



## **DRIVING POLICY**

We, at Azure Power, are committed to safeguard our employees while undertaking work related travel. Safe driving is the responsibility of the Driver. At all-time the Driver has to be aware of safety considerations like defensive driving, recognise signs of fatigue, adjusting driving behaviour for weather conditions, avoiding aggressive and distracted driving to enhance their personal safety and safety of others.

To make sure all drivers who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times following rules apply for all work-related driving:

### **SAFE DRIVER**

1. The Driver of any vehicle must be competent to operate that vehicle and possess a legally valid licence for the type of vehicle being driven and carry the original license throughout the journey.
2. All Drivers must have attended Defensive Driving course once every 6 months.
3. Wearing of seat belt is mandatory for all occupants in a 4-wheeler and helmet, for 2-wheeler.
4. Only drive when fit to do so – no driving under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness.

### **SAFE VEHICLE**

5. Ensure that the vehicle is fit for the purpose it is being used.
6. Ensure that the vehicle has undergone maintenance as per the Manufacturer's Manual.
7. Monthly Inspection of vehicle in line with "Inspection Checklist for Light Vehicle" prior to initiation of journey is mandatory. Findings needs to be recorded in Azure's Shield on a fortnightly basis.

### **SAFE JOURNEY**

8. All outstation journeys for a duration beyond 2 hours must be well planned taking into consideration the route, journey duration, rest breaks, legal requirements etc. The plan should be approved by Line Manager.
9. Adherence to local speed limit is a must.
10. Avoid driving between 10 PM to 5 AM. Any deviation should have approval of HOD.
11. Never carry any hazardous substances without the prior written authorisation of the line manager.
12. Do not carry loads for which the vehicle is unsuited, nor carry more passengers than there are seat belts. Any vehicle must not be used in conditions for which it was not designed (such as off-road).
13. DO NOT use Mobile phones including hands-free while driving.
14. Company will not pay the Fines imposed by traffic department for any violation. The Driver has to pay the same.

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Ranjit Gupta – Chief Executive Officer  
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