



Knowledge is wealth

## **SAFE DRIVING POLICY**

Navneet Education Limited (NEL) is committed to implementing the Safe Driving Policy across all its Sales Offices, Company Drivers, Manufacturing Units and Sales Depots. The objective of the policy is to prevent the road accidents and to achieve zero injury targets during man and material transportation.

NEL is committed to:

- Buy or rent a vehicle which is in good condition and meets the latest Pollution Control standards and has seatbelts for all the occupants.
- Ensure that Vehicles are serviced at regular intervals and meet all the statutory requirements.
- Ensure that Drivers are experienced in handling local road travel challenges and are trained in Safe Driving Practices.
- Ensure that Drivers are informed about zero tolerance of the company towards alcohol consumption or influence while on duty.
- Ensure that four-wheeler drivers always use seatbelts, while driving (check, if the co-occupant is also wearing the seatbelt when the vehicle is in motion).
- Ensure that the driver always displays professional behavior, while on duty and is aware of POSH rules too.
- Ensure that the company owned and rented vehicles have valid insurance, PUC, and vehicle related legal documentation in place.
- Ensure that the company owned vehicles are serviced regularly and the rented vehicles used by the Company are in proper and good running condition.
- Ensure that the driver's medical records with respect to Vision and hearing are clear along with the other critical parameters and the medical checkup is done on a yearly basis. For rented vehicles, the requirement for medical checkup will be communicated.
- Ensure that fuel consumption records are reported, and efforts will be made to reduce the emission based on adoption of latest technology, driver awareness and training.
- Ensure that drivers get enough rest before starting the day and during the long journeys (15-minute break after driving for 2 hours).
- Ensure that drivers adhere to speed limits and avoid overtaking.
- Ensure that all the work-related vehicle accidents are reported to the NEL manager (admin/ procurement/ sales/ EHS/ concerned head) and investigated.



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**If the employee uses his/her own vehicle for work:**

- The employee must seek the employer's agreement before using their vehicle for work purpose.

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- The vehicle must be legally registered, should have a visible number plate, authorized, serviced, and insured for the purposes of work- the employee must produce the evidence of the documents on request.
- The employee must not carry passengers, for which the vehicle is unsuited.
- The vehicle must not be used in conditions for which it was not designed (such as off-road, flood-like situation, damaged bridges, night driving, water logging).

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