

Vehicle Policy for Breaking the Silence

1. Vehicle fleet purpose

Organizational vehicles are provided to support official activities only and to be used only by qualified and authorized employees. They are not to be considered a part of an employee's personal property. In all cases, these vehicles are to be used in accordance with the policy and procedures of the organization.

2. Driver Licensing

Organizational employees and anyone authorized to drive the organizational vehicles must have a valid driver's license issued in Bangladesh for the class of the vehicle being operated and must be able to drive a vehicle. The driver must be at least 21 years of age and have at least one year of experience in the class of vehicle operated. Obtaining a driver's license is a personal expense.

3. Motor Vehicle Safety

3.1. The priority of the driver is the safety of the driver, passengers and the public. The driver must always wear their seat belt and must be examined at all times.



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Breaking the Silence

Plot # 2/4, Lalmatia, Block-G, Mohammadpur

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3.2. The driver should not use their mobile phone while driving.

3.3. Employees must not drink alcohol or use drugs while driving.

3.4. The driver must adhere to the rules of the road and must always wear their seat belt while driving.

4. Motor Vehicle Usage

4.1. The Organization's motor vehicles are to be used strictly for project/organizational purposes only and cannot be used privately for personal use.

4.2. If any staff wants to take any organizational vehicle at home or on weekends, he/she must inform it to the management. In all cases, he/she will carry the full cost and maintain the vehicle accordingly as the organization's policy.

April 2019

Vehicle Policy for Breaking the Silence

1. Vehicle fleet purpose:

Organizational vehicles are provided to support official activities only and to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation. In all cases, there shall be no personal use of organizational vehicles.

2. Driver Licensing:

Organizational employees and anyone authorized to drive the organizational vehicles must have a valid driver's license issued in Bangladesh for the class of the vehicle being operated and must be able to drive a vehicle. The driver must be at least 21 years of age and have at least one year of experience in the class of vehicle operated. Obtaining a driver's license is a personal expense.

3. Motor Vehicle Safety:

3.1. The priority of the driver is the safety of the driver, passengers and the general public. The driver must be exercised at all times.



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3.2. The driver should not use their mobile phone while driving.
3.3. Employees must not drink or use drugs while on duty. The use of alcohol or drugs is strictly prohibited. The use of alcohol or drugs is strictly prohibited. The use of alcohol or drugs is strictly prohibited.

3.4. The driver must adhere to the rules of the road and the company's policies. The driver must adhere to the rules of the road and the company's policies. The driver must adhere to the rules of the road and the company's policies.

3.5. The driver should always wear their seat belt and ensure that all passengers are wearing their seat belts. The driver should always wear their seat belt and ensure that all passengers are wearing their seat belts. The driver should always wear their seat belt and ensure that all passengers are wearing their seat belts.

3.6. The driver and all passengers must be seated while driving. The driver and all passengers must be seated while driving. The driver and all passengers must be seated while driving.

3.7. The organizational vehicle must keep in office whenever possible. However, if any staff wants to keep the vehicle outside, they must inform the management. The management will carry the cost of the vehicle.

4. Motor Vehicle Usage:

4.1. The Organization's motor vehicles are to be used strictly for professional purposes only and cannot be used privately for personal business.

4.2. If any staff wants to take any organizational vehicle at home or residence, they must inform it to the management. In such cases, the staff will carry the cost of the vehicle.

April 2019

1. Vehicle fleet purpose:

Organization vehicles are provided to support organizational activities only and to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of Peoples Republic of Bangladesh and with the utmost regard for their care and cost efficient use.

2. Driver Licensing:

Organizational employees and anyone authorized to drive the organizational vehicles must have a valid driver's license issued in Bangladesh for the class of the vehicle being operated and must be able to drive a vehicle. The driver must be at least 21 years of age and have at least one year of experience in the class of vehicle operated. Obtaining a driver's license is a personal expense.

3. Motor Vehicle Safety:

- 3.1. The priority of the driver is the safety of all passengers, themselves and the motor vehicle, care and caution must be exercised at all times.
- 3.2. The driver should not use their mobile telephone while driving.
- 3.3. Employees must not drive BTS vehicles or their own vehicles while on BTS business, or operate machinery or other equipment, while under the influence of alcohol or prescription drugs that may cause drowsiness, or otherwise impair their ability to drive safely.
- 3.4. The driver must adhere to the road and traffic regulations for the country which they drive in at all times.
- 3.5. The driver should always carry a valid driver's license when driving.
- 3.6. The driver should always carry the valid blue book, road tax and insurance document when driving.
- 3.7. The driver and pillion/passenger must be wear helmet while driving.
- 3.8. The organizational vehicle must keep in office ascertained place after office hour. However, if any staff wants to keep the vehicle outside office ascertained place after office hour, he/she must maintain a formal procedure informing details about the issue.

4. Motor Vehicle Usage:

- 4.1. The Organization's motor vehicles are to be used strictly for project/organizational activities purposes only and cannot be used privately for personal business.
- 4.2 If any staff wants to take any organizational vehicle at home or residence to ensure its safety, he/she must inform it to the management of BTS. In this case, he/she will carry the fuel cost and maintain the mileage accordingly in the log book.

4.3. The Organization's motor vehicles, when not used, should always be parked at the designated parking area.

4.4. The driver of the motor vehicle is responsible for organizing and booking the appropriate vehicle for every assignment.

5. Log Book Record:

The driver of the motor vehicle is responsible for completing the vehicle log book after each usage. This is to be inspected by the driver and to be over seen by the manager in charge / responsible persons. Details of the trip must be recorded in the log book including driver's name, the purpose of the trip, whether it is for business or personal use, recordings of each venue visited and the mileage of the vehicle before and after the trip.

6. Motor Vehicle Maintenance:

6.1. The driver is responsible for the scheduling and the maintenance of Organization's motor vehicles and its conditions. All vehicle maintenance work must first be approved by the manager in charge / responsible persons before taking place.

6.2. The manager in charge is also responsible for checking and overseeing all aspects of the motor vehicle maintenance and management on a weekly basis and will manage issues and direct tasks to relevant parties as necessary. This includes but is not limited to log books, problems, fuel requirements and cleaning.

6.3. The driver is responsible for routine services and repairs including refueling and routine motor vehicle checks.

6.4. Staff will submit fuel cost bill according to the mileage of the usage of the vehicle. However, to know the actual fuel consumption of a particular vehicle, BTS management will assess the fuel consumption of every vehicle once in every two years as a part of vehicle assessment process.

6.5. Vehicle engine oil will be changed as per recommendation of the guideline of a particular vehicle.

7. Problems and Accident Reporting:

7.1. Driver must report to his/her manager of any problems and accidents associated with the motor vehicle after each use and provide an associated detailed account on the incidents occurred.

7.2. The driver is responsible for conducting routine checks of the Organization's motor vehicles for appropriate usage and vehicle's conditions. The manager in charge must be informed immediately of any problems that have taken place related to the Organization's motor vehicles, any foreseen problems which may cause delays and effect the operations of the Organization must also be reported immediately.

7.3. The management of motor vehicle problems, accident reporting and the resolution processes are at the discretion of the manager in charge and the manager's decision will be final.

8. Fines, Violations, Citations, Misuse

- 8.1 Drivers are personally responsible for fines or citations resulting from their actions. No Organizational funds may be used. If a violation, suspension or revocation occurs during the period it is the driver's responsibility to make the management aware of this prior to driving an Organizational vehicle again.
- 8.2 Any fines, violations or citations received while driving an organizational vehicle, including vehicles rented or borrowed, may also result in suspension or revocation of privileges to drive an organizational vehicle, as well as other disciplinary action.
- 8.3 An organizational driver must report immediately to the management any change in license status, such as license suspension or revocation. Any citation or violation received while operating an organizational vehicle must also be reported. In addition, prior to driving an organizational vehicle, all moving violations and at-fault accidents must be reported, even if the violation or accident occurred while operating a vehicle other than an organization vehicle. The Management will determine if the violation or accident is significant enough to affect the driver's privilege to drive an organizational vehicle.
- 8.4 Drivers misusing organizational vehicles may be held personally liable for damages to persons or property, as well as their own legal expenses and defense, since the driver is acting outside the course and scope of permitted organizational business. Drivers misusing vehicles are also subject to disciplinary action by the organization. Any misuse of an organizational vehicle, including vehicles rented or borrowed for organizational use, may result in suspension or revocation of privileges to drive an organizational vehicle, as well as other disciplinary action. "Misuse" includes but is not limited to: violating organizational policy, damaging the vehicle through negligence, obtaining a vehicle for use through misrepresentation.

9. Supplementary Provisions

These schedules come into force from the date of announcement. The Administration and Human Resources Department shall be responsible for any interpretation, supplement and amendment of these schedules.



