

Issue No.: 01

Revision No.: 00

Rev. Date: New Release

IIPL/STP/01

Standard Operating Procedure (SOP) for Hiring Vehicles

Prepared By

Mr. Sandipto Ghosh

Date : 26/03/2025

Approved By

Mrs. Savita Grovar

Date : 26/03/2025



1. Purpose

This SOP ensures that all hired vehicles comply with safety, maintenance, and operational standards to protect drivers, passengers, and other road users.

2. Scope

This SOP applies to all hired vehicles and drivers operating for the organization, covering the selection, inspection, maintenance, and monitoring of vehicles.

3. Driving Procedure

- **Pre-Trip Checks:**
 - Inspect vehicles for compliance with safety standards before every trip.
 - Verify that seat belts, lights, mirrors, brakes, and tyres are in good condition.
- **Driver Readiness:**
 - Drivers must possess valid licenses, medical certificates, and training certification.
 - Drivers must be briefed on the journey risk assessment and emergency response protocols.
- **Compliance with Traffic Laws:**
 - Follow all traffic regulations and speed limits.
 - Prohibit the use of mobile phones or other distractions while driving.

4. Driving Risk Assessment

- Assess driving routes for potential hazards such as poor road conditions, weather, or high traffic areas.
- Implement controls such as alternate routes or scheduling to mitigate risks.
- Ensure drivers are aware of high-risk areas and precautions to be taken.

5. Health and Safety (H&S) Plan Requirements

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The H&S plan for hired vehicles must cover the following:

1. Vehicle Specifications:

- All vehicles must be less than three years old.
- All vehicles must have:
 - Up-to-date maintenance and service records performed at approved service centers following manufacturer instructions.
 - Three-point seat belts for all occupants.
 - Dual airbags for front occupants.
 - Headrests on all seats.
 - Anti-lock Braking Systems (ABS).
 - In-Vehicle Monitoring Systems (IVMS).
- All vehicle tyres must:
 - Be replaced every 50,000 km.
 - Maintain a tread depth of at least 2 mm across the entire tyre surface.

2. Inspection Protocols:

- Conduct vehicle inspections prior to each use, covering seat belts, tyre tread depth, windscreens, and material/tool transport safety.
- Document inspection results for record-keeping and compliance checks.

3. Maintenance Tracking Sheet:

- Maintain a tracking sheet with the following details:
 - Vehicle model and plate number.
 - License expiry date.
 - Last maintenance date and kilometrage.
 - Next maintenance date and kilometrage.
 - Tyre change date and next change kilometrage.
 - Driver name, driver license expiry date, medical expiry date, and training expiry date.

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4. Monitoring and Reporting:

- Use GPS to track vehicle performance, driver behavior, and violations.
- Generate and review IVMS violation reports regularly for corrective actions.

6. Responsibilities

- **Admin Manager:**

- Ensure compliance with vehicle standards and maintenance schedules.
- Oversee inspections, record-keeping, and IVMS monitoring.

- **Drivers:**

- Perform pre-trip inspections and report any defects.
- Adhere to the driving procedure and risk assessment guidelines.

- **HSE Team:**

- Conduct periodic audits of vehicle maintenance records.
- Provide safety training and refresher courses to drivers.

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Vehicle Inspection Check list For Hired Vehicle

Location		Doc-DI/OHS/RS/1		
Name of the Travel Company:				
Vehicle Registration No.				
Driver Name & License Number:				
Sr. No.	Inspection	Yes	No	Remarks
1	Exterior Inspection			
a	Check all exterior lights (headlights, tail lights, brake lights, indicators).			
b	Inspect tires for air pressure; tread depth, and visible damage (bulges, cuts, etc.).			
c	Examine mirrors for cracks, cleanliness, and correct alignment.			
d	Confirm windows and windshields are clean, without cracks or chips.			
e	Ensure license plates are present and visible.			
f	Look for any visible leaks or fluid under the vehicle (oil, coolant, brake fluid).			
2	Engine and Fluids			
a	Check engine oil level.			
b	Inspect coolant level and reservoir.			
c	Check windshield washer fluid.			
d	Inspect brake fluid and power steering fluid levels.			
e	Ensure the battery terminals are secure and corrosion-free.			
3	Brakes and Suspension			
a	Test foot brakes for responsiveness and unusual noises.			
b	Check the handbrake (parking brake) function.			
c	Listen for any unusual sounds when applying brakes or steering.			
4	Safety Equipment			
a	Verify the fire extinguisher is accessible, charged, and within date.			

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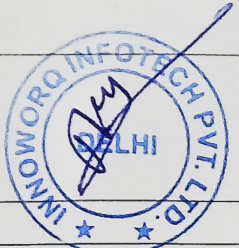
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b	Ensure first aid kit is fully stocked.			
c	Confirm the presence and condition of a spare tire, jack, and necessary tools.			
5	Interior Check			
a	Inspect seatbelts for wear and ensure they lock and release properly.			
b	Check horn functionality.			
c	Test windshield wipers and washer function.			
d	Ensure all dashboard lights (including warning lights) work correctly.			
6	Documentation and Paperwork			
a	Confirm vehicle registration and insurance are up to date and on board			
b	Driver License			
c	PUC up to date			
7	Driver Behavior			
a	Is driver wore seat belt while driving			
b	Is speed maintained by the driver while driving			
c	Is mobile phone used by the drivers while driving			
Date of Inspection & Inspection conducted by:				

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