.e., a parked motor vehicle incident).

Non-high Risk Drivers: Drivers other than High Risk Drivers (mentioned above).

RACI Matrix: Responsibility, accountability, consultation, information Matrix

Risk: Effect of uncertainty, Risk is a combination of the consequences of an event and the associated “likelihood” of occurrence

Risk Assessment: A systematic and structured process whereby hazards present in a workplace, or arising from workplace activity, are identified, risks assessed / evaluated, and decisions prioritized in order to reduce risks to acceptable levels.

Shall: Mandatory requirement
Should: Optional requirement
TPSMS Manual: Tata Power Safety Management System Manual
Third Party: An external entity in context of an accident. (E.g. A cyclist / pedestrian becoming a victim in an accident involving company / company contracted vehicle).
Vehicle: Any automobile, motor, battery or fuel driven, intended to carry/transport man or material.

6. **PROCEDURE:** All vehicles plying on company duty, or those used by employees for personal or company use shall comply with all applicable legal requirements as a minimum. Refer Annexure-5: List of statutory documents for all company & hired vehicles at all times. Further, Road Travel Safety requirements are classified in following key areas:
    a. **Vehicles Safety**
    b. **Drivers Safety**
    c. **Safe Journey Management**
    d. **Additional requirements for vehicle hiring agencies (Vendors)**
    e. **Key Performance Indicators (KPI'S)**
    f. **Precautions in relation of pandemics such as COVID or other calamities**

6.1. **Vehicle Safety**: It shall be ensured that all company / hired vehicles have adequate/appropriate in-built safety features, as defined by vehicle manufacture or as announced by the company from time to time and are properly maintained/ inspected at pre-defined interval.

6.1.1. **General Guidelines:**

6.1.1.1. The vehicles shall have following mandatory items

6.1.1.1.1. Left and right side-view wing mirrors

6.1.1.1.2. Seat belts

6.1.1.1.3. Tyres of the same construction (e.g., radial) shall be used on all four wheels and inspected at least every six months or every 5,000 km.

6.1.1.1.4. Centre and rear glasses as well as window glasses should be clear glass and without any tinted film.

6.1.1.2. The vehicles should have following desirable items:

6.1.1.2.1. Antilock brakes

6.1.1.2.2. Air bags
6.1.1.2.3. Head restraints
6.1.1.2.4. Fog Lamps (appropriate for the location)
6.1.1.2.5. Rear window defogger
6.1.1.2.6. Ice scraper, where climate warrants
6.1.1.2.7. Heating and air conditioning, where climate warrants

6.1.2. **Vehicle Selection Safety Guidelines:** Selection of vehicle shall be based upon the following criteria:

6.1.2.1. Before motorcycles / two-wheelers are to be used in business, an approved risk assessment shall be in place which evaluates the advantages and disadvantages of using a motorcycle rather than a motorcar.

6.1.2.2. As per company guidelines for purchase/sale of company vehicles, the life of all company owned two wheelers shall not exceed more than seven years unless approved by relevant company authority as defined from time to time. Two wheelers of employees, visitors or contractors shall be permitted to enter company premises if they conform to statutory provisions laid down by the company.

6.1.2.3. Three wheelers shall not be allowed to enter company premises for transportation of people or material.

6.1.2.4. All vehicles other than two & Three wheelers included within the above scope shall be installed with individual seat belts as defined by relevant statutory authority or the company

6.1.2.5. Use of Run-Under (refer Annexure- 1 - Run-under Protection image) protection is mandatory for all trucks/trailers entering company premises.

6.1.2.6. Vehicles shall remain fitted with all safety features installed at the time of delivery by the vehicle manufacturer. These safety features need to be in working condition, properly maintained and inspected from time to time as intended.

6.1.3. Vehicle Maintenance & Pre-start Inspection: Vehicle shall be serviced as per the manufacturer's specifications keeping in mind time and kilometers (Kms) run at respective manufacturers authorized service centers.

6.1.3.1. Tyres to be maintained as per the specified requirements & replaced at regular intervals as per respective manufacturers' recommendation or as per condition of tyres observed during inspection whichever is earlier.

6.1.3.2. Driver shall do a pre-start inspection of the vehicle before start of the day/journey (As per annexure 2 - Daily Vehicles Inspection checklist).

6.1.3.3. Concern In-charge of vehicle shall verify and certify the filled vehicle inspection checklist and in case any defect of class -A category is noticed, such vehicle shall be made off-road till such defect is rectified.

6.1.3.4. Concern In-Charge of vehicles shall maintain the company vehicle according to respective manufacturer's recommendations at all times and ensure that all equipment such as head lights, tail lights, wipers, handbrakes, indicators, seatbelts, door locks are in functional condition.

6.1.3.5. Vehicles should be used for their intended purpose only.

6.1.3.6. Vehicles should not be loaded with people and/ or material beyond the respective manufacturer's specified capacities.

6.1.3.7. Concern In-Charge shall carry out inspection of all vehicles under his control as per Inspection Checklist for vehicle (TPSMS/GSP/RSP/002/ FORM003) minimum once in a quarter (calendar year).

6.1.3.8. Necessary actions shall be initiated to resolve all actionable points observed.

6.1.4 Emergency Items in the Vehicle:

6.1.4.1 Vehicles should be equipped with the following emergency items:
6.1.4.2 Fire extinguishers (in accordance with company guidelines)
6.1.4.3 First-aid kit
6.1.4.4 Reflective triangle(s)
6.1.4.5 Hammer/provision to break the glass in case of an emergency

6.2. Driver Risk Management: Driver is a person who is an Employee who drives a company / personal vehicle on business, Contractor / Supplier / Travel Agency's driver who drives company vehicle / transporters vehicle on business.

6.2.1. **Driver Eligibility:** Following shall be considered for drivers to assess the driving record of potential drivers. The following items, should be mandatorily assessed:

6.2.1.1. Valid driving license
6.2.1.2. Good defensive driving skills
6.2.1.3. Medical fitness
6.2.1.4. Past drug & alcohol violations record
6.2.1.5. Past driver license suspension record
6.2.1.6. Repeated accident record
6.2.1.7. Minimum driving experience (recommended minimum two years)
6.2.1.8. **Medical Fitness**: All company / contractor drivers shall be medically assessed prior to hire and with regular follow checkups (once in a year). Following checks are mandatory:

6.2.1.8.1. Visual acuity
6.2.1.8.2. Colour blindness
6.2.1.8.3. Night Blindness
6.2.1.8.4. Sleep disorder
6.2.1.8.5. Epilepsy

6.2.1.8.6. Employees or Contractors with vision in one eye shall be restricted from driving.

6.2.2. Driver Responsibility:

6.2.2.1. Drivers shall follow all laws and regulations for driving, including:

6.2.2.2. Self-Inspection of vehicle before commencing driving as per Annexure - 2, Daily Vehicle Inspection checklist TPSMS/GSP/RSP/002/FORM001.

6.2.2.3. Report Incidents involving with his / her vehicle.

6.2.2.4. Notify company management of any health issues that may affect their ability to drive safely.

6.2.2.5. Mobile phones (talking or texting or using hands-free devices) shall not be used while driving.

6.2.2.6. During refueling all safety precautions shall be taken (for e.g. turning of the engine, No smoking, non-use of portable electronic equipment).

6.2.2.7. The driver shall comply with the local driving laws and regulations.

6.2.2.8. It is expected of the driver to fasten his/her seat belt and to politely request the passengers to fasten their seat belts before starting the journey and ensure that passengers wear seat belts in a moving vehicle at all times including those seated on all rear seats.

6.2.2.9. The driver shall not be under the influence of alcohol, drugs or medication.

6.2.2.10. The driver shall take a break of 30 minutes for every 3 hours of driving.

6.2.2.11. The driver shall not use mobile phones while driving.

6.2.2.12. S/he shall also ensure following for the safety of passengers

6.2.2.12.1. Keep luggage secure so that in case of any incident it does not cause harm to the passengers or vehicle.

6.2.2.12.2. Do not exceed speed limit on insistence of passengers

6.2.2.12.3. Discourage conversation at accident prone areas

6.2.2.12.4. Insist passengers to get down from the left side of the vehicle

6.2.2.12.5. Request feedback after completion of journey. (Refer Annexure 3 - feedback form TPSMS/GSP/RSP/002/FORM002)

6.2.3. Defensive Driving:

6.2.3.1. Certification as Safe Driver shall be done post their successful passing of Defensive Driving Training for all High Risk Drivers. They shall be under close observation for a period not less than 2 months before confirming them as safe drivers, who will be evaluated by Concern In-Charge.

6.2.3.2. Drivers shall attend a refresher driving course every three years or more frequent if determined as appropriate by the Concern In-Charge.

6.2.4. Driver Fatigue:

6.2.4.1. Drivers shall take rest before travel and/or on long distance journey above 350 kms. The Concern In-Charge of vehicle shall ensure that there is a mechanism in place to ensure that the driver is adequately rested and alert to undertake the journey. The same should be captured in risk assessment sheet. The driver and/or passenger/s should ensure that a minimum 30 minute break should be taken by the driver every 3 hours of driving.

6.2.5. Vehicle Lockout:

6.2.5.1. Drivers are expected to perform a Vehicle Lockout when a) Parking b) Loading / unloading of material c) Before performing any maintenance work. The steps for vehicle lockout include:

6.2.5.2. Turning off the vehicle engine.

6.2.5.3. Engaging the vehicle in gear / park mode and/or set the emergency brake/ hand brake.

6.2.5.4. Removing the key and keeping at a safe place with appropriate person.

6.2.5.5. Specific additional hazard warning devices (warning triangle/Cone etc.) to be placed at reasonable distance from a lock out vehicle in case of it being parked in non-parking place due to breakdown or for any other reasons.

6.3. Safety Journey Management:

6.3.1. Journey identified below shall require Risk Assessment (HIRA) as per Tata Power's Hazard Identification & Risk Assessment (HIRA) Procedure (TPSMS/GSP/HIRA/005)

6.3.1.1. For any journey above 350 km.

6.3.1.2. For transportation of hazardous substances.

6.3.1.3. For all types vehicles assisting all high risk jobs

6.3.2. **Journey Limits:**

6.3.2.1. Vehicle speed limit shall not exceed the legal speed limit as applicable to the road.

6.3.2.2. Daily distance covered on highways shall not exceed 350 kilometers.

6.3.2.3. Driving on Highways/hilly areas/valley sections between dusk & dawn (i.e. 9 PM to 5 AM) should be avoided. Public transport is permitted during this time.

6.3.2.4. A 30 minute break should be taken after every 3 hours of driving.

6.3.2.5. The following are exceptions to journey limits mentioned above-

6.3.2.5.1. Vehicle plying for material transportation (i.e. coal, fly ash etc.)

6.3.2.5.2. Driving during medical emergency
6.3.2.5.3. Driving during natural calamities e.g. flood control situations.
6.3.2.5.4. Driving to & fro night shifts or plant operational emergency.
6.3.2.5.5. Any other emergency

6.3.3. Reversing & Parking of Vehicles: Mechanisms wherever possible shall be installed so that reversing is done safely, which may include installation of reverse cameras, sensors etc. In goods vehicles and other vehicles where such mechanism is not practical, the use of an assistant, shall be mandatory for reversing.

6.3.4. Monitoring of Vehicles:

6.3.4.1. Vehicle location tracking device, speed governor and emergency button should be provided on for all transport vehicles those required permit as per Central Motor Vehicle Act and corresponding rules.

6.3.4.2. All the vehicles must be tracked for critical parameters such as speed, acceleration, braking, route with distance and the time of travel. These reports shall be reviewed by Concern In-Charge of Vehicle at regular intervals. Vehicle logbook carrying driver details for each trip shall be maintained for each vehicle and Concern in-Charge of vehicle shall collate data and take necessary action on adverse findings noticed.

6.3.5. INCIDENT REPORTING AND INVESTIGATION

6.3.5.1. All vehicle related incidents (both inside & outside company premises) needs to be reported as per Tata Power's Incident Reporting & Investigation Procedure (TPSMS/GSP/IRI/011).

6.3.5.2. Fatalities involving third-party also needs to be investigated and Corrective & Preventive Actions are taken to avoid recurrence of such incidents.

6.3.6. Other Points

6.3.6.1. Traffic Management Study should be conducted within sites.
6.3.6.2. Pedestrian – vehicle movement to be segregated within the site.
6.3.6.3. Pedestrians are not allowed to use mobile phone while crossing the road.
6.3.6.4. Both rider & pillion of two-wheelers shall wear crash helmets which are designed for two-wheelers and have BIS or equivalent certification.

6.4. ADDITIONAL REQUIREMENTS FOR VEHICLE SERVICE AGENCIES (VENDORS):

6.4.1. All requirement mentioned above in Vehicle safety, driver safety and safe journey management are applicable to all vehicle service agencies and in addition to these following additional requirements shall also be complied by all such agencies.

6.4.2. Hiring of vehicles shall be in conjunction with Contractor Safety Code of Conduct (CSCC) and service providers/Vendors shall fulfil and comply with requirements of CSCC as condition of contract. Periodic evaluation/audit of each such vendor shall be done as per Contractor Safety Code of Conduct (CSCC).

6.4.3. The points listed below are a set of mandatory requirements from the service provider/vendor and all divisions shall ensure compliance of the same as Condition of Contract. Refer Annexure 6 - Terms and Conditions for hiring a vehicle for company duty.

6.4.4. The Agency is responsible to provide Defensive Driving Training to the drivers who shall drive for the company business and provide drivers who have safe driving.

6.4.5. A list of all drivers who have undergone this training shall be maintained and tracked to ensure that regular refresher training is conducted at least once in 3 years and record submitted to Tata Power.

6.4.6. The agency must ensure that drivers are not working for extended shifts without adequate rest to ensure proper fatigue management. Driver shall not work more than 12 hours continuously, if it's happen than minimum 8 hours break shall be given for each such case.

6.4.7. The driver must know the emergency contact numbers of local emergency services, Tata Power & vehicle agency. There must be placard/label/sticker stating these emergency contact numbers.

6.4.8. The Agency must seek feedback after every trip, analyze the feedback and submit a monthly report to Concern In-Charge. Action arising from feedback shall be acted upon and closure reported.

6.4.9. The Agency/Vendor should have an Annual Maintenance Plan for all vehicles under contract.

6.4.10. All maintenance records shall be preserved and produced for audit as and when required.

6.4.11. All maintenance shall be as prescribed as per respective Original Equipment Manufacturer (OEM).

6.4.12. All drivers of vendors shall be responsible for all duties mentioned in these rules as per driver's responsibility section.

6.5. KEY PERFORMANCE INDICATORRS (KPI'S): Each Division shall monitor vehicle driving performance through a combination of lagging and leading indicators as below.

6.5.2. Lagging indicators

a. Vehicle Incident Frequency Rate VIFR (Per Million KM)
b. Vehicle-related fatalities / Injury
c. Fatality including Third Party
d. Vehicle Incidents

6.5.2. Leading indicators

a. Motor vehicle Incidents (HIPO) nearmiss

b. Vehicle related Nearmiss
c. Safety Inspection of vehicles as per annexure -4 Inspection Checklist for vehicle (TPSMS/GSR/TRVL/002/ FORM003)
d. Drivers trained (As per schedule)
e. Safety Observation on vehicles & drivers
f. Vehicle Maintenance Done as per Plan

6.6. Precautions in relation of pandemics such as COVID or other Calamities.

6.6.1. In the event of outbreak of any pandemic such as COVID or other Calamities, advisories/guidelines issued by central/state Governments shall be followed. Organization may also develop and roll out additional advisories/guidelines for better control of such pandemic/calamites.

6.6.2. In addition to advisories/guidelines issued by governments, Following measures should be followed in view of COIVD -19 safety precaution while driving.

- Always have hand sanitizer in your vehicle.
- If wearing a face mask, be sure that it is positioned so as not to impair vision.
- Continue to abide by all road safety laws. Resist the temptation to exceed the speed limit because there are fewer cars on the road.
- Reduce your speed below the posted speed limit in areas where people are walking and cycling.
- Wear a mask and gloves and use hand sanitizer when you use a public restroom or Petrol Pump whiling fueling.

6.7. Other safety requirements-

- Vehicle should be fitted with reverse view camera, reverse horn, sensing indicator for reverse.
- Driver should use anti sleep device while driving more than two hours.
- Vehicles should be parked in ready to take off condition.

7. Record:

7.6. Daily Vehicles Inspection Checklist (TPSMS/ GSP/RSP /002/ FORM001)- retention period - One year

7.7. Feedback Form (TPSMS/ GSP/RSP /002/ FORM002) - retention period - One year

7.8. Inspection Checklist for vehicle (TPSMS/ GSP/RSP /002/ FORM003) - retention period - two year

8. COMMUNICATION

8.6. Initial Communication to be done through Corporate Communication, Email and subsequently shall be made available at safety portal at Sangam.

8.7. Further Communication to be done through employees, engineer-in charge during usage of passenger/commercial vehicles.

9. VERIFICATION

9.6. Verification of implementation shall be done during road safety audit, field safety visit and site inspections.

10. EXCEPTION

10.6. Any other Exception to this procedure shall only be done as per Document Control Procedure (TPSMS/GSP/DC/014**).**

11. REFERENCES

11.6. TPSMS Manual
11.7. EPM 04.10.02 - Safe Working Procedure
11.8. The Motor Vehicles Act as amended and corresponding State Motor Vehicle rules.
11.9. National Road Safety Policy
11.10. O&M Manual of respective vehicles
11.11. Tata Power Hazard Identification & Risk Assessment (HIRA) Procedure - TPSMS/GSP/HIRA/005
11.12. Incident Reporting & Investigation Procedure (TPSMS/GSP/IRI/011REV01

12. REVIEW:

12.1 Review of these rules shall be done as and when but not later than once in every three (03) years. Typical Factors like Changes in legislation, Review of Incident Reports, Inspection & Audit findings, Feedback from users, Recommendations in Incident investigation reports may be inputs for the review and revision of the procedure.

12.2 In case release of revised procedure gets delay due to obtaining feedback or any other reasons, safety advisory may be issued immediately to take precautions for the proposed changes in the procedure and revised procedure should be released subsequently.

13. ATTACHMENTS/APPENDIX :

Annexure – 1: Run-under Protection image
Annexure – 2: Daily Vehicles Inspection Checklist (TPSMS/GSP/RSP/002/ FORM001)
Annexure – 3: Feedback Form (TPSMS/ GSP/RSP /002/ FORM002)
Annexure – 4: Inspection Checklist for vehicle (TPSMS/ GSP/RSP /002/ FORM003)
Annexure – 5: List of statutory documents for all company & Hired vehicles at all times
Annexure – 6: Terms and Conditions for hiring a vehicle for Company duty

Annexure - 1

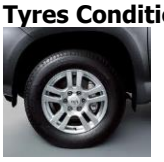
Run-under Protection Images:

TPSMS/GSP/RSP/002/FORM001 **Annexure - 2**

Daily Vehicles Inspection Checklist

Driver's Name: _____ **Date:** _____

Vehicle No. : _ _____ **Driver's Phone No. :** _____

Body Condition ☐ **B**	**Battery Condition** ☐ **A**	**First Aid Box** ☐ A
Steering functioning ☐ **A**	**Oil (Level)** ☐ **A**	**Fire Extinguisher** ☐ A
Wipers/ Windscreen ☐ A	**Coolant (Level)** ☐ **A**	**Tools/ Triangle** ☐ B
Light/ Indicators (Electricals) ☐ A	**Horn** ☐ A	**Jack/ Spanner** ☐ **A**
Tyres Condition/ Fixing of Wheel  ☐ **A**	**Fuel** ☐ **A**	**Brakes** ☐ **A**
Mirrors ☐ A	**Seat Belt** ☐ A	**Keys set** ☐ B
Speedometer ☐ B	**Vehicle Papers** ☐ **A**	**spare wheel** ☐ A

☑ **OK** ☒ **Not OK**

Driver's Name & Sign: _____ **Date:** _____

Remark By Concern In-Charge: _____

Concern In-Charge Name & Sign: _____ **Date:**_____

TPSMS/GSP/RSP/002/FORM002 **Annexure - 3**

Feedback Form

To be filled by Passenger				
Sl. No.	**Criteria**	**Yes**	**No**	**Remarks (If Any)**
1	If driver was wearing seat Belt during Journey?			
2	If driver was driving within speed limit (As displayed)?			
3	If driver was talking on mobile while driving?			
4	Did you feel safe while travelling?			
5	If driver reported to you on time?			
6	If driver was courteous during journey			

Remark by Passenger: _____

Passenger's Name & Sign: _____ **Date:**_____

To be filled by Driver				
Sl. No.	**Criteria**	**Yes**	**No**	**Remarks (If Any)**
1	Was/were passenger/s wearing seat belt?			
2	Did passenger/s force to drive fast?			

Driver's Name & Sign: _____ **Date:**_____

TPSMS/GSP/RSP/002/FORM003 **Annexure - 4**

Inspection Checklist for Vehicle

Vehicle Number:_____

Vendor name:_____

Sl. No.	Criteria	Availability ☑ / ☒	Condition ☑ / ☒	Remarks
1	Rear view mirror (Physical condition)			
2	Horn (Physical condition)			
3	Tyre condition and Air Pressure (Physical condition with visible trade --minimum depth of tread 1.6 mm)			
4	Hand brake			
5	Main brake			
6	Head lights (Focus should be equal of the light)			
7	Blinker light			
8	Registration Number plate as per Central Motor Vehicle Rule			
9	Condition of Front wind glass – distinct visibility			
10	Wiper blade assembly			
11	Seat belt at Front and Rear			
12	Exterior & Interior Cleanliness			
13	First Aid Kit			
14	Fire extinguisher			
15	Others (if any)			

Remark by Concern In-Charge: _____

Concerned In-Charge Name & Sign: _____ **Date:** _____

Annexure-5

List of statutory documents for all company & Hired vehicles at all times

- Copy of the valid Registration book \ copy of the Registration Smart Card
- Copy of valid Insurance certificate
- Original “Fitness Certificate”, in case of a goods vehicle
- Copy of the receipt of the tax paid in the case of goods vehicles and special purpose vehicles
- Copy of the receipt of the Municipality taxes paid in case of company braded vehicles
- Original valid “PUC” certificate
- Original certificate of any special RTO certification that may have been sort for any special purpose vehicle
- Original Driving license with driver

Annexure -6

Terms and Conditions for hiring a vehicle for company duty

Drivers:

- Vehicles are required on call, and deployment of drivers should be made in accordance with labour laws. If the car is hired for outstation, a well-rested driver should be used for the same. All drivers as and when deployed for Tata Power contract vehicles should be certified by a competent authority of Tata Power for checking driver's proficiency skills.
- The minimum requirement of driving experience is 2 years
- All statutory requirements like PF, ESIC etc. whichever are applicable should be fulfilled by the hire agency.
- Driver should be in Uniform well trained and should carry a mobile device for communication. He should be well mannered and should understand English.
- The drivers should drive the vehicles as per Traffic Police guidelines and also maintain the speed limits as applicable at all times.
- Only drivers authorized by the contractor /vendor should drive the vehicles.
- It is the driver's responsibility to make sure that the number of passengers does not exceed that permitted to be carried in the vehicle.

Vehicle:

- The agency will provide well maintained, clean, and vehicles that are not more than 3 years old and ensure that the vehicle is in safe driving condition.
- The vehicle should be clean and tidy, and all fitments, fixtures in proper working condition.
- The maintenance of the hired vehicle shall be carried out by the hire agency. Tata Power representative will check the hired vehicle for worthiness and any suggested actions need to be immediately addressed at no extra cost.
- All vehicles provided by the car contractor should have adhere to all statutory compliances, the vehicle fitness certificate, valid vehicle insurance , PUC etc.
- All the contracted vehicles should be compliant to Motor Vehicle Act 1988 and any amendments thereafter.
- All hired vehicles will have safety belts for all passengers
- The vehicle should have valid insurance cover for all passengers.
- Drivers of all heavy & medium vehicles shall be assisted by helper while driving/ maneuvering.