

Terms of Reference (TOR) for TT/Bowser Driver

Objective:

To guide Tanker Truck (TT)/Bowser driver in their daily operations and ensure that they adhere to standard safety regulations, driving timing, rest timing, duration of travel in a day, operation and maintenance (O&M), liabilities, and other relevant issues.

Responsibilities:

1. Ensuring safety while driving by strictly following traffic regulations and driving guidelines.
2. Ensuring the vehicle is well maintained and in good working condition.
3. Conducting daily checks on the vehicle before operating it.
4. Keeping a log of the distance travelled and any issues encountered during the journey.
5. Must ensure average POL consumption within the allowance limit set by the Department and submit the monthly report to MTO and HOD.
6. Resting as required by law and company policy to ensure that driving is done with a clear and focused mind.
7. Adhering to the maximum duration of travel in a day as per company policy and local laws/regulations.
8. Reporting any accidents, incidents or near-misses promptly to the relevant authorities and the management within 24 hours.
9. Complying with all O&M procedures provided by the company.
10. Maintaining confidentiality of all company information.
11. All the documents related to the TT/Bowser must be updated/renewed timely to avoid penalties from relevant authorities. Any penalties shall be borne by the driver.
12. Taking responsibility or liability for any damages or losses that may arise from the TT/Bowser driver's negligence or misconduct.
13. In case of leave, approval must be sought from the MTO and proper handing taking over documents must be maintained with next driver in presence of MTO/In-charge.
14. Sale of HSD from Bowser from the designated area to the customers and handover the cash/cheque/digital payment to the respective FRO in-charge/Manager daily. Proper accounting of stock, inventory and cash shall be maintained. Any shortage must be borne by the driver.
15. TT/Bowser must be parked at safe place.

Duration of Work:

1. The standard work duration for a TT/Bowser driver shall be as per company policy and local laws/regulations.
2. Shall be entitled to rest 8 hours as stipulated by local laws/regulations and company policy.
3. Must not speed more than 40 KM per hour.

4. Must ensure to travel during time and in case during the emergency, driver must ensure the TT/Bowser is on good running condition and must obtain approval from MTO.
5. Bowser must be loaded with HSD daily in morning and returned to FRO.

Qualifications:

1. A valid driving license appropriate for the type of vehicle to be driven. Medium and heavy vehicle driving license is must.
2. Must have a minimum of three years of driving experience in relevant field.
3. Must have a good driving record.
4. Must be able to communicate effectively in the languages/dialects used officially.
5. Must be able to read and understand road signs and regulations.

Liabilities:

1. The driver shall be liable for any damages or loss arising from their negligence or misconduct while on duty.
2. The driver shall indemnify the company against any claims, suits or legal action taken against the company arising from their actions while on duty.
3. The driver shall be responsible for any fines imposed on them, which arise from their conduct while on duty.
4. Any negligence during the duty hours shall be penalised as per the SRR.
5. Average POL products consumption must be maintained and any above shall have proper justifications and if not justifiable, the amount shall be deducted from the subsequent month's salary.
6. failure to update/renew the documents shall result paying penalties on his own.

Conclusion:

The TOR for TT/Bowser drivers provides a framework to guide the driver in their work. Adherence to these guidelines is crucial for ensuring that they carry out their duties effectively and safely. The company should regularly review the TOR to ensure that it remains relevant and up-to-date with current laws and regulations.