



Health, Safety and Environment Driving Safety - Policy Directive

GreenLine Mobility Solutions Private Limited (GreenLine) is committed to protecting the Health and Safety of those involved with our activities, and the people who come into contact with our operations. One of the major safety risks in Logistics Company are travel and transportation, which needs to be addressed and adequate control measures requires to be in place. We will therefore:

- Ensure that our employees, consultants and all contractors, in particular road transport contractors and drivers are aware of our driving safety policy and standards.
- Educate and train employees, contractors and drivers towards driving HSE requirements.
- Monitor driving safety performance and audit road transportation aspects, transport contractors and drivers on regular basis for continuous enhancement.

Driving/Transport Safety- Policy Directive

Drivers Competency and Training

Drivers must be appropriately assessed, licensed, trained and checked for physical and mental fitness to operate the vehicle through competent medical authority by way of medical check-up carried at the time of recruitment and scheduled intervals as per Policy. Drivers must be selected as per the criteria of DASP (Driver Assessment and Selection Process) and this need to be verified before deployment. Training on 'Defensive Driving, Hazardous goods, First Aid & Journey Management' shall be carried out as specified.

Road Safety Competency assessments must be carried out yearly by safety department.

Driving and Duty Hours

Drivers must be appropriately rested and attentive. It is to be ensured that the drivers have sufficient rest hours, Minimum 15 minute break after three hours (Maximum 4.5 hrs.) of driving and off periods once a week to enable safe driving. Proper resting place, with basic amenities is provided by GreenLine clients to drivers where they can rest/freshen up. Unauthorized driving is strictly prohibited i.e. no body other than the driver will drive and there will be no unauthorized passengers at any time in the vehicle. Wherever specified/customer requirement, Vehicle should not be driven from 00 hrs to 04 hrs.

Drugs and Alcohol

Driving of vehicles is strictly prohibited while under the influence of alcohol that could impair the driver's ability in operating the vehicle. Driving staff will be randomly tested and Company maintains zero tolerance on the subject. No smoking is allowed in any unauthorized places. Driver should not carry any intoxicating material (drug / alcohol) in vehicle cabin.

Use of Mobile/ Causes of Distraction

Drivers must not use a mobile phone or two way radio communication device while operating the vehicle including hands free device. In addition other activities which can cause distractions like smoking, eating and drinking, are not permitted by drivers while driving. Any violation shall be dealt with Zero Tolerance as detailed

in our communication policy.

Speed Limit

Irrespective of vehicle type (commercial carrier or company owned passenger vehicles) driver must not exceed the speed limit prescribed by the company or as indicated on the roads & highways as per MV Act. GreenLine vehicles will observe the speed limit signage boards put up by the authorities. Wherever signage boards are not available drivers to follow the following speed limits –

Maximum Allowable Speed Limit– 60KMPH.

Journey Management

Drivers must follow the instructions given in journey management plan (JMP) i.e. route to be followed, stoppages, halts, driving hours and speed etc. No deviation will be accepted/tolerated without a prior approval of competent authorities. A Journey plan shall be generated for each trip. Securing of all material / object in drivers cabin is must, no loose object (water bottle, tiffin, bag etc.) is permitted in cabin. It has to be kept in proper stand/compartments/designated secured place.

Night Driving

For specific application of customer where night driving has to be restricted should be followed and controlled, as per client specified. During emergencies or other operational requirements, night driving permission must be obtained from the appropriate authorities.

Night driving is permitted for General Cargo application.

Securing of Load

Cargo must be loaded as per approved loading pattern, design, manufacturer specification and legal. Loads must be lashed, secured and covered.

Incidents/Accidents

In case of accidents, it should be reported immediately to the concern person of company & legal authorities, if necessary. Further investigations must be carried out and appropriate actions should be taken to prevent reoccurrence. Drivers shall familiarize themselves with the emergency response procedures associated with travel.

Vehicle Fitness/Road Worthiness

Vehicles shall be fit for its intended purpose and maintained in safe working condition in line with manufacturer's guidelines and legal requirements. No unauthorized load/passengers are allowed in the vehicle. The number of passengers travelling in the vehicle should not exceed the manufacturer's specification for the vehicle. Drivers should carry out periodical vehicle checks to ensure the safety and fitness of the vehicle as per the approved checklist of the group. Where available all vehicles to be driven with lights on during daytime (day running lights).



Health, Safety and Environment
Driving Safety - Policy Directive

Seatbelts

Fastening of 3–point seat belt is compulsory for driver and all passengers. Vehicle shall not be started without fastening the seat belt first. If any vehicle does not have a functional seat belt, the same shall be reported to the concern person/department. Seat belts are compulsory for front as well as for rear passengers.

Safety/First Aid Box / Tool Box

Driver and Supervisor must ensure the availability of Fire Extinguishers, PPE Kit, Tool Box and First Aid Box in vehicle as per the safety/legal requirements and also ensure the proper functioning of fire extinguishers. Tools must be non-spark compliant for flammable goods carrier.

Other Safety/Legal Requirements

- Camera:** Front, Reverse and Cabin camera must be installed in all flammable goods carrier.
- GPS/VTS:** No vehicle will be allowed without GPS /Vehicle Tracking System (VTS). Features and parameters will be set as per the company's requirements.
- Documents:** Driver must check and carry the valid document i.e. Registration Certificate, Insurance, Fitness, Permits, PUC, Driving License, etc. before commencement of journey/trip.
- JMP:** Journey Management Plan (JMP) for all routes should be defined, communicated, monitored, reviewed and updated periodically.

***All employees, contractors, workers and drivers must adhere to the safety/legal requirements mentioned in the policy. Violation of any rule will not be accepted and disciplinary action will be initiated against the defaulter.**

Policy Number – DS/001
Date: 01 April 2020
Place: Hazira, Surat
Revision No. 4, 11.08.2023

Anand Mirnani
Chief Executive Officer

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SI No	Date	Revision no	Details of Revision
1	01.04.2020	00	First Issue
2	31.03.2021	1	Added requirement of JMP, Night driving and vehicle fitness requirement.
3	13.05.2021	2	Added speed limit, First Aid and tool box requirement for vehicles.
4	11.01.2023	3	As per the management instruction, maximum allowable speed for general cargo logistics is defined 80 KMPH.
5	11.08.2023	4	As per the management instruction, maximum allowable speed unified to max 60 KMPH.