

TERMS OF REFERENCE (TOR) FOR TANKER TRUCK (TT) DRIVERS, PETROLEUM DIVISION

1. Objective:

To guide TT drivers in their daily operations and ensure safe and efficient transportation of petroleum products with strict adherence to standard safety regulations, driving timing, rest timing, travel duration, operation and maintenance (O&M), liabilities, and other relevant requirements.

2. Reporting:

The TT drivers shall report and work closely under the direction of the Motor Transport Officer (MTO) and the overall guidance of the General Manager of Petroleum Division (HoD).

The MTO is the approving authority for TT driver's leave and all leave approvals must be sought from the MTO. Proper handing taking over of documents must be done with the next driver in the presence of MTO/In-charge before availing the leave.

3. Responsibilities:

- i. Safely and efficiently operate tanker trucks to transport and deliver petroleum products to the designated Fuel Retail Outlets (FROs).
- ii. Comply with all relevant laws, regulations, and company policies pertaining to transportation/traffic, driving safety, and environmental protection.
- iii. Conduct timely inspections (pre-trip and post-trip) of the tanker truck, ensuring that it is in proper working condition and that all necessary equipment is functioning properly.
- iv. Maintain a log of the distance travelled and any issues encountered during the journey.
- v. Adhere to strict safety protocols, including the use of personal protective equipment (PPE), and follow safe driving practices at all times.
- vi. Ensure average fuel consumption is within the allowance limit set by the Department and submit the monthly report to MTO and HOD. In case of excess fuel and POL, the driver must report to MTO in writing.
- vii. Resting as required by law and company policy to ensure that driving is done with a clear and focused mind.
- viii. Follow company policies regarding hours of service, rest breaks, and driving time limits to ensure compliance with transportation regulations and per
- ix. Adhere to the company's policies and national laws/regulations regarding hours of service, rest breaks, and driving time limits (maximum duration of travel in a day).
- x. Report any mechanical issues, accidents, spills, safety hazards, incidents or near-misses immediately to the MTO, HoD or relevant authorities within 24 hours.
- xi. Load and unload petroleum products in a safe and controlled manner, following established procedures to prevent spills, leaks, or contamination.
- xii. Comply with all O&M procedures provided by the company.
- xiii. Maintain confidentiality of all company information and records.

- xiv. All the documents related to the TT must be updated/renewed timely to avoid penalties from relevant authorities.
- xv. Be responsible or liable for any damages or losses that may arise from the TT driver's recklessness, negligence or misconduct as defined under the company's SRR.
- xvi. Attend training/workshops to enhance skills, knowledge, and understanding of safety procedures and regulations as and when provided by the HoD or management.
- xvii. Maintain a professional and courteous attitude when interacting with customers, colleagues and general public.

4. Working Conditions:

- i. The standard work duration for a TT driver shall be as per company policy and national laws/regulations. At times, TT drivers may be required to work for extended periods, including nights, weekends, and holidays.
- ii. Shall be entitled to 8 hours' rest as stipulated by national laws/regulations and company policy.
- iii. Must maintain a maximum speed limit of 40 KM per hour.
- iv. Must ensure to travel on time. In case of an emergency, the driver must ensure the TT is in good running condition and obtain prior approval from the MTO before the travel.
- v. TT Drivers may be exposed to hazardous materials and potential risks associated with the transportation of petroleum products.

5. Qualifications:

- i. Must have a valid driving license appropriate for the type of vehicle to be driven
- ii. Must have a minimum of **three** years of driving experience in a relevant field.
- iii. Must have a good driving record.
- iv. Must be able to communicate effectively in the languages/dialects used officially.
- v. Must be able to read and understand road signs and regulations.
- vi. Must be physically fit and able to perform duties, including loading and unloading petroleum products.
- vii. Knowledge of transportation regulations, safety protocols, and industry best practices related to petroleum product transportation is desirable.

6. Liabilities:

- i. The driver shall be liable for any damages or loss arising from their negligence or misconduct while on duty.
- ii. The driver shall indemnify the company against any claims, suits or legal action taken against the company arising from their actions while on duty.
- iii. The driver shall be responsible for any fines imposed on them, which arise from their conduct while on duty.

- iv. Any negligence during the duty hours shall be penalised as per the SRR.
- v. 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.
- vi. Failure to update/renew the documents shall result paying penalties on his own.

7. Conclusion:

The TOR for TT drivers provides a framework to guide the driver in their work. Adherence to the TOR is crucial for ensuring that they carry out their duties effectively and safely. The management should regularly review and amend the TOR from time to time to ensure that it remains relevant and up-to-date with the changes in the laws and regulations, best practices and operational requirements.