



Safety Guidelines for Drivers of CMFRI



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Central Marine Fisheries Research Institute
(Department of Agricultural Research and Education, Government of India)
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Safety Guidelines for Drivers

1. Drivers must operate vehicle in accordance with motor vehicle laws.
2. The number of passengers permitted in the vehicle may not exceed the number of seat belts. Driver and all passengers of the vehicle are required to wear seat belts.
3. Don't use cell phone during driving. Stop the vehicle in a safe area to use cell phone.
4. For long distance trips, if there is more than one authorized driver, such drivers should consider rotation every two hours.
5. If there are not enough drivers to rotate, an overnight stay should be planned.
6. No driver should drive more than 10 hrs. period.
7. Avoid driving past midnight.
8. Avoid conditions that lead to loss of control like driving while sleepy or inattentive, driving too fast for road conditions or engaging in any other activities such as cell phone use that could lead to distraction.
9. If the weather is inclement, stop and stay over night in a safe place.
10. Turn off the vehicle, remove the keys and lock the vehicle when it is left unattended.
11. Vehicle should not be driven while under the influence of alcohol or illegal drugs.
12. Transportation of non-official passengers in vacant space of a vehicle on official trip should be avoided. Any exceptions if required, written approval from the director, CMFRI in proper form should be obtained.
13. Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle are not to be allowed.
14. Keep your hand on the steering and your eyes and mind on the road while driving.
15. Do not follow too close.
16. Do not fail to observe clearance.
17. Do not fail to obey traffic signals and direction.
18. Do not fail to observe signals from other driver.
19. Do not park or pass improperly.

Duties and Responsibilities of Driver

- ☞ Safe driving is the primary responsibility of driver.
- ☞ Attested copies of R.C. Book, Insurance & Pollution Under Control Certificate are to be kept in the vehicle. Before proceeding on long trip, the original documents must be collected from office and after the trip and it should be returned to office without fail.
- ☞ An authorized driver assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times.
- ☞ All drivers should wash the vehicles daily and keep it dust free, neat and clean before starting journey.
- ☞ To avoid a mid-trip breakdown, driver must do a walk around-circle check of the vehicle and ensure that, the vehicle is in good running condition and all elements in the vehicle are functioning properly. If elements are not working properly, or problems have been identified, it should be mentioned in the driver's pre-trip check list and rectified the problem and certified that, all elements are safe and repaired or replaced and meet safety standards before starting journey.
- ☞ Department drivers should wear proper uniform and identity card issued by the office and all contractual drivers should wear proper uniform and ID card issued by the service provider for identification. Transportation of non-official passengers in vacant space of a vehicle on official trip should strictly be avoided. Exception may be granted only on written approval of the Director, CMFRI.
- ☞ Log Book of the vehicle should be maintained properly. If one or more drivers are attending duties in a same vehicle in the same day, the names of the drivers should be recorded in the Log Book and pre-trip checklist must be signed and kept in the vehicle.
- ☞ Pre-trip checklist must be submitted to the 'OIC, Vehicle' daily and to the In-Charge, Nodal Section of the vehicle through the OIC, Vehicle once in a week along with Log Book for verification and strict compliance. The vehicles should not be operated with any defect.
- ☞ Vehicle should be on a routine preventive maintenance schedule for servicing and checking of safety related equipments. Regular maintenance should be done at

specific mileage intervals consistent with the manufacturer's recommendations. Without proper indent and approval by the controlling authority, the vehicle should not be operated.

- ☞ Any unauthorized trip will be punishable. The meter reading while taking out the vehicle should be recorded at security gate and the time of return entry to office also at gate. On change of driver, he will ensure that the vehicle is handed over to his successor, complete with all spare wheels, tools, meter reading etc.
- ☞ Drivers must comply with speed limits allowed.
- ☞ Never leave the ignition keys in a parked vehicle. Lock the doors while leaving the vehicle.
- ☞ Dim the headlights while encountering oncoming traffic to avoid blinding the other driver. Use low-beams within 200 feet of the vehicle ahead.
- ☞ Drivers must be present in the drivers' room when not in driving but on duty.

Duties and Responsibilities of Driver in case of an Accident/ Emergency

- ☞ Never leave the scene of an accident or emergent situation.
- ☞ Stop and switch off your engine to avoid fire and switch on warning lights.
- ☞ Your first priority must be the safety and care of any persons involved. Call an ambulance in case of injury or the fire brigade, if there is danger of fire or where someone is trapped.
- ☞ Do not accept any offer to pay for any damage to your vehicle.
- ☞ All off-campus accidents must be reported immediately to the local police.
- ☞ Contact your controlling officer immediately after contacting ambulance & police.
- ☞ Make no statement that would assume any obligation or admit liability.
- ☞ Provide the other party with insurance information contained in the vehicle, as well as your name, address and phone number.
- ☞ Note down any damage found on your vehicle and report to the controlling officer regardless of how the damage was caused.
- ☞ Collect the name and address details of the third party.

Write Down

- ☞ The name and address and telephone no. of any witness.
- ☞ Date and time of accident.
- ☞ The registration number of any vehicle who's occupants may have seen the accident.
- ☞ Name, phone no and station of any attending police officers.
- ☞ Name & address of the driver along with phone no. If he is not the owner of the vehicle, collect the name, address & phone no. of the owner.
- ☞ Make, model, colour and registration no. of the vehicle, details of all damage and the number of people in the vehicle.

Help Line Nos.

- | | |
|-------------------------------------|--|
| ☞ Police | 100 |
| ☞ Fire force | 101 |
| ☞ Ambulance | 102 |
| ☞ CMFRI Nos. | 0091-0484 2394867/ 2394357/ 2394312 |
| ☞ OIC, Vehicle | 04842394867 (323 Extn.), Mob: 9605283390 |
| ☞ Address | Central Marine Fisheries Research Institute (CMFRI), P.B.No.1603, Ernakulam North P.O., Kochi- 682018 Kerala, India. |
| ☞ Dealer of vehicle-(Toll Free no.) | |
| Toyota | 1800-425-0001 |
| Mahindra | 1800-425-1624 |
| Chevrolet | 1800-3000-8080 |
| Maruti Suzuki | 1800-180-0180 |

Dealers network numbers are available in warranty booklet which must be available in the vehicle.