

Female Transport Request Form

Applicant Details

Name _____

Employee Code _____

Terms and Conditions

- Pick & drop facility cannot be claimed by you as privilege. It can be withdrawn at any time as deemed necessary or as per the situation.
- Only HR & General Administration Services are authorized to fix/change/adjust van routes.
- Driver at each route can be changed by GAS and HR when required.
- All vans will leave LUMS at 5:15 pm sharp.
- Kindly match your time with LUMS standard time (time as per your systems).
- Driver is not allowed to take any staff member (other than the registered ones) without HR approval/transportation form.
- Maximum waiting time on each stop in morning is 2 minutes; van will not wait for anyone for more than 2 minutes.
- It is advisable that you contact your route's driver and/or fellow staff members availing van at same route for informing about not coming/late coming.
- No staff member can be picked or dropped at any point other than designated/allotted stop within the predefined perimeters of respective routes. Kindly contact HR for any emergency situation.
- Pick and Drop stop will be near your locality and will be decided as per route's feasibility.
- You can only use allotted van route.
- No kids/guests of staff members availing van facility are allowed to use van facility.
- Transportation charges are set as per your Kilometers and rates are revised on annual basis.
- Kindly note that waiting list for each route is strictly followed therefore only next staff member in queue will be eligible to use the facility once the seat becomes vacant.
- In case of accident/strike or any other emergency, the service can be suspended.
- Driver shall not be asked to accelerate speed than the authorized/maximum limit.
- It is not allowed to turn on music in van therefore a written notification shall be sent to HR incase if any driver practices this.

Applicant Signature

Date

FOR HR USE ONLY

Route #: _____

Stop Name: _____

Kilometers: _____

Pick Time: _____

Drop Time: _____

Driver Name: _____

Signature: _____

HR Approval

GAS Approval