

STANDARD OPERATING PROCEDURES (SOP) FOR DSP DRIVING INSTRUCTORS

August 2023

1.0 SCOPE

The SOP is developed to streamline the processes of managing the activities of DSP in Driving in order to minimize risks and ensure high standard in activities relating to DSP in Driving for effectively delivering the training, safety of the trainees and safeguarding the DSP vehicles. It includes the responsibilities of Driving instructors of DSP.

2.0 FITNESS TO DRIVE

Instructors & Trainees shall not consume or use alcohol, drugs or any other substance or medication that could impair their ability to safely operate a vehicle.

3.0 INCASE OF ACCIDENTS

3.1 Vehicle accident due to negligence of the instructor, the respective driving instructor shall be fully accountable and responsible for repairs. Necessary action will be taken.

3.2 In the case of occurrence of any accidents, the lead instructor shall immediately follow the protocol of incident reporting:

- i. Report the incident in the format attached as Annex 1 to respective DSP Liaison officer;
- ii. DSP Liaison officer to report the matter to the Program Manager;
- iii. The Program Manager shall report to the Domain Lead.

Records of all incident report shall be maintained by the Liaison officer.

4.0 DSP VEHICLE USE

4.1 The keys of the vehicles shall be handed over to respective DSP Liaison officer or NCO before 6:00 pm and take over after 08:00 am (Monday to Friday) and before 2:30 pm and take over after 08:00 am on Saturdays.

4.2 No DSP vehicle shall be used on Sundays and during off hours.

4.3 In case of emergency, DSP vehicles may be utilized with prior approval from respective Liaison officer and proper records shall be maintained.

5.0 OTHER INSTRUCTIONS

5.1 No vehicle shall be operated and driven unsupervised.

5.2 The use of electronic devices shall not be allowed during vehicle operation.

5.3 Driving instructors shall perform a pre-operational check of their vehicle and vehicle's operator's manual shall be referred as necessary for safe operation and maintenance of the vehicle. No vehicle shall be operated in an unsafe condition.

5.4 The concern driving instructor shall be fully responsible for proper maintenance of the assigned vehicle and ensure its safekeeping.

5.5. Extreme caution shall be taken during highway driving. The following shall be the authorized route for highway driving:

- Thimphu: Simtokha-Dochula and Namseling-Chunzom
- Gyalpoishing, Mongar: Gyelpoizhing to Kilikhar; Gyalpoishing to Yongkola; Gyalpoishing to Ngatshang.
- Yonphula, Trashigang: Yonphula to Khaling; Yonphula to Ranjung; Yonphula to Sherichuu; Yonphula to Chazam
- Samtse: Damdum to Numilakha; Damdum to Yoeseltshe; Damdum to Sipsu/Tendu; Damdum to Amochu bridge

ANNEX 1: Form for Accident / Incident reporting

DSP INCIDENT/ACCIDENT REPORT FORM

Reporting Date:

Details of responsible Driving Instructor:

Name:

CID:

Contact No:

Accident or incident:

Date of accident / incident:

Time of accident / incident:

Details of the person driving the vehicle during the incident:

Number of trainees in the car during the incident:

How did the accident / incident happen:

If the persons suffered an injury what was this:

What happened following the incident: e.g. carried on with session, went home, went to hospital etc.

Signature & Date

Lead

DSP Driving Instructor