

**Bhutan Power Corporation Limited**  
**Thimphu : Bhutan**



**Rules & Regulations**  
**on**  
**Usage of BPC Vehicles**

**December 2007**

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## **Introduction**

The Bhutan Power Corporation Limited (BPC) was incorporated under the Companies Act of the Kingdom of Bhutan, 2000 on August 8, 2002, though it started its operation from July 1, 2002. At the time of inception, it was envisioned that the Corporatization of the utility functions of the erstwhile Department of Power would lead to greater efficiency and better delivery of services in the power sector. It was expected that, with a streamlined Corporate structure and greater emphasis on Customer Services as well as cost control, the performance of BPC would improve annually.

One of the possible areas of cost control is the control and judicious use of the BPC vehicles. In order to streamline the use of BPC vehicles more effectively and efficiently, these Rules and Regulations on Usage of BPC Vehicles are formulated.

The Rules & Regulations on Usage of BPC Vehicles shall come into effect from 1<sup>st</sup> January 2008.

The interpretation of the rules will rest with the Management of the Corporation. Any changes or revision to this policy shall be brought about on directives of the Management of BPC, as and when necessary and shall subsequently be a part of this policy.

## **1 Procurement of Vehicles**

- 1.1 The requisition for new vehicles shall be proposed in the capital budget of the financial year and approved by the Board, before initiation of any procurement process.
- 1.2 Only standard models of vehicles with normal features shall be procured. Procurement of vehicles with optional features shall be only with the specific approval of the Managing Director.
- 1.3 All light vehicles procured for BPC shall be of white colour, unless otherwise specifically approved by the Managing Director.

## **2 Registration, Insurance and Records**

- 2.1 All vehicles shall be registered and insured in accordance with the provisions of the Road Safety and Transport Authority (RSTA) Act, 1999.
- 2.2 Individual Vehicle History Book shall be maintained for every vehicle of the BPC in specified format as given in Form Veh 1.1.
  - 2.2.1 Instructions for Vehicle History Book
    - (a) Page numbers of a Vehicle History Book shall be machine numbered serially. The book shall be securely bound. The format shall be as given in Form Veh 1.1.
    - (b) The first page of the Vehicle History Book of a vehicle shall be utilized to record the following permanent details of the vehicles.
      - (i) Registration number allotted by RSTA
      - (ii) Insurance policy number and type of insurance
      - (iii) Manufacturer's name
      - (iv) Model name
      - (v) Chassis number
      - (vi) Engine number
      - (vii) Model serial number
      - (viii) Extra fittings:
      - (ix) Spare tools:
      - (x) Date of acquisition:
      - (xi) Cost including taxes, duties and handling charges:
      - (xii) Any other costs involved in acquisition:

- (c) The salient points of maintenance schedule as prescribed by the manufacturer of the vehicle shall be noted in the second page of the book as a ready reference for strict monitoring of the same.
  - (d) The details of the transfer of the vehicle among various Departments/Offices shall be recorded.
  - (e) The Vehicle History Book shall be maintained by the Motor Transport Officer (MTO). Every repair and maintenance works undertaken shall be recorded and countersigned by the controlling officer.
  - (f) The Vehicle History Book shall be handed over along with the vehicle incase the vehicle is transferred to another Department. Handing/taking over shall include the information as per Form Veh 1.1.
- 2.3 A Vehicle Log Book shall be maintained for every vehicle in specified format as given in Form Veh 1.2. Page numbers of a Vehicle Log Book shall be machine-numbered serially.
- 2.3.1 The following procedures shall be observed in the maintenance of the Vehicle Log Book
- (a) Entry shall be made in the logbook every time the vehicle is refueled or lubricants used.
  - (b) Starting and ending km reading as well as name of stations and the purpose of utilization shall be entered in the logbook for every movement of the vehicle.
  - (a) The official using the vehicle shall make entry in the logbook and sign at the end of every journey.
  - (b) The document of registration of the vehicle, insurance certificate and the logbook shall be kept in the vehicle. It shall be subject to inspection by any authorized agency at any time.
  - (c) A summary of performance of the vehicle shall be made in the vehicle logbook when recouping fuel.
- 2.4 A Vehicle Movement Order Book shall be maintained for every vehicle in specified format as given in Form Veh 1.3. Page numbers of a Vehicle Movement Order Book shall be machine numbered serially.
- 2.4.1 Instructions for the Vehicle Movement Order:
- (a) Specific purpose of the movement shall be recorded. Vague words like “Official duty” shall not be used to indicate the purpose of movement. If a Pool vehicle is authorized to be used on payment of hiring charges basis to meet the emergency requirement of employees, the fact shall be mentioned therein.

- (b) Information shall be filled in by the vehicle utilizing officer only if he comes back to the same office after completion of the movement/tour. In all other cases, this information shall be filled in by the Authorizing Officer on return of the vehicle.
- (c) If the vehicle is detailed for a number of officials to different places, signature shall be recorded by either the senior-most official of the group or the official carried to the last point of the movement.
- (d) The original copy of the Movement Order, duly filled in logbook, vehicle registration document and the insurance certificate of the vehicle shall be kept in the vehicle during movement.
- (e) Office copies of the Movement Order book shall be maintained until the audit of the period is completed and cases, if any, pertaining to the vehicle utilization are settled.
- (f) The driver shall carry his/her valid driving license during the movements.

### **3 General Rules**

- 3.1 The vehicles of BPC Head Office will be pooled and kept under the control of the Human Resources & Administration Department (HR&AD).
- 3.2 Head of HR&AD/Divisions will appoint an MTO who shall ensure proper management of the use of vehicles. In the absence of a regular MTO, the official(s) taking charge of the MTO's duties will assume the role of the MTO.
- 3.3 All vehicles of BPC Head Office shall be used on a pool share basis by MD's Office, Departments in the Head Office, Internal Audit, Security Services Division and Engineering & Design Division. Before issuing the movement orders, the MTO should check and ensure that the movement order indicates clearly the duration of movement (number of days), nature of duty, start time, initial km and the destinations.
- 3.4 The movement orders of the vehicle designated for the Managing Director will be signed by the Managing Director himself.
- 3.5 Vehicle requisition for any official trip should be put up to the MTO by Head of Departments etc. as specified in the Vehicle Requisition form given in Form Veh 1.4. Vehicle Requisition form shall be machine numbered serially.
- 3.6 While not in use, all vehicles, except for the duty vehicle of the Managing Director, shall be parked in the designated parking area during and after office hours, weekends, holidays and after returning from tours.
- 3.7 After the completion of official duty/tour and during weekends and holidays, the driver shall handover the key of the vehicle to the BPC Security Guards (for BPC Head Office) and to the Division Heads/MTO in case of Divisional Offices. The time and signature of driver should be reflected in the register maintained by the Security.

- 3.8 In the event of movement in the early morning hours, the driver may take the vehicle in the evening after office hours duly noting the km reading in the vehicle log book and in the movement order.
- 3.9 Vehicle shall be driven only by the BPC drivers appointed for the purpose.
- 3.10 In the event an officer has to drive the vehicle in absence of a designated driver, prior approval from the Head of Department/Managing Director is necessary.
- 3.11 As far as possible, the designated driver of BPC shall be permitted to drive a pool vehicle. A driver shall be assigned to each vehicle and he shall be responsible for maintainance of the vehicle including cleanliness. In the absence of the regular driver, another driver or selected employee or an officer will be permitted to drive the vehicle with the written permission of the Head of the Department/Managing Director. Under no circumstances shall private individuals, including family members of employees be allowed to drive the Corporation vehicles. In case the designated driver goes on leave, proper handing / taking over shall be made with the MTO.
- 3.12 When an accident takes place, the vehicle accident information report as given in Form Veh 1.6 should be submitted to the concerned Head of the Department within twenty four hours.
- 3.13 In case of vehicle accidents, the driver or the controlling officer shall submit the police and RSTA verification reports to the concerned Head of Departments and HRAD. If the reports are not submitted within a week (seven working days), the repair of the vehicle(s) shall be carried out at the cost of the concerned driver/ officer.
- 3.14 When carrying out accident repairs, another staff, other than the driver, shall also be deputed in case of major repairs. The controlling officer shall nominate such persons in consultation with the concerned Department for supervision of the repair works.
- 3.15 The Performance of the vehicle shall be checked by the MTO/Controlling Officer. Quarterly report should be submitted to the Head of HR&AD, who in turn, shall report to the management in the format given in Form Veh 1.5. Vehicle Performance Sheet shall be machine numbered serially.

#### **4 Use of Pool Vehicles**

- 4.1 Light vehicles of the Corporation shall be used strictly for the following purposes:
  - 4.1.1 Carriage of stores, official purchases and cash duty/mail;
  - 4.1.2 Hospitality of Corporation's guests;
  - 4.1.3 Attending official meetings, seminars, workshops;
  - 4.1.4 Inspection of works at sites;
  - 4.1.5 Transportation of employees' school children, to be approved by the Head of the Departments/Managing Director on a case by case basis;

- 4.1.6 Shift duty at various locations under the jurisdiction of BPC;
- 4.1.7 Corporation vehicles can also be used for staff welfare, sports and social activities, but with the specific approval of the management;
- 4.1.8 For attending to any other matters of the Corporation with prior approval of the management.
- 4.1.9 Whenever there is a need to provide conveyance for School going children of BPC employees, appropriate transport facilities shall be provided with approval of the management.
- 4.2 Heavy and medium vehicles shall be used for meeting official needs of transportation in connection with construction, maintenance, delivery of heavy or bulky articles, supplies, stores and equipment, etc.
- 4.3 The Managing Director and all employees in grades A and B shall be provided with Corporate vehicles to go on field trips. If corporate vehicles are not available, then private vehicles shall be permitted on mileage claim basis as laid down in BPC-SRR 2007. The rates per km for light, heavy and medium vehicles are as follows. However, the rates shall be revised from time to time.
- 4.4 A minimum of two vehicles shall be kept specifically for use by the Head of the Departments. These vehicles shall not be used by officials lower in grade than the Head of the Department. However, MD BPC also can use these vehicles.

**VEHICLE MILEAGE**

Type of Vehicle	Rate per km (Hills)	Rate per km (Plains)
Light Vehicle - Four Wheeler	Nu.13 per km	Nu. 13 per km
Medium Vehicle – Medium Trucks	Nu.3.4 per/km/ton	Nu.2.16 per/km/ton
Heavy Vehicle – Heavy Trucks	Nu.4.28 per km/ton	Nu.2.4 per /km/ton

- 4.5 For employees in grade C, vehicles shall be provided purely on exigency or need basis or else they shall be entitled to travel by Public Transport Services and can claim the expenses incurred therein.
- 4.6 Use of vehicles for pressing and emergency needs of Government/Non-Governmental Organization/International Agency/School shall be permitted only with the prior approval of the Managing Director subject to the condition that the concerned agency pays compensation for any damages caused to the vehicles as per the format given in FormVeh 1.7. Use of vehicles for such needs shall be sought through an application and duly approved.

- 4.7 Use of vehicles for pressing and emergency needs of BPC employees shall be permitted only with the prior approval of the Head of Department or Managing Director in case of the Head of Department at the following rates. Providing vehicles under these conditions will, however be subject to availability of vehicles and places of travel involved, and will be at the discretion of the management.

Sl. No.	Types of Vehicle	Rate per km (Nu.)
1	Light vehicle	9
2	Medium vehicle	12
3	Heavy vehicle	23

The daily allowances for the driver will be borne by the Corporation.

- 4.8 During cases of death of any employee or their immediate family members, a vehicle will be provided free of charges. Vehicle will also be provided free for urgent referral of employees for medical treatment within Bhutan.
- 4.9 The movement of all vehicles shall be signed by the MTO/HR&AD in case of Head Office and by the Divisional Head for Divisional vehicles.
- 4.10 The movement order book shall be kept in the custody of the MTO and shall not be carried in the vehicles.

## **5 Inspection and Penalties**

- 5.1 The Royal Bhutan Police/RSTA is the Agency to inspect the pool vehicles for ensuring strict observance of the Rules on use of vehicles. The relevant documents of any pool vehicle found to be unauthorized or misused, are liable to be seized and forwarded by the Police to the Royal Audit Authority, Thimphu, in all cases irrespective of location.
- 5.2 The defaulting driver / official shall be levied a fine of Nu.1,000/- (Ngultrum one thousand only) or a sum prescribed by BPC from time to time. The seized documents shall be released to the concerned Head of Office only on realization of the fine. In case of proven misuse by any staff/official/driver, Nu.20/- (Ngultrum twenty only) per km will be recovered from the defaulter.
- 5.3 Repeated offence shall be considered a major infringement and the offender shall be subject to appropriate administrative action by the BPC.
- 5.4 Head of the Departments and the Chief Security Officer are authorized to inspect/check the vehicles, movement orders etc. The observation shall be written down in the Log Book of the vehicle indicating time, date and place of inspection and observations, if any.

## **6 Movement of Vehicles during Emergencies and Urgencies at Work Site**

- 6.1 For meeting the urgent requirement of transportation of employees during injuries, accidents or/and illness necessitating immediate evacuation to hospitals, the Heads of Department or Division Heads shall take necessary steps to evacuate the person to the nearest hospital/dispensary in case ambulance is not available.
- 6.2 In case of security concerns or emergencies, other than those mentioned under 6.1 above and 6.3 below, the Managing Director, Heads of the Departments, the Chief Security Officer and the Division Heads are authorized to use their personal vehicles. However, approval for such usage (in terms of km used and the actual purpose) must be sought from the competent authority within twenty four (24) hours and the usage regularized.
- 6.3 During exigencies requiring immediate movement to the nearest hospital/dispensary, the following officers are allowed to drive the Pool vehicles upon the condition that each of this officer has a valid driving license and designated drivers are not available.
- (i) Managing Director;
  - (ii) Head of Departments;
  - (iii) Division Heads;
  - (iv) Chief Security Officer.

## **7 Maintenance of Pool Vehicles**

- 7.1 The MTO under the Head of HR&AD shall ensure that the vehicles are properly maintained and kept in a proper condition to ply. Regular and timely maintenance shall be carried out and the performance checked for each and every vehicle, at least, once in a quarter. The driver shall be responsible for the day to day maintenance, cleanliness and safety of the vehicles.
- 7.2 Date of change of engine oil, engine oil filter, fuel filter, etc. must be recorded in the Log Book.
- 7.3 The old and used spares shall be accounted and auctioned off.
- 7.4 MTO/HR&AD should ensure that the pool vehicles are safe and fit to ply.
- 7.5 Performance Management of pool vehicle drivers shall be done by all the Head of the Departments and averaged for the year.







Page No. ...  
Form Veh 1.3

## VEHICLE MOVEMENT ORDER

Date: .....

1. Name of the office :
2. Pool vehicle number :
3. Name of the driver & license No. :
4. Places to visit :
5. Purpose of movement :
6. Officers to carry during the movement :
7. Time and km reading on departure :
8. Validity of movement order :  
(Number of days/hours)

Signature (with name and designation) of  
Authorizing Officer

Details to be filled by the official utilizing the vehicle on return

Time, date and km reading on return  
to parking place :

Signature (of the officer utilizing  
the vehicle or the authorizing officer) :



Page No. ...

Form Veh 1.4

## VEHICLE REQUISITION FORM

1. Date of requisition: .....
2. Department: .....
3. Officer(s) on whose duty the vehicle is required (Name & Designation).....
4. Purpose (briefly describe the purpose)  
.....  
.....
5. Date from when the vehicle is required (Date & Time).....
6. Date up to when the vehicle is required (Date & Time).....
7. Type of vehicle requested.....
8. Places to be visited.....

Signature:

Name:

Designation:

Details to be filled in by MTO / HR&AD

Requisition Approved / Not Approved

Signature:

Date:

Name:

Note:

1. Designated MTO will coordinate the vehicle arrangements.
2. Minimum of 2 days time should be given to the MTO for arranging the vehicle (s) for long trips.
3. Minimum of 30 minutes time should be given to the MTO for arranging the vehicle(s) for short trips.
4. Requisition is a must for availing vehicle.



Page No. ...

Form Veh 1.5

**VEHICLE PERFORMANCE SHEET**

**Vehicle Number:**

**Driver's Name and Signature:**

Month/ Year	km reading		Total KM	Consumption	Maintenance/ Expenditure	Remarks	Signature
	Start	End					
Jan							
Feb							
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sept							
Oct							
Nov							
Dec							

Signature and Name of  
MTO



Page No. ..

Form Veh 1.6

### FIRST INFORMATION REPORT ON VEHICLE ACCIDENT

1. Vehicle Number:.....
2. Name of the Driver: .....
3. Date of Accident: .....
4. Place/ Time: .....
5. Cause of accident in brief:.....
6. Type of Accident: (a) Major; (b) Minor (Tick one).
7. Injuries sustained, if any:.....
8. Date of Reporting to the immediate Supervisor/ MTO: .....
9. Date of Reporting to Police:.....
10. Date of Reporting to RSTA: .....
11. Major Accident: .....
12. Need to submit a detail report to HR&AD within seven working days: .....

Signature :

Name :

Designation :



Page No. ..

Form Veh 1.7

### HIRING VEHICLES FOR EMERGENCY NEEDS

1. Date of requisition: .....
2. Organization: .....
3. Date from when the vehicle is required (Date & Time).....
4. Date up to when the vehicle is required (Date & Time).....
5. Type of vehicle requested .....
6. Joint Inspection of the Vehicle on Return.....

Name & Signature:

Designation:

Organization:

Note:

Concerned agency shall be liable for the compensation incase of any damages caused to the vehicle.