Standard Operating Procedure of Driver

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01	01/07/2026		

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1. Scope

1.1. Covers all hospital driving services, ensuring safe, reliable, and standardized transport of patients, staff, and materials.

2. Objective

2.1. To establish clear procedures that promote safety, efficiency, and accountability in hospital transportation operations.

3. Responsibilities

3.1. **Transportation:**

3.1.1. Collect and deliver/transport medical equipment, official works and supplies only as per the order from Medical Superintendent.
3.1.2. Be available for emergency transport of medical supplies or personnel during urgent situations.
3.1.3. Follow all traffic rules and regulations to ensure the safety of hospital staff and the general public.
3.1.4. Provide transportation support during specialized medical camps and outreach programs.
3.1.5. Present a professional appearance and attitude while representing the hospital during transportation activities.
3.1.6. Vehicle will be used only from 9 till 3pm (9-5 need to follow clause no 1.1.1)
3.1.7. Conduct routine washing and cleaning of the pool vehicle.

3.2. **Maintenance and documentation:**

3.2.1. Perform regular checks on the pool vehicle to ensure it is in good working condition and report any maintenance issues or repairs needed promptly to the supervisor.
3.2.2. Maintain accurate records of trips, mileage, and fuel consumption.
3.2.3. Complete any required paperwork related to renewal or other assignments on or before the deadline to avoid any potential penalties.