

Daffodil International School

Transport User Policy (Personal Purpose)

A. Charges for using vehicle(s)

Sl.	Particular	Vehicle Model	Rent Duration & Charge			Area Limit
			Quarter day (All days) (working hours) (1/4x12)= 3 hours	Half day (Holidays) (working hours) (1/2x12)= 6 hours	Full day (Holidays) (Working hours) 1x12= 12 hours	
01	Cost of Vehicle	1. Private Car	250/- BDT (including fuel)	400/- BDT (including fuel)	600/- BDT (including fuel) + lunch Cost for Driver	Dhaka City Corporation
		2. Micro Bus (7 Seats)	250/- BDT (including fuel)	400/- BDT (including fuel)	600/- BDT (including fuel) + lunch Cost for Driver	Dhaka City Corporation
		3. Micro Bus (15 Seats)	250/- BDT (including fuel)	400/- BDT (including fuel)	600/- BDT (including fuel) + lunch Cost for Driver	Dhaka City Corporation
		4. Micro Bus (18 Seats)	300/- BDT (including fuel)	500/- BDT (including fuel)	900/- BDT (including fuel)	Dhaka City Corporation
		5. Bus	-	1100/- BDT (including fuel)	2100/- BDT (including fuel)	Dhaka City Corporation
02	Driver Cost	-	150/- BDT (Holidays) 100/- BDT (Working Days)	150/- BDT (Holidays)	250/- to 300/- (Holidays)	-
03	Reporting time	10: 00 pm*				

*After 10:00 pm additional 50/- BDT will be added with the rental charge and must pay a minimum 100/- BDT as dinner cost to the driver.

B. User Policy

- All sister concerns within the Daffodil Group may take this opportunity for their official purposes.
- Any employee of Daffodil Group can take this opportunity.

C. Payment policy

- The expenses of vehicle may vary as per capacity and amenity within the (AC/ Non-AC, etc)
- Vehicle charges for uses as per required time should be paid with the requisition form.
- Driver's remuneration should be cleared before the departure.

D. General Policy

- Separate log book must be kept to maintain both departure and reporting time. The log book will be filled-up by the user or his/her assigned person.
- Accounts section will prepare the monthly report

- iii. Regular duty should not be hampered for this matter
 - iii. Vehicle will be provided on availability
 - iv. Priority will be given on the date of submission of the prescribed requisition form with charge deposit.
- Verbal deals will not be considered.

C. Approval Policy

- i. A requisition Form must be filled-up to enjoy this facility
- ii. Pre-determined vehicle charge must be paid earlier
- iii. Assigned authority will give permission for plying vehicle(s) within the City Corporation
- iv. Honorable Chairman will give permission for plying vehicle(s) outside Dhaka city
- v. Transport-In-Charge will do all necessary activities for this issue.