

## POLICY FOR USAGE OF VEHICLES UNDER BdREN TRUST

1. Vehicles of BdREN will be strictly used for official purpose. Only Chief Executive Officer will get Pick and Drop Service. No other employee of BdREN is allowed to avail such service. Even officer in charge of CEO, BdREN will not be entitled for pick and drop service.
2. All Vehicles shall operate under a "Pool System". Only one vehicle will be kept dedicated for Chief Executive Officer. However, in case of emergency vehicle assigned for CEO may be used. In brief, official purpose will always get preference.
3. In case of unavailability of office transport, BdREN Officials shall use public transport even to perform official duties. It is equally true for the cases if the authority reckons that using public transport will be more economical and there is no hazard in availing the same. Unavailability of vehicles cannot be showed as an excuse of non-performance. In case of performing duties using public transport, the official will be entitled for claiming the cost allowed through TA/DA regulations.
4. Each official will be required to submit prior requisition for using BdREN vehicles. Requests for planned usage shall be made at least a day before and such requisition needs to be made during office hours. All requisition for using vehicles shall be submitted in prescribed form with detailed information (departure and arrival dates, name of travelers, time, location, duration etc.). All requisitions must be approved by appropriate authority as declared in the requisition form and shall be submitted to the administration and accounts at least thirty-six (36) hours before the scheduled trip if other logistic supports, like toll cost or additional fuel cost, needs to be managed for the trip. The estimated distance in **km** needs to be mentioned for each trip so that adequate funds can be provided to the driver for gasoline/lubricants and other necessary costs.
5. All field duties shall be recorded in the driver's logbooks. The log book will be filled up by the driver mentioning the start time, end time, location visited, distance travelled by using the mile-meter start and end reading and list of passengers. Once filled out, the log book record needs to be counter signed by the user after thorough verification.
6. Vehicles shall be used in an economic and coordinated manner so as to minimize the consumption of fuel and in order to serve multiple purposes with limited resources.
7. Transportation of partners' staffs, in principle, will be the responsibility of each partner and **BdREN** shall not be responsible for providing transportation and logistics support even if the partner is housed in **BdREN** offices provided it is not a contractual obligation. However, partners may join **BdREN Officials** for joint activities if it is approved by BdREN authority.
8. As a norm, office vehicles will be driven by BdREN drivers only. In case of unavailability of drivers officials having valid licenses may drive the vehicle taking prior permission of the authority.
9. Routine Pick and Drop service is not allowed .But if case being so that an official needs to attend a meeting at very early hours so that the official needs to go to the visiting location from home directly, the official may be allowed by his supervisor, not below the rank of Manager, to be picked from home by official vehicle. In similar cases dropping of official at home may be allowed for attending meeting at late hours or end of business hours.
10. To the extent possible, office vehicles should not be parked in place where parking is not allowed neither it is allowed to violate traffic rules. Traffic Fine generated due to breaching of this rule needs to be paid by the person responsible for such violation.
11. In case of emergency requisition can be sent over email, In such case it is the responsibility of the employee lodging such requisition to fill out official requisition form at his/her earliest opportunity.
12. Personal usage of BdREN vehicles is not allowed other than absolute emergency. Any personal usage of vehicle must be permitted in advance by CEO, BdREN showing due justification.