

MANUVIKASA

Policy on USE OF VEHICLES

- The vehicles of the organization are primarily for the purpose of implementing programmes of MANUVIKASA.
- MANUVIKASA support staff members to have their own vehicle and organization reimburse the fuel and maintenance of the vehicle used to the organization programmes.
- Only those members of the staff, who have valid driving permanent driving license issued by the competent authority, maintain logbooks and keep the vehicles in the good condition.
- In emergencies, the vehicles may be made available for personal use of the members of the staff. In case of prolonged use or involving large expenditure, the costs of running and maintenance of the vehicles for such personal use is to be met by the concerned staff member.
- Drunken driving by the staff will invite disciplinary action besides ban on use of vehicles. Those using the vehicles shall follow the road safety rules and speed limits in their own interest as well as for the proper maintenance of the vehicles.
- All the staff who drives the office vehicles should have a minimum personal accidental insurance coverage for Rs.100000/- at their own cost.




Managing Trustee

31/03/2020