

Employee transportation is an essential part of IT industries since these industries generally have large workforces that may be spread across various locations. The scope of employee transportation in IT industries is quite extensive and can vary depending on the specific needs of the organization.

Transport automation envisages towards today's technology and integrate to enhance safety of the end users and increase performance in overall operations.

Our GTS Automation will enhance the operations and reduce manual errors there by efficiency is improved on overall operations and increase on the safety of employees and available resources are effectively utilized to enhance the customer satisfaction. In addition, Assurance on Women employee Safety, Improved safety - Mobile apps based (SOS) Panic Option, Android / GPS based Fleet Tracking, User friendly GPS based navigations for both driver and employee for live tracking, Reduction in Manpower, delay predictions. Electronic Trip Sheet / Paperless operation, Operational control mechanism, no expensive hardware to maintain, Automated Billing, OTA, OTD, Escort Trips, Delay Boarding, Employee No-Show Delay execution, Vehicle & Driver Compliance.

In addition to Transportation software services, we also provide transportation services to clients.

Some common aspects of employee transportation in IT/ITES industries may include:

Pick-up and drop-off services for employees from various locations, such as residential areas and Remote areas.

Offering transportation services for employees who work late hours or night shifts to ensure their safety and well-being.

Ensuring compliance with local transportation regulations and safety guidelines.

Maintaining transportation vehicles and ensuring they are in good working condition.

Overall, employee transportation services in IT/ITES industries are crucial to ensure that employees can commute to work safely and efficiently. These services help to improve employee satisfaction, reduce tardiness and absenteeism, and ultimately contribute to the success of the organization.

Employee App successfully demonstrates the features like Consistent receipt of notification/SMS, on upload of roster informing their pickup sequence and time, Cab Allocation details along with helpline, Cab reporting at boarding point, OTP for Escort Trip, Panic Alert.

General Information

All details related to cab services will be handled by the Admin Manager. This could include arranging for cabs, scheduling pickups and drop-offs, and managing any issues related to transportation.

If there are any changes to the contact details of the Admin Manager or any other relevant personnel involved in managing cab services, the management will inform employees of these changes from time to time.

It's important for employees to stay informed of any changes to the contact details of the relevant personnel, as this information will be necessary if they need to make any requests or report any issues related to cab services.

All employees carry their ID cards while traveling in company-provided cabs. Carrying ID cards can help to identify employees and ensure that only authorized personnel are using the company-provided cabs. This can help to prevent any unauthorized access or security breaches, and ensure that employees are able to travel safely and securely.

This policy may be in place to ensure the safety and security of female employees during late-night or early-morning travels. Specifically, male employees will be the first to be picked up and the last to be dropped off in all routes.

As a rule, only in absence of male employee, due to route deviation or some other reasons, however, if the first pick-up or last drop-off is a female employee and it is during "odd hours" (between 8pm to 5:30am). The company will provide additional security measures, such as escorting the vehicle with security guards.

Only the employees belonging to early morning for ANZ Shifts and 12 pm to 06:30 am business required shifts can avail of the cab services.

If an employee is temporarily moving from their base location to another city for a week, regardless of the direction of travel, the company will not arrange a cab for them during their stay in the temporary location. The employee would need to make their own transportation arrangements during their temporary stay.

Specifically, all women employees will be picked up from the front of their residences and dropped off at the front of their residences as well. This policy may be in place to ensure that female employees are not required to walk alone to or from the pickup or drop-off location, which could potentially put them at risk of harassment or other safety concerns.

Women employees are requested not to sit in the passenger seat (next to the driver) while traveling in the company provided cab.

Smoking and food consumption are strictly prohibited inside the cabs. This policy is to ensure the cleanliness and hygiene of the cabs, as well as the safety and comfort of all passengers. Smoking can be a fire hazard and can also create unpleasant odors, while food consumption can potentially create messes or attract insects or other pests.

The admin of the transportation team will handle the routing and clubbing of members and in place to ensure that transportation is as efficient and effective as possible, with fellow members being routed and clubbed in a manner that minimizes travel time, cost, and specifically on Escort usage, etc and maximizes convenience. So that the employees can help to ensure that transportation runs smoothly and on time.

All vehicles will be provided with a first aid kit, an umbrella, and a fire extinguisher. This policy may be in place to ensure that employees are able to travel safely and comfortably, with the necessary resources available in case of emergency situations or unexpected weather conditions. The first aid kit can be used to address minor injuries or medical issues, while the umbrella can provide protection from rain or other inclement weather. The fire extinguisher can be used in case of any potential fire hazards in the vehicle.

The pickup and drop off will be strictly from point to point, meaning from the employee's home to the office and back to the employee's home. Depending on the specific circumstance, the transportation team will provide clear instructions and ensure that the employee is aware of any potential risks or hazards. In case the road is not motorable/ road block or unforeseen situation like political meetings, any incident, etc.

The speed limit is 40 - 50 km per hour in residential areas and 70 - 80 km per hour on normal roads and highways. However, the speed limit may vary depending on the location, such as Chennai or Bangalore government norms. By adhering to these speed limits, the company can also help to minimize any potential accidents or traffic violations that may arise from excessive speed.

No-show Policy:

As part of our commitment to efficient transport resource management, we have established a no-show policy to ensure a fair and effective allocation of cabs for all users. Employees fail to cancel their cab booking in 12 hours before the scheduled pickup time, it will be considered a no-show. In such cases, the cab will not be assigned to you for the next day's schedule. This policy has been put in place to optimize the utilization of our transport services.

General Information

Employees are expected to be on time for pickup and should not delay the process, as this could cause inconvenience to fellow employees and affect productivity for that day. It's important for employees to be aware of these expectations and to make every effort to be on time for pickup and drop off. If an employee anticipates that they may be delayed or unable to make the scheduled pickup time and drop Off, they should reach out to the relevant authorities within the company transport team as soon as possible to make alternate arrangements or provide advance notice of the delay.

Employees are expected to board the cab within the pickup time window, and if they are unable to do so, the driver will not wait for more than five minutes at each pickup point. After five minutes, the cab will move without any intimation, and the employee will need to make their

own commuting arrangements. In this case, the company will not be responsible for any reimbursement claims.

Employees are requested to not give their landline or mobile phone numbers or WhatsApp their location to any of the drivers for any reasons. Instead, they should only reach out to the admin transportation team for any assistance, rather than communicating directly with the driver. This can help to ensure that any issues are addressed promptly and appropriately.

If an employee needs to cancel pickup, they should do so at least 12 hours before the scheduled login time to avoid being associated with late cancellations. This can help to ensure that transportation resources are used effectively and that everyone who needs transportation is able to get it when they need it.

In case of any vehicle breakdown, while commuting, replacement of the vehicle will be provided immediately. However, if there is a delay in providing the replacement vehicle, the expenses incurred by the employee for commuting from the breakdown point to their office/residence will be reimbursed

Due to various safety and security reasons, employees are not allowed to change the route while commuting. Any deviation will be treated as a violation of the company rules. In such a case, the company will not be responsible for the safety of the employees.

Any change in the cab route due to strikes, bandhs, road repair, vehicle repair, or any other unforeseen circumstance should be promptly informed to the concerned admin in charge. This will help in re-routing the cab and ensuring the safety and timely transportation of all employees.

Due to strikes, bandhs, rasta roko, road repair, vehicle repair, or other emergencies. The management will inform all employees via email or text messages in case of any changes in the cab route. However, the specific communication method may vary depending on the company's policies and procedures. The important thing is to promptly inform all affected employees of the change and provide them with alternative transportation options if necessary.

In the event that an employee does violate transportation guidelines, the company is likely not responsible for any resulting safety concerns. This is because the employee chose to deviate from the guidelines, which may have put them in a risky situation. By making this policy clear to employees, the company is able to encourage compliance with transportation guidelines and protect the safety of all employees.

The cab will leave the premises (drop off) 20 minutes after the close of every shift without any delay. At the same time if the employee reach ontime and a fellow people missed to board ontime. He/She will be organized to the next scheduled time or with the nearly feasible route (This protocol is a result of standards governing route allocation and security checks.)

At the time of drop, if there is any other employee who stays on the same route and is expected to log out within the next 15 minutes, the employee would be requested to wait for a maximum of 15 minutes and necessary clubbing of employees would be done accordingly

Any female employee being asked to work beyond 8 pm to meet their deliverables can avail of the cab facility to get dropped back at their respective residence. However, the request for a cab needs to be raised through a transport application sent to the local transport desk at least four (4) hours in advance.

Female employees working between 8 pm to 5 am will be provided with an escort guard if they are the first pickup or the last drop.

Employees should fill out the trip sheets and sign the same in specifically, during every pickup and drop off.

Transport request schedule period for weekly rosters will be Tuesday 00:00 HRS through Thursday 23:59 HRS only. Last moment cancellation will not be encouraged. They will be considered as cab defaulters and Marked as No-Show for the trip.

New user's services process

Employees are required to submit their requests via email instead of through a Lighthouse link or Google form. Once the request is submitted, the line manager for the relevant business unit must approve it, and a new profile for the employee will be created in the GTS program as a first step and registration.

For employees who only need the drop-off service on a specific day, they can submit an ad-hoc request for that day, following a protocol of submitting the request in 4 hours prior to the shift Log-out time. However, if an employee requires regular transportation services, the admin team will accommodate them within a maximum of 7 working days. The admin team will evaluate the request and either add the employee to an existing transportation route or develop a new route that is feasible based on the user's request and approval from the transport admin manager.

Safety and Hygiene

Employees are expected to maintain cleanliness within the cab. They should not inflict any damage to company-provided cabs.

At any point in time, employees should not get into personal arguments/scuffles with the cab drivers. Any problem with respect to the cab driver should be informed to the admin in charge.

The company is not responsible for any loss or damage to the personal belongings of employees while traveling in company-provided cabs. Employees must be careful with their personal belongings while using the cab facility.

Employees are expected to behave in a cordial manner with drivers. Also, one should not get into any personal affiliation with the drivers.

Employees are expected to not discuss any of their work/ personal life while in the cab or with the cab drivers.

In case there are any other unknown people in the cab along with the driver (other than our security personnel), employees are requested to not board the cab. A cab facility will not be provided for those employees leaving office before his / her working hours. In case of an emergency, the concerned team head will have to give approval.

In the event of a bandh and any unforeseen incidents. Clubbing may not necessarily be on the same route and employees may also be required to board the cab earlier than the usual pickup time.

Employees who opt not to avail of the company transport as and when it is provided and instead choose to travel to work or return home on their own accord will not be eligible for transport reimbursement of any kind.

After getting down at a designated place, if an employee does not reach home and instead chooses to go somewhere else on their own accord, the organization is not responsible for their safety.

In case of any deviation for any particular reason, approval is to be taken by the employee in writing and the driver, as well as a security guard, is informed in some format.

The employee will be dropped off only at a pre-designated place agreed upon by an employee and his/her guardian, according to HR records...

Safety of Female Employees

Employees working in shifts (anytime between 12 pm to 06:30 am) can avail of the cab facilities, as per their shift log-off. Employees falling under this category are required to inform the admin team.

Any woman employee working beyond 8 pm to meet her deliverables must avail of the cab facility to get dropped back at their respective residence. However, the request for a cab needs to be sent for approval by the team manager and the transport desk at least four (4) hours in advance.

Pickup and drop will be strictly from point to point only (residence to the office to the residence). All women employees working in shifts will be picked up from the front of their residences and will be dropped back in front of their residences. Requests for change in drop or pick up location by the woman employee will not be permitted.

Women employees are requested not to sit in the passenger seat (next to the driver) while traveling in the cab. As an additional caution, women employees are requested not to share any personal information like phone numbers, marital status, and refrain from talking casually or unnecessarily to the driver.

Referring to the safety of women employees during transportation in Tamil Nadu and Karnataka. If a woman employee is the first pickup or the final drop, a security guard will be provided to accompany her between the hours of 8 p.m. and 5 a.m. in Tamil Nadu and 6:45 p.m. and 6 a.m. in Karnataka.

With respect to routing, pick up, drop off, timings, clubbing of members, or any other related decisions will be final by the Transportation Admin team in ensuring safe, reliable, and efficient transportation services and this information will be shared with all cab users.

It is important to note that employees should not be compelled to disclose any health-related information, including pregnancies or gender-related issues. Such disclosures should be made voluntarily and kept confidential to the extent possible. However, it is recommended that employees who require special assistance or accommodation while traveling in office transport, including pregnant employees, should notify their HR representative so that appropriate arrangements can be made for their safety and comfort through Admin managers. The company will make every effort to comply with local laws and regulations related to transportation of employees.

"The management reserves the right to modify or amend the aforementioned rules at their discretion and in compliance with government regulations and policies as may be applicable from time to time. Any changes to these rules will be duly communicated to all employees."