

FLEET MANAGEMENT POLICY

1. Purpose

Ready Guard Security Services (Pvt.) Ltd. ("RGSS") adopts this Fleet Management Policy to ensure the safe, efficient, lawful, and responsible use of all company vehicles. This Policy aims to maintain operational readiness, minimize transportation risks, protect drivers and passengers, and support compliance with legal and industry standards.

2. Scope

This Policy applies to all RGSS-owned, leased, rented, or client-provided vehicles, and to all employees, drivers, guards, supervisors, managers, contractors, and third parties authorized to operate or manage company vehicles.

3. Policy Commitments

3.1 Safe Operation of Vehicles

Drivers must operate vehicles safely and responsibly, follow traffic laws, and maintain full attention while driving. Reckless driving, speeding, or irresponsible behavior is strictly prohibited.

3.2 Driver Qualification and Training


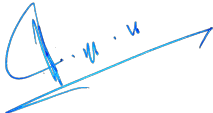
Only authorized drivers with valid licenses may operate RGSS vehicles. Drivers must undergo verification, fleet safety training, periodic refreshers, and emergency response instruction.

3.3 Preventive Maintenance and Vehicle Care

Vehicles must undergo regular servicing, inspections, and safety checks. Drivers must report faults immediately. Vehicles with safety defects must not be operated under any circumstances.

3.4 Fuel Management and Conservation

Fuel usage must be documented responsibly. Drivers must avoid unnecessary idling, follow assigned routes, and prevent wastage, and record fuel consumption accurately.

	
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3.5 Journey Planning and Route Compliance

Drivers must follow approved routes, schedules, and operational instructions. Deviations require supervisor approval unless justified by an emergency situation.

3.6 Speed Limits and Road Discipline

Drivers must obey posted speed limits, maintain safe distances, and comply with RGSS convoy or escort procedures. Speeding is a disciplinary offence.

3.7 Use of Seatbelts and Safety Equipment

Seatbelts are mandatory for drivers and all passengers. Vehicles must carry functioning safety equipment such as first aid kits, fire extinguishers, and reflective triangles.

3.8 Zero Tolerance for Drugs and Alcohol

Drivers must not operate vehicles under the influence of alcohol, illegal drugs, or misused prescription medication. Violations will result in strict disciplinary action.

3.9 Use of Mobile Phones and Distractions


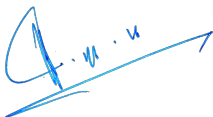
Drivers are prohibited from using phones while driving unless hands-free. Distractions such as texting or browsing while driving are not allowed.

3.10 Incident Reporting and Investigation

All accidents, near misses, vehicle damage, mechanical failures, and safety breaches must be reported immediately. RGSS investigates all incidents and implements corrective measures.

3.11 Cleanliness and Vehicle Presentation

Vehicles must be kept clean, organized, and presentable. Drivers are responsible for daily cleanliness checks and proper storage of equipment.

	
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3.12 Environmental Responsibility in Fleet Operations

RGSS reduces environmental impact by minimizing emissions, reducing fuel consumption, maintaining engines, encouraging carpooling, and planning efficient routes.

3.13 GPS, Tracking, and Monitoring

RGSS may use GPS and tracking systems to monitor routes, vehicle usage, idle-time, and operational safety. Tracking supports accountability and operational control.

3.14 Key Control and Use of Vehicles

Vehicle keys must only be issued to authorized drivers and logged in/out. Lost keys must be reported immediately. Keys must be stored securely after shifts. RGSS vehicles may only be used for official business, operational duties, and approved administrative movements. Personal use is strictly prohibited.

4. Roles and Responsibilities

Management ensures fleet controls, approves drivers, and monitors compliance. Fleet supervisors inspect vehicles, verify logs, and enforce maintenance. Drivers must operate safely, submit reports, and maintain vehicles responsibly.

5. Monitoring and Audit


Fleet performance is monitored through fuel reports, GPS data, incident logs, inspections, and maintenance records. Non-compliance results in corrective or disciplinary action.

6. Continuous Improvement

RGSS continuously improves fleet operations by updating procedures, adopting new technology, reviewing incidents, and providing refresher training.

7. Commitment

RGSS is committed to maintaining a safe, efficient, and environmentally responsible fleet. All employees must follow this Policy and ensure the safe use of organizational transport assets.

	
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