

Standard Operating Procedure For Institute Vehicles

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❖ **Objective :-**

1. Proper maintenance of vehicles with zero failure as target.
2. Optimum fuel consumption.
3. Zero accident.
4. Safe driving relying on trained and experienced drivers.
5. Adequate documentation for data collection, calculating fuel efficiency, cost of maintenance, statutory compliance, usage personal and official purposes, checklists, planning etc.

❖ Scope :-**Usage By:-**

Staff

Students

Outsider as per travel plan or agreed norms for personal and official use.

❖ Cross Reference:-

At present the five college vehicles are plying on the road. The status is as under.

Sr. no	Name of Vehicle	Seating Capacity
1	Tata Venture	7 + 1
2	Tata Spacio	9 + 1
3	New School Bus	40 + 1
4	Mini Bus	22 + 1

❖ Responsibility:-**For Office Use:-**

Driver will be responsible for the entire journey.

For Private Use:-

Person / Trip co-ordinator will be responsible for the entire journey.

The person travelling with the vehicle will be responsible for safety norms or other miss-happening. In no case the college will be held responsible for any untoward incident.

The trip coordinator will look into the entire activities till the final settlement of bill.

Trip Co-ordinator :-

Trip co-ordinator will be decided by the person travelling.

Safety :-

Everyone should follow the precautionary measures and safety norms specially in hilly areas. Children should not be allowed without caretaker.

Authority:-

Registrar/Principal or both will be the final authority for granting permission of private use of vehicle.

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❖ **Permitted Use of Vehicles for private purpose:-**

1. Private use of vehicle totally depends upon the description of the principal / management.
2. Use of private vehicles granted by principal may be withdrawn any time as per the requirement for important official purpose in which case no claim is to be made.
3. Use of vehicle is permitted from 5.00.am. to 11.00.pm.Late night travelling is not allowed however in exceptional case / emergency(Medical) case when permission of principal is mandatory.
4. Charge for hiring vehicle will be levied as per norms of the college depending upon the hike in fuel maintenance labour cost from time to time.
5. All the expected payment in respect of hiring the vehicle shall have to made to the college A/c department one day before commencement of the journey. Final bill will have to be settled in two days after completion of travel.
6. The expenditure incurred towards the road permit toll-tax, driver food and wages and any other during the journey shall have to be borne by the person travelling. All the safety norms shall have to be followed by the person during the journey.
7. The night allowance for driver will be charged Rs.300/- per night. This may be revised time to time as per norms.

❖ Duties of Drivers :-

1. Safe Driving
2. Zero Accident
3. Before starting the journey vehicle to be checked in all respect.
4. All valid documents of vehicle and his valid licence should be carried by him in the vehicle.
5. Not to leave the vehicle unmanned during the journey. Vehicle should be parked properly with due care.

❖ Duty of Security Officer:-

1. To check the condition of vehicle (for eg:- Cleaning, tyre pressure, PUC, fuel etc.)
2. To check all the relevant documents of vehicle and driver for eg:- Insurance, RC Book, Road Permit ,Licence of Drivers etc

Application for Private use of Vehicle:-

To,
The Principal,
GIT, Lavel.

Sub:- Request for granting the permission for private use of college vehicle.

Dear Sir,

With the reference to the above cited subject I/We are applying for the permission of the private use of vehicle. Booking details are as follows.

Hoping for your positive response.

Thanking you in anticipation

Yours truly,

Requester

Requisition form for Private use of College Vehicle :-

Request No:.....

Date:.....

Name of requester : Mobile No.....

Vehicle Reservation Form

Journey details : Boarding from Alighting to:.....

Journey date : Dep. Time:.....

(Please ✓ whichever required)

Type of Vehicle	Vehicle No.
Tata Venture	MH 08 Z 1820
Tata Spacio	MH 08 R 0071
School Bus	MH 08 E 9106
Mini Bus	MH 08 9426

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

I hereby declare that I have read all rules & regulations regarding the usage of college vehicle and I am ready to pay the travelling charges applicable from time to time & the final bill will be settled within 48 hours from the return of my journey. Also I am the sole responsible for the security & safety of the persons travelling along with me.

Sign..of requester

Recommended / Not Recommended
Registrar

Approved/Not Approved
Principal

P.T.O.

FINAL SETTLEMENT VOUCHER

Bill No:

Date:

Starting Kms. End Kms..... Total Kms.....

Total charges Rs. :

Road Permit Charges Rs. :

Night Halting Charges, if any. :

Others, if any. :

Total Bill Amount Rs. :

Advance given Rs. :

Final amount received Rs. :

Sign. of A/cs. Officer

Sign. of Requester

Sign. of Registrar

Sign. of Principal

ADVANCE PAYMENT VOUCHER

Bill No:

Date:

Advance paid : Rs.

Sign. of A/cs. Officer

Sign. of Requester

Sign. of Registrar

Sign. of Principal

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❖ **Booking Details :-**

Passenger Master List

Sr. No.	Name & Address	Sex	Age	Mobile No
1				
2				
3				
4				
5				
6				

Infant Details

Sr. No	Name	Sex	Age

Points to be remembered by requester:-

- ❖ Night allowance for driver will be charged as per norms.
- ❖ The expenditure incurred towards the road permit toll-tax, driver food and wages and any other during the journey shall have to be borne by the person travelling.
- ❖ All the safety norms shall have to be followed by the person travelling during the journey.

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Check list before starting Journey :-

Date :- _____

Vehicle Name & No	Date of Journey	From	To	Approx Km	Driver License	Insurance	Road Tax	Road Permit	RC Book	Passing Certificate	PUC	Diesel	Tyre Pressure	Break	Light

Name & Signature of Driver

Name & Signature of Security officer