



J/HR/IR/ 300 /2021  
Dated: 11th Feb 2021

Circular

In pursuit of our Safety Excellence Journey, existing Light Commercial Vehicle Hiring Policy has been revised by the Task Force formed by the R&P committee. The policy will help in implementation of Group Road Safety Standard in the organization & ensure Safety of our employees during use of such vehicles for different activities. The policy has been further reviewed and recommended by Rules & Procedures Apex Safety Sub Committee.

This policy will be taken into force in the entire organization with effect from 1st March 2021 and supersede the existing policy, which was released in 21st July 2017.

The deployment of this policy will be ensured by concerned departments along with Procurement. All are advised to adhere to the policy.

**Tarun Daga**  
Managing Director

Enclosed: Light Commercial Vehicles (Four Wheelers) Hiring & Deployment Policy.

**TATA STEEL UTILITIES AND INFRASTRUCTURE SERVICES LIMITED**

(Formerly Jamshedpur Utilities & Services Company Limited)

Registered Office : Sakchi Boulevard Road Northern Town Bistupur Jamshedpur 831 001 India

Tel 91 657 6652101 Fax 91 657 2424219

Corporate Identity Number U45200JH2003PLC010315

Website [www.tatasteeluisl.com](http://www.tatasteeluisl.com)



Revision No : 01.00  
Dated : 10-02-2021

## LIGHT COMMERCIAL VEHICLE (FOUR- WHEELER) HIRING & DEPLOYMENT

### POLICY FOR TRANSPORTATION OF PERSONNEL / GOODS



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### 1. Introduction & Objective

As a statistic, every 12 minutes someone dies in a motor vehicle crash, every 10 seconds an injury occurs and every 5 seconds a crash occurs. Many of these incidents occur during the workday or during the commute to and from work. Employers bear the cost for injuries that occur both on and off the job due to poor management of vehicles used for transport.

Road safety being a major concern in our country, it is the organization's responsibility to ensure use of safe vehicles, driven by a competent driver while our employees travel from one place to other on company business. Employees are an employer's most valuable assets. To have a control over the incidents during transportation it is very much important to select & manage the vehicles required to be used by the employees for transportation.

This document establishes the roles, responsibilities & the minimum acceptable mandatory requirements and recommended advisory guidelines to hire car / four-wheeler which are safe and help raise the level of safety appropriate for achieving the aspiration of zero injuries during road travel.

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## 2. Scope

This policy is applicable to all the departments under Tata Steel Utilities and Infrastructure Services Limited at all its locations where it is required to utilize light motor vehicles hired by the company for transportation of either company or contractual personnel & goods.

## 3. Responsibility

Department heads are responsible to ensure the implementation of this policy during its use in respective department. The indenting department is responsible to incorporate the terms & conditions in the Purchase Requisition. The role of the Procurement Department is to incorporate the terms & conditions while finalizing the orders as mentioned below for compliance by respective vendors.

## 4. Requirements

### 4.1 General Criteria

- a. The vendor should have minimum of 2 years' experience in the same field.
- b. The vendor should hold good track record like not having been blacklisted by any Tata Group company. This shall be verified by cross checking the recent past orders (last 2 years) & may verify over phone before finalization of order.
- c. The vendor should possess requisite registration / license required by the Transport Dept. of the concerned State Government for running the vehicle.
- d. All the vehicles supplied by the vendor should be registered either in the proprietor's name or in the name of the firm(s). Prior to place the order to the vendor the minimum strength of number of vehicles should be declared by the vendor.
- e. The vehicles should have Commercial Registration only, with up to date insurance and fitness permit (copy should be enclosed).
- f. Vehicles provided should not be more than 7 years old or 80000 km running whichever is less as on date of hiring, considering the period of contract.

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## 4.2 Statutory Norms Criteria

The vehicles and drivers provided by the Vendor shall have all the necessary statutory documents like:

- Valid Commercial Registration by a State or Regional Transport Authority
- Valid certificate of fitness by competent authority.
- Updated road tax paid.
- Valid road permit issued by a State or Regional Transport Authority
- Valid Pollution under Control Certificate (PUCC) by competent authority.
- Valid driving license (professional) issued by a State or Regional Transport Authority.
- Eye test certificate of driver by a competent authority.
- Back ground verification certificate of driver by police.

## 4.2 Safety-Requirement

The vehicles to be hired shall be equipped with

- All requisite mirrors
- Hand-brakes in working condition
- Reverse horns & light
- Indicator light & horn
- Seatbelts at all the seats
- Hazard indicators where ever applicable
- Fire extinguisher (as per IS standard) should be available.
- All tyres should be in good condition.
- First-aid kit
- Flashlight with batteries
- Reflective triangle(s)
- Reflective Vest
- Hammer / provision to break the glass in case of emergency
- Provision of ABS & Air bags for driver & co-drivers for out station travel. (Equipped with Air Bags)
- Provision of proper sitting arrangement should be provided for workers in carrier vehicle.

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### 4.3 Maintenance Criteria

The vehicle should be maintained in best condition as per the following guide line.

- Daily checking of the cars by the driver as per checklist provided by Tata Steel Utilities and Infrastructure Services Limited / manufacturer.
- Scheduled maintenance to be carried out without fail.
- The vendor should ensure that all the maintenance activities be carried out only at an authorized dealer / service centre and a copy of the same be submitted to the respective department representative.
- Any changes (design / modification in mechanical or electrical system) should be informed to the department representative. Once the department agrees to the change then the same will be done by the authorized dealer only.
- Contractor information and details to be displayed on the vehicle.
- All the maintenance records must be preserved for company's reference, which should be referred to by the user department at the time of monthly bill verification.
- Vehicles should be used for their designated function only.
- Vehicles should not be loaded beyond manufacturer's specified capacity.
- Tyres are to be maintained as per the specified requirements & replaced at scheduled intervals. The tyre condition should be checked on daily basis and if any abnormalities found i.e. worn out tyre, rust in rim, bulging etc. to be replaced by new one immediately. However, the tyre should not be run beyond 5 years from its manufacturing date to be specified. Resoled tyres are not to be used. Tyres condition should be proper i.e. tread depth, any damaged, rust in rim, etc. and tyres including stepony should not more than five years.
- Equipment such as head lights, tail-lights, wipers, hand break, indicators are to be maintained in functional condition.
- Reverse camera.
- Battery should be checked prior to start the vehicle and the condition of the battery should be incorporated to the maintenance check list.
- Any extra electrical connection should have routed to be through separate fuse box.
- The modification of extra electrical points should be validated from authorized services dealer only.

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#### 4.4 Terms & Conditions Specific to the Contract

- The vendor should ensure that the driver duty timing should be as per rule. Any violation in this regard will be taken very seriously and may terminate the order
- Driver should be well-dressed with name plate on his uniform. He should be well behaved and courteous to the passengers / site personnel. The driver should be carrying a mobile phone, whose number will be communicated to the Tata Steel Utilities and Infrastructure Services Limited authorities before start of the trip and preferably at the time of allocation of the vehicle. The driver should also carry all necessary documents, viz. driving license, valid Photo ID Card, etc.
- The contractor should not send any sick driver for duty. The driver should not attend duty under the influence of drugs, alcohol or tobacco. A consequence to be implemented on Vendor for Driver found under influence of Drugs or Alcohol as per policy.
- In case of breakdown of the vehicles/ sickness of the drivers, replacement of the Vehicles/Drivers should be provided immediately. In case of non-compliance to above, hire charges for the day shall be deducted from the monthly bill.
- It is the responsibility of the vendor to arrange for adequate insurance coverage for the Vehicles, employees and passengers as required by the relevant Acts and Rules binding on the contractor.
- The contractor shall comply with all mandatory rules and regulation for its vehicles and personnel deployed for services. Penalties, fines and any / all other damages arising out of non-compliance of the requisite rules and regulations shall be solely borne by the contractor only.
- Under no circumstances Tata Steel Utilities and Infrastructure Services Limited will be responsible for any type of incidental expenditure arising out of accident, or non-payment of taxes, insurance or any legal liability. The Tata Steel UISL authority shall not be responsible in any way in respect of any claims arising out of Motor Accident claims / cases in respect of the vehicle provided.

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- Tata Steel Utilities and Infrastructure Services Limited stands indemnified of the consequences arising out of any accident or mishap or violation of traffic rules by the driver while providing service to Tata Steel Utilities and Infrastructure Services Limited. Tata Steel Utilities and Infrastructure Services Limited also stands indemnified of any responsibility that falls in the domain of the empanelled agency with respect to the hired vehicles, drivers and statutory requirements with the State Transport authority.
- It is the responsibility of the vendor to ensure that all drivers should have minimum 5 years of experience in driving and trained in defensive driving from authored training institute.
- Vendor consequence management will be imposed, as applicable, in case of any safety violation.
- Policy will be mandatory part of the RFQ and bidding process. It will be discussed during pre-bid meeting with vendor/supplier.

Tarun Daga  
Managing Director

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