

SAINIK SCHOOL AMBIKAPUR

STANDARD OPERATING PROCEDURE (SOP)

(FOR USAGE AND UPKEEP OF TATA TIAGO ELECTRIC CAR)

1. **Objective.** To ensure proper usage, safety, maintenance, and longevity of the Tata Tiago electric car.
2. Priority Order for Staff Usage :-
 - (a) Principal, for official engagements.
 - (b) Vice Principal, for academic or administrative duties.
 - (c) Administrative Officer (AO), for logistics and operational purposes.
 - (d) Teaching Staff, for academic or administrative work (with prior approval).
 - (e) Non-Teaching Staff, for errands or tasks approved by the AO.
 - (f) Emergency Use, for medical emergencies involving cadets or staff (overrides all priorities).
3. General Guidelines for Usage :-
 - (a) Only authorized staff members with a valid driving license may use the vehicle.
 - (b) The car will primarily be used for staff commutation between Sainik School Ambikapur and Ambikapur.
4. All trips must be recorded in a logbook, including:-
 - (a) Date, time, and purpose.
 - (b) Driver's name.
 - (c) Odometer readings.
 - (d) Battery percentage before and after the trip.
 - (e) Personal use of the vehicle is not allowed unless approved by the Principal.
 - (f) Smoking, eating, and drinking inside the vehicle are strictly prohibited.
5. Charging and Battery Maintenance :-
 - (a) Charge the vehicle at the school's designated charging station after each day's use.
 - (b) Ensure the battery level does not fall below 20% during trips.
 - (c) Disconnect the charger after the battery is fully charged to prevent overcharging.
 - (d) Report any charging or battery issues immediately to the AO.
6. Vehicle Maintenance :-
 - (a) Inspect the vehicle before each trip, checking:
 - (b) Tyre pressure.
 - (c) Battery charge.
 - (d) Exterior and interior cleanliness.
 - (e) Visible damages.

- (f) Schedule regular maintenance as per the manufacturer's guidelines.
- (g) Clean the vehicle weekly or as needed to maintain hygiene.
- (h) Coordinate servicing with the Tata service center as directed by the AO.

7. Safety Measures :-

- (a) Adhere to traffic rules and speed limits while driving.
- (b) Avoid abrupt acceleration or braking to conserve battery and ensure safety.
- (c) Ensure all occupants wear seat belts.
- (d) Do not overload the vehicle beyond its seating capacity.
- (e) Avoid off-road driving or waterlogged areas to prevent damage.
- (f) In case of emergencies (accident, breakdown, or battery issues), contact the AO immediately.

8. Approval Protocol for Usage :-

- (a) Obtain prior approval from the AO for all trips (except emergencies).
- (b) Submit a request specifying the purpose, date, and time of travel.
- (c) In case of scheduling conflicts, the Principal or AO will prioritize based on urgency.
- (d) Payment terms and conditions for usage of E-Vehicle for personal requirements is explained separately

9. Reporting and Accountability :-

- (a) Report any damages, malfunctions, or irregularities to the AO immediately.
- (b) Users are accountable for any negligence resulting in damage or undue wear and tear.
- (c) Misuse of the vehicle will lead to disciplinary action as per school policies.

10. Emergency Contact Details :-

- (a) Tata Service Center: 18002098282
- (b) Roadside Assistance: 8929608308
- (c) Administrative Officer: 9329911379