

Transport HR Policy Handbook

Transport & Fleet

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Writes a concise HR policy handbook for a transport business — working hours and rest, leave, pay and advances, conduct, safety, grievance, and exit — tailored to a driver-heavy, on-the-road workforce. Use it to set ground rules. For driver-specific conduct use the Driver Safety & Conduct Policy.

Purpose of this tool & output

Basic HR policies for a transport workforce

How the output is used

Use it to set basic HR policies for a transport workforce — an HR policy handbook across conduct, attendance, leave and safety.

Who receives it

The policy applies to all employees and is acknowledged by them; a copy is kept on record.

Important cautions

Ensure compliance with applicable labour laws; a POSH policy/committee is mandatory once thresholds are met.

Companion documents

- Workforce & Manpower Plan
- Workshop & Support Staff Hiring Kit
- Payroll & Bhatta Management System
- Attendance & Leave System (On-Road)
- Driver Welfare & Wellbeing Program
- Staff Performance Appraisal Framework

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.