



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश
All India Institute of Medical Sciences, Rishikesh-249203
अस्पताल प्रशासन विभाग / Department of Hospital Administration

File No. AIIMS/RISH/T/

Dated: 24-10-2025

Standard Operating Procedure (SOP) for Transport Department, AIIMS Rishikesh

1. Objective

The objective of this SOP is to ensure safety, discipline, and efficient management of institute vehicles in compliance with Government of India rules and institutional instructions.

2. Scope

This SOP is applicable to all institutional and hired drivers engaged for official duties.

1. Priority of Allocation

Institute Vehicles currently we have

1.	Maruti Ciaz	1	Executive Director	The Maruti Ciaz and Toyota Innova vehicles are primarily assigned for use by the Executive Director and Director's Office, respectively, for official duties. The Toyota Innova (BS-VI category) vehicle is utilized exclusively for local movements within Rishikesh and nearby areas, as it is not permitted to enter Delhi due to environmental restrictions on BS-IV/BS-VI diesel vehicles. The Maruti Ciaz, on the other hand, is used by the Executive Director for official meetings, conferences, and other
2.	Toyota Innova	1	Director's Office	

				institutional engagements in Delhi and outstation locations.
3.	Mahindra Scorpio	1	Telemedicine Department	The Mahindra Scorpio has been provided to the Department of Telemedicine under the Corporate Social Responsibility (CSR) initiative of ONGC. This vehicle is dedicated for departmental use, including telemedicine outreach activities, field camps, community visits, and other official duties as per the departmental plan and approved schedules. Proper logbook maintenance, fuel record entries, and compliance with the institute's transport policies are mandatory for all these vehicles.
2	Maruti XL 6	4	General Pool	Office of Dean, MS, DDA, SE and faculty/Officers
3	Battery Car	7	Movement of patients/Security/ Eng. Deptt.	
4	Buses	2	Students	
7	Ambulances	8	EMD	

4 Maruti XL 6 Vehicles shall be allocated in the following order of priority:

A. Vehicle Assignments

- One vehicle each shall be assigned to the following offices:
 1. **Dean's Office**
 2. **Medical Superintendent's Office**
 3. **Deputy Director (Administration) Office**
 4. **Engineering Department**
- These vehicles shall be used strictly for official duties **within the municipal limits of Rishikesh**, in accordance with Institute policy.
- Any journey **outside the municipal limits** shall require prior approval:
 - **Up to 80 km** – Medical Superintendent
 - **Beyond 80 km** – Director's Office
- A copy of such approval must be sent to **transport@aiimsrishikesh.edu.in** at least 24 hours before commencement of the journey.

- No driver shall be permanently attached to any vehicle; driver duties will be assigned on a rotational basis.
- In **extreme situations** (e.g., duties of external examiners, VIP guest movement, emergency academic requirements), the **Medical Superintendent may temporarily re-allocate a vehicle** from these offices to meet institutional priorities.

B. Other Allocations (As per availability after Category A) after approval of competent authority

Competent Authority

- Any journey **outside the municipal limits** shall require prior approval at least 24 hours before commencement of journey :
 - **Up to 80 km** – Medical Superintendent/ Vehicle In-charge
 - **Beyond 80 km** – Director's Office

1. Patient Care & Academic Services

- Medical Camps, Community Postings, Hospital Duty, Examinations, and other essential health/academic services.

2. Administrative / Accounts / Legal Office Work

- Official duty movement related to administration, finance, legal, and departmental operations.

3. Academic Leave with Financial Entitlements

- Leave sanctioned with financial entitlements (official academic tours).
- If a vehicle is not available, the official concerned may undertake the journey by alternate means and claim reimbursement as per rules.

4. Private Visits / Leave

- Allocated only on an exceptional basis and subject to no interference with official duty requirements. Permissible destinations are limited to Jolly Grant Airport, Haridwar Junction, Raiwala Railway Station, and Rishikesh Railway Station. The individual availing this facility shall bear expenses such as parking charges, in addition to a fixed contribution of ₹750/- per visit for Jolly Grant Airport/Haridwar Junction and ₹350/- per visit for Raiwala/Rishikesh Railway Station.
- No institute Owned vehicles will be used for private journeys.

4. General Conduct

1. Drivers must maintain punctuality, discipline, and be in proper uniform (White Color).
2. Consumption of alcohol, tobacco, or intoxicants on duty is strictly prohibited.
3. Drivers shall not misuse official vehicles for personal work.
4. Politeness and respectful behavior with officers, staff, and public is mandatory.
5. AIIMS Rishikesh to be written on vehicle.

5. Vehicle Operation

1. Only authorized drivers with valid licenses with hill driving certifications shall drive official vehicles.
2. All traffic rules, safety norms, and prescribed speed limits must be strictly followed.
3. Seat belts are mandatory.
4. Mobile phone use while driving is prohibited.
5. Vehicles must not be taken outside the station without prior permission from the Competent Authority.

6. Entry and Logbook Compliance

1. At every entry and exit through Gate No. 2, proper entries must be made at the **Security Gate Register**, clearly recording:
 - **Name of the official using the vehicle**
 - **Name of the driver**
 - **Vehicle number**
 - **Time of entry/exit**
 - **Reading of the odometer**
2. Vehicle logbook entries must be made **accurately and in real time** for each journey, including odometer readings at start and end.
3. Duty slips, movement orders, and fuel details must be properly recorded and signed where applicable.

7. Parking and Handover of Vehicles

1. After completion of duty, vehicles must be parked in front of the Medical Superintendent's office, at the designated parking spot where posters with vehicle numbers are already pasted.
2. Keys must be deposited in the Security Office after duty hours without fail.

8. Fueling & Maintenance

1. Fuel shall be drawn only from approved petrol pumps as per departmental instructions.
2. Maintenance will be done by transport.
3. Daily checks (tyres, oil, coolant, brakes, wipers, lights, etc.) must be carried out by the driver and countersigned by the Transport Supervisor.
4. It is the responsibility of the concerned driver to ensure that their vehicle is presented for daily checking by the Transport Supervisor.
5. Any defect, breakdown, or accident must be reported immediately to the Transport Supervisor.
6. Washing of Vehicles twice a week.

9. Safety & Compliance

1. Each vehicle must be equipped with a First-aid box, which is mandatory.
2. The first-aid box must be replenished on time, with all items replaced before their prescribed expiry date.
3. Fire extinguisher, warning signs/triangle, and other mandatory safety items must be checked and kept in working condition.

10. Audit and Monitoring

1. The Transport In-charge will conduct a monthly audit of vehicle logbooks and usage once every month.
2. The Transport Supervisor will carry out daily checks and report irregularities.

11. Duty Allocation

1. Drivers shall perform only those duties allocated by the Transport Supervisor.
2. In case an officer requests a vehicle for purposes other than the designated duty/place, the driver must immediately make a telephonic confirmation with the Transport Supervisor before proceeding.
3. Drivers are not permitted to leave station without prior written/telephonic station leave permission.

12. Accident / Emergency Procedure

1. In case of an accident:

- Stop immediately and ensure passenger safety.
- Inform police, Transport Supervisor, and department without delay.

- Provide assistance to injured persons.
- Do not leave the spot until cleared by authorities.

2. In case of breakdown:

- Move the vehicle to a safe spot.
- Inform the Transport Supervisor for instructions.

13. Disciplinary Action

Any negligence, rash driving, failure to follow entry/logbook procedures, or disobedience of duty allocation will attract disciplinary action as per CCS (Conduct) Rules / contractual terms.