

Sub.: Stanadard procedures for drivers and maintenance of cars

The following procedure shall be strictly followed:

1. All drivers must be in proper uniform with ID card.
2. Each car should have a tablet updated every month.
3. Keep 5 sets of brochures in each car in an executive bag. Keep one set of the five in the back pocket of the front seat.
4. Each car to have a first aid kit.
5. Each car to have a large black umbrella.
6. Each car to be provided with a 15 ltr ice box with 10 nos cool drinks and 250 ml. Water bottles.
7. Each car should have good quality paper napkins.
8. Cars must be regularly shampooed and vacuumed once a week.
9. Drivers must take customers to site from main roads only.
10. Drivers cannot discuss rates, date of possession, no. of units sold, etc., with customers.
11. Drivers must escort customer upto front desk executive or security at site.
12. Drivers must have list of all staff of sales, CR & promotions.
13. Major repairs of the car to be taken up at Fortune Ford.
14. Drivers cannot take customers to sites of competitors or for their personal work.
15. One car can be parked at Vista Homes and can be used for site visit in that area. One car can be parked at Plot no. 280 to be used by Shekappa from that area. Two cars should be parked at HO.
16. Murali shall coordinate site visits of all the drivers. To be overviewed by Admin manager & promotions manager (Prasad & Jai Kumar). Create a viber group for all office cars with Jaikumar, Praveen, Prasad, Murali & all drivers in the group.
17. Kanaka Rao is authorised to use office cars for official work. All other staff need to take prior approval from Jai Kumar Admin for use of office cars. Staff may be permitted to use office cars, only on availability if two and fro travel exceeds 40 kms, however with prior approval of Jai Kumar.
18. Office cars can only be used by accounts to transfer cash exceeding Rs. 2 lakhs, however with prior intimation to Jai Kumar.

Soham Modi