

ERL MAINTENANCE SUPPORT SDN BHD

Co. Reg. No. 199901023674 (498574-T)



FINANCE & ADMINISTRATION

COMPANY VEHICLES PROCEDURE

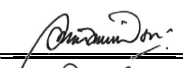
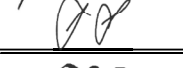






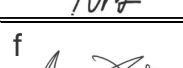


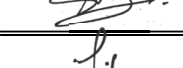
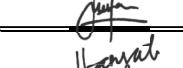
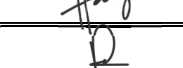
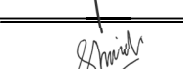

Ref. No. G00.OMB.M11715.CD.1006.C

ERL Maintenance Support Sdn Bhd

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Release

Released:	Thomas Georg Baake	Chief Executive Officer	03/01/2024	
Checked:	Suriani Farisa Md Isa	Human Resource	3 Jan 2024	
Checked:	Sukhbir Singh	Safety & Security	14 Dec 2023	
Checked:	Gan Lee Hong	Procurement	18.12.23	
Checked:	Raefendy Ismail	Material Management	14 Dec 2023	
Checked:	James Leonard Boudville	Operations	14.12.23	
Checked:	Norhandee Nordin	Drivers & Stations	18.12.2023	
Checked:	Omar Zakir Ibrahim	Operations - Control Centre	14.12.23	
Checked:	Jayarajah Savarimuthu	Maintenance	03.01.24	
Checked:	Norazman Abu Hassan	Rolling Stock	15.12.23	
Checked:	Noel Devan Sawnthara Pandian	Systems	20.12.2023	f 
Checked:	Abdul Halim Baharom	Infrastructure	19.12.2023	f 
Checked:	Mohd Hisham Badasary	Project and Engineering	08/12/2023	
Checked:	Muhammad Azim Abdullah	CEO Office	8.12.23	
Checked:	Haryati Khalil	CEO Office	8.12.23	
Checked:	Siti Fauzana Nor Mohd	Finance & Administration	7/12/23	
Author:	Azriatushaida Ahmad	Finance & Administration	07/12/23	
	Name	Department	Date	Signature

Amendments or additions to this procedure must be indicated with a vertical black line in the adjacent left margin.

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Change Record and Configuration Control

C	7 Dec 23	VLR records are not required to be filled up by the Vehicle Administrator. VLR Form is now obsolete and will not be used. Vehicle Administrator to monitor company vehicles through GPS tracker. Update clause 14 Abuse of Company Properties New clause for Parking Card for E-MAS official Use This will supersede the previously released procedure G00.OMB.M11715.CD.1006.B	Azriatushaida
B	10 Apr 23	Update clause 9.3 to reflect the removal of ADM petty cash / claim made for CPV. This will supersede the previously released procedure G00.OMB.M11715.CD.1006.A	Khairun Nisa
A	28 Oct 21	Update the overall procedure to reflect current process flow Change of department to Finance & Administration from Documentation & Administration	Azriatushaida
A	05 Nov 18	Update clause 11 to include penalty payment Change of department from MMA –ADM to DTA-ADM hence profiled as G00.OMM.M11715.CD.1008 version A.	Azriatushaida
Revision	Date	Modification	Name

Planning Of Changes Reference For Revision: G00.OMB.M11715.CD.1006.C					
Issues To Consider	Checked (Please mark X)			Remarks	
1) Are there any negative impact?	YES		NO	x	
2) Will the integrity of QEMS be affected?	YES		NO	x	
3) Resources available?	YES	x	NO		
4) Allocation or relocation of responsibilities and authorities required?	YES	x	NO		

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1 Purpose

To provide guidelines of how company vehicles are to be managed.

Abbreviations used:

ADM	Finance & Administration – Administration
CEO	Chief Executive Officer
Company Vehicle	Van, Car, 4 wheels drive, Motorcycle
CPV	Company Pool Vehicle
Dept Code	Refer to Documentation Manual (Ref. No: G00.OMM.M11160.BT.1007.*)
ERLSB	Express Rail Link Sdn Bhd (Co. Reg. No.: 199601003493 (375839-H))
He/his/him	Apply to both gender male/ female
HOD	Head of Department
MAHB	Malaysia Airport Holdings Berhad
*	refer to the latest version

2 Scope, Distribution & Access

This procedure covers the general and overall requirements for usage and maintenance of the company vehicles. Flowchart of Company Vehicle Procedure¹ illustrates the process flow described in this procedure.

This procedure should be read by all E-MAS personnel and will therefore be distributed company-wide.

3 Vehicle Requisition

When the need for a company vehicle arises, the relevant HOD may raise a vehicle requisition directly to the CEO through a memorandum.

The provision for company vehicles is at the discretion of the CEO with the recommendation from the relevant HOD. All company vehicles should be appropriately justified. ADM maintains the vehicle justification through Justification of Company Vehicle Allocation Form². Vehicle provisions may be withdrawn at any time, if deemed necessary.

ADM shall proceed with the necessary administrative processes after approval from the CEO.

4 Company Pool Vehicles (CPV)

Due to job requirements, some CPVs are assigned to a particular employee. However, during office hours or when necessary, other employees may use these vehicles for work purposes since all company vehicles in essence, are pool vehicles.

¹ Refer to Section 16, item 1, Appendix A

² Refer to Section 16, item 2, Appendix B

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CPVs that were assigned to a department and/or particular employee are not allowed to be driven home after office hours and they need to be parked at the designated parking area in the Depoh.

5 CPV Administrators

An administrator is appointed by the department to manage the CPVs that are attached to them. The responsibilities of CPV Administrators are as follows:

- Maintain vehicle key(s)
- Arrange washing / polishing of vehicle(s)
- Monitoring of Touch N' Go and Shell Card usage
- Report on lost cards (Shell and Touch N' Go) to ADM
- Usage of company vehicle/s monitored through GPS tracking monitoring
- Assist ADM to conduct checks on vehicle conditions and to inform ADM via email if found any abnormalities
- Liaising with ADM for vehicle maintenance service
- Ensure all CPV drivers have a valid driving license
- Ensure that the CPV is in workable condition

It is the responsibility of the CPV Administrators to ensure that proper use of company vehicle/s; otherwise he/she are liable for the discrepancies of any of the above listed.

In the case of the CPV Administrator being absent for duties/work, the task of administrating the CPV needs to be delegated to another staff who will act as a relief during the time of his/her absence. The name of the staff who acts as the relief during the time of absence needs to be notified to ADM accordingly.

Identified CPV Administrators are listed in table below;

No.	Department	Type of CPV	CPV Registration No.	CPV Administrators
1.	SIG	Toyota Hilux 2.5G	VD 8477	Azuansyamsany Karim
2.		Toyota Hilux 2.5G	VD 8476	Azuansyamsany Karim
3.		Proton Persona 1.6A	VH 1072	Azuansyamsany Karim
4.		Proton Persona 1.6A	VH 1076	Saravanan Arumugam
5.		Proton Persona 1.6A	VH 1079	Saravanan Arumugam
6.	SAS	Toyota Hilux 2.5G	VD 8491	Noor Faisal Majid Khan
7.		Toyota Hilux 2.5G	VE 421	Noor Faisal Majid Khan
8.	ELT	Toyota Hilux 2.5G	VD 8478	Aziz Ibrahim
9.		Proton Persona 1.6A	VH 1064	Noel Devan Sawnthara Pandian
10.	FAD	Yamaha 135LC Bike	WTK 8531	Siva Prakash Surandran

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11.		Toyota Hiace Passenger High Roof 2.5	VD 8492	Khairun Nisa Mazlan
12.	INF	Toyota Hiace Window Van 2.5	VD 8474	Abdul Halim Baharom
13.		Proton Persona 1.6A	VH 4339	Abdul Halim Baharom

5.1 Monitoring of Company Vehicle via GPS Tracker

All company vehicles (except motorcycles) are installed with GPS trackers. All the vehicle activities such as traveling routes, idling, speed, etc will be recorded in the GPS tracker system. VPC Administrator and ADM may check the records through the GPS tracker system at any time required. The activity report for all vehicles will be generated by ADM on a monthly basis and submitted to the CEO for his review.

Further clarification or justification will be requested from the HOD for any abnormality seen from the record. Action shall be taken depending on the severity of the misuse in line with the **Industrial Relations Procedure**³ (refer to Clause 15 Abuse of Company Properties).

6 Shell Card

6.1 General

All CPVs are provided with a company Shell Card for fueling purposes. Company Shell Cards must be kept with the CPV users at all times.

During the refueling process, the user/driver of the CPV is required to key in the current CPV's mileage (which can be referred to at the meter dashboard) when prompted by the fuel dispenser machine.

6.2 Shell Card Justification

Each month, ADM shall forward the AOI Expense Report of the previous month to HODs and this will include the Shell Cards usage for CPVs. The CPV Administrators shall provide email justification if fuel consumption higher than the set cap limit agreed upon with ADM

ADM shall inform the HOD of any suspicion of abuse, and the HOD shall investigate the said cases if necessary and provide upright feedback to ADM. Action shall be taken depending on the severity of the abuse in line with the **Industrial Relations Procedure**⁴ (refer to Clause 15 Abuse of Company Properties).

³ Refer to Section 16, item 4

⁴ Refer to Section 16, item 4

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7 Touch N' Go

7.1 General

Application for Touch N' Go cards is done by ADM and is provided to CPVs only upon the request of the relevant HOD. The request must be made to ADM via e-mail or memorandum. The card is to be kept with the CPV at all times. Touch N' Go cards shall be used by the dedicated CPV for toll and parking only.

7.2 Reloading Touch N' Go

Reloading of these cards is done automatically and will only take place at the toll area. A fixed amount of RM 100.00 will be reloaded when the cards balance reaches RM 50.00 and below.

ADM may conduct random checks and will inform respective CPV Administrators via email if any discrepancies are detected. The CPV Administrators shall investigate and provide feedback to ADM.

Action shall be taken depending on the severity of the abuse in line with the **Industrial Relations Procedure**⁵ (refer to Clause 15 Abuse of Company Properties).

8 Handling Loss of Articles

8.1 Loss of Cards

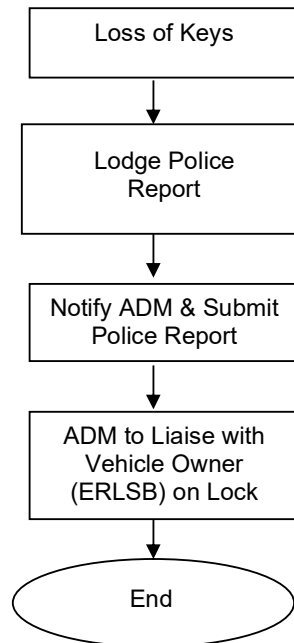
If the Shell card or Touch N' Go card is lost, the responsible CPV Administrator must inform ADM as soon as possible and follow up with an official loss report via email to ADM, endorsed by the relevant HOD. ADM will terminate the card usage immediately and apply for a replacement. The relevant HOD and FAD HOD will determine if negligence is the cause of the loss, any charges arising from card replacements will be borne by the relevant employee.

⁵ Refer to Section 16, item 4

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8.2 Loss of Car Keys

If a vehicle key is lost, the responsible CPV Administrator shall follow the below process flow.



A police report shall be made and the original police report shall be submitted to ADM for onward transmission to vehicle owner.

Lock replacement shall not be done without consulting ADM. The CPV Administrator may arrange the lock change but the cost of the lock shall be borne by the person responsible for the loss as this is considered as negligence.

9 Maintenance

9.1 Panel Workshop

It is advisable to send the vehicles to ERLSB registered panel workshops, unless all panel workshop unable to provide the ad-hoc services/repair work required.

List of ERLSB panel workshops as follows;

No.	Workshops details	Contact details
1	Hoo Huat Motor No. 190, Jalan Segambut 51200 Kuala Lumpur	Contact Person : Mr. Ricky (012 -320 Contact No 8862) Fax No :03 - 6251 1701 :03 - 6258 7320

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2	Lai Hon Ming Motors (M) Sdn Bhd PT3319, Jalan Permata 1/1, Arab Malaysian Industrial Park, 71800 Nilai, Negeri Sembilan Darul Khusus	Contact Person : Mr. Lai (019-661 0866) Contact No :06 - 799 3325 / 06 - 799 2299 Fax No :06 - 799 6699
3	Toyota Service Center (PCM Puchong Motor Sdn Bhd) No.6, Jln Perindustrian Puchong, Taman Perindustrian Puchong, Seksyen 3, 47160 Puchong Selangor Darul Ehsan	Contact Person : Customer Service Contact No :03 - 5623 6600 Fax No :03 - 5623 6618
4	Toyota Service Center (Laser Motor 4S Sdn.Bhd) Lot 4, Jalan 51/217, Section 51, Off Jalan Templer, 46050 Petaling Jaya Selangor Darul Ehsan	Contact Person : Customer Service Contact No :03 - 7783 6068 Fax No :03 - 7782 8880
5	LHM One Stop Car Service Centre (M) Sdn Bhd (665086-D) Authorised Proton 4S Centre No. 130-B, Kampung Baru Nilai 71800 Nilai, Negeri Sembilan Darul Khusus	Contact Person : Ms Tarani / Ms Aliah Contact No :06 - 799 1530 / 06 - 799 1361 Fax No :06 - 799 2612

9.2 Scheduled Maintenance/ Regular Servicing

Maintenance requests for vehicles must be made through ADM using the Vehicle Service / Repair Requisition – Accident / Damage Report⁶.

The recommended servicing mileage is scheduled on every 5,000km.

A three (3) working days advance submission of the form to ADM is required for appointment arrangement with the service center.

9.3 Unscheduled Maintenance/Emergency Breakdown

In case of vehicle break down, employee is advised to call the insurer's 24-hour emergency towing number and request to tow to panel workshop as listed in section 9.1. ADM should be informed as soon as practical.

By the next working day, the CPV Administrator has to submit Vehicle Service / Repair Requisition – Accident / Damage Report⁷.

⁶ Refer to Section 16, item 5, Appendix D

⁷ Refer to Section 16, item 5, Appendix D

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9.4 Vehicle washing, polishing and minor repairs

The CPV administrator shall notify ADM via call or email for any vehicle washing, polishing or minor repairs.

An advance request shall be requested prior to the above by fill up the Company Vehicle Related Items Advance Request and Expenses Claim Form⁸, i.e. Advance request section and submit to FIN accordingly. Any advance taken has to settle with FIN within seven (7) business day from the day the advance was taken or official receipt date, whichever is earlier. Steps for advance settlement as per **Advance Request and Claim Management Procedure**⁹ (refer to Clause 3.4).

If no advance taken, the CPV administrator may submit the claim using the same form, i.e. under Expense claim section.

List of items that can be claim as follows:

1. Vehicle Washing
2. Manual re-fuel
3. Minor repair (e.g. replace fallen plate number, change wiper blade, tire patching, etc.)
4. Change battery for car remote control
5. Parking
6. Police report (car accident/incident)

10 Parking and Toll Charges

Parking and toll charges (if Touch N' Go is unavailable) incurred for official business whilst using company vehicle shall be reimbursed. Refer to **Business Travel Procedure**¹⁰.

CPVs, which are required to park at designated/ restricted parking zone, are to display on the dashboard the pre-approved parking display tag issued by ERLSB (for KLS, BTS and STS only) and MAHB (for KLIA only). This is also applicable for replacement vehicle. SAS will forward the pre-approved parking display tags to ADM for issuance to CPVs.

Seasonal parking can be provided for CPVs at KL Sentral as and when requested by the relevant department HOD. The request is to be made to ADM.

11 Traffic Offences, Compounds and repair cost

When in custody of a company vehicle, the driver/employee is expected to obey all traffic rules and regulations. However, should there be any violation of traffic rules and regulations due to the driver/employee's negligence, the fine(s)/ compound(s) shall be borne by the driver/ employee who was using the relevant company vehicle at the said time.

All settlement of fine(s)/ compound(s) must be made within one (1) month from the date of the issuance, by the driver/ employee. A copy of the official receipt issued by the relevant authority must be submitted to ADM.

⁸ Refer to Section 16, item 6

⁹ Refer to Section 16, item 7

¹⁰ Refer to Section 16, item 8

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Should circumstances require E-MAS to pay on behalf of the driver/ employee for the fine(s)/ compound(s), the driver/ employee shall reimburse the amount to E-MAS within stipulated time set by management on case to case basis.

Any employee who is found to be abusing or being reckless/ negligent whilst the company vehicle is in their custody shall be liable for monetary penalties and the privilege of driving a company vehicle shall be withdrawn and subject to action as per Clause 15 Abuse of Company Properties.

Guideline of defining the accident/ incident under reckless/ negligent driving:

- i. Responsible CPV Administrator shall inform ADM within 24 hours from the accident/ incident time
- ii. ADM to evaluate and request department involved to submit investigation report if suspected the incident/ accident is due to reckless/ negligence driving
- iii. Upon receiving the investigation report, ADM to re-evaluate and verify the report.
- iv. If cases are identified and confirmed as reckless/ negligent driving, ADM will recommend possible action to be taken for CEO consideration and approval
- v. Depending on the seriousness and severity of the incident/accident, necessary action will be taken in line with the **Industrial Relations Procedure**¹¹.

12 Handling Accidents/ Incidents

In case of an accident/ Incidents, the driver/employee is advised to observe the following steps:

- i. Make no admission of liability whatsoever, allow the relevant Authorities to investigate and determine the party at fault.
- ii. If the vehicle requires towing, call the auto insurer
- iii. Lodge police report immediately or within 24 hours at the nearest police station
- iv. Inform ADM as soon as practical
- v. Do not panic or argue. Move the vehicle to the side of the road to avoid traffic obstruction
- vi. Obtain the make, model and registration number of the other party's vehicle(s). Take photos if possible
- vii. If possible, exchange names, addresses, identity numbers, driving license numbers and names of the insured parties
- viii. Note the time and place of the accident
- ix. If the vehicle has to be left unattended, make sure all doors and the boot are properly locked
- x. To ensure that police investigation will not be hampered, it is important to have your vehicle towed to the nearest police station first before sending the vehicle to an authorized workshop for repairs
- xi. In the event of a fatal accident, do not move the vehicle without the permission of the police unless you need to move or rescue the injured inside the wreckage. Call for the ambulance if necessary

¹¹ Refer to Section 16, item 4

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For all other dangerous events accidents and incidents affecting ERL system, refer to **Investigation Procedure Dangerous Events¹²** and **Safety Procedure¹³**.

13 Motor Vehicle Insurance and Road Tax

Motor vehicle insurance is handled by ERLSB. Similarly, road tax renewal of CPV is automatically done by ERLSB. Once ready, the road tax sticker will be forwarded to CPV Administrator via ADM.

14 Parking Card for E-MAS official Use

ERLSB has provided E-MAS with 3 units of parking cards to be used at STS Open Car Park A. and FAD ADM is the custodian of the cards. The allocation of the parking cards will be based on a first-come, first-served basis and will be considered based on urgency.

To ensure the cards are used efficiently and to adhere to the following guidelines:

- i. Email FAD ADM to request permission to use the card. Be sure to include the purpose, date, timing, and vehicle number in your request for us to keep track of the cards and ensure their availability to all team members.
- ii. Collect the card from FAD ADM on the required date and sign the log book when taking and returning the card. This will help us track usage and ensure the cards are available for everyone.

Overnight use is not permitted unless proper justification is provided. This is to ensure that the cards are available for use by others when needed.

15 Abuse of Company Properties

All company vehicles are provided by the company for the sole purpose of company related activities. If employee were found to be abusing or being reckless/ negligent to any of the facilities provided such as the vehicle, the Shell card or the Touch n Go card, action shall be taken in line with the **Industrial Relations Procedure¹⁴**.

Apart from the above, to instill a sense responsibility and accountability on the driver to be more vigilant and cautious when using company vehicles (cars, vans, 4-wheel drive & motorbike). A penalty will be imposed as per below:

Total Repair Cost	Penalty Imposed
RM 1000.00 and below	RM 100
RM 1001.00 and above	RM 200

The implementation of the above would be analysed on a case to case basis after taking into consideration of certain factors and CEO's discretion.

¹² Refer to Section 16, item 9

¹³ Refer to Section 16, item 10

¹⁴ Refer to Section 16, item 4

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In the event of a decision made to impose financial penalty, FAD-ADM would issue a memo to the affected staff whom is expected to make the payment within 30 days to FIN upon receiving the said memo

16 Zero-Tolerance Against Bribery and Corruption (MACC Act 2009)

ADM takes a zero-tolerance position against all forms of bribery and corruption within the department. This is in line with the Malaysian Anti-Corruption Commission Act 2009 (MACCA 2009).

We are committed to acting professionally in all our relationships and business dealings and will continue to stand by our values of honesty and moral responsibility.

Employees are prohibited from making an offer or pay anything of value or accepting any gratification for any improper purpose whether directly or indirectly to influence any act or decision. Employees are also prohibited from asking or soliciting gifts from external parties.

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No	Document Name	Reference Number	Document Type
1	Flowchart of Company Vehicle	G00.OMB.M11715.CC.1002.*	Procedure
2	Justification of Company Vehicle Allocation	G00.OMB.M11715.JM.1013.*	Form
3	Vehicle Log Record (VLR)	G00.OMB.M11715.JM.1011.*	Form
4	Industrial Relations Procedure	G00.OMH.M11780.ZP.0001.*	Procedure
5	Vehicle Service / Repair Requisition	G00.OMB.M11715.JM.1012.*	Form
6	Advance Request and Expenses Claim	G00.OMA.M11160.JM.1008.*	Form
7	Advance Request and Claim Management	G00.OMA.M11160.CD.1019.*	Procedure
8	Business Travel Procedure	G00.OMB.M11715.CD.1001.*	Procedure
9	Investigation Procedure Dangerous Events	G00.OMZ.M15880.QF.0001.*	Procedure
10	Safety Procedure	G00.OMZ.M11451.NP.0006.*	Procedure

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMB.M11715.CD.1006.	C	07 December 2023	Page 16 of 18	Company Vehicles Procedure

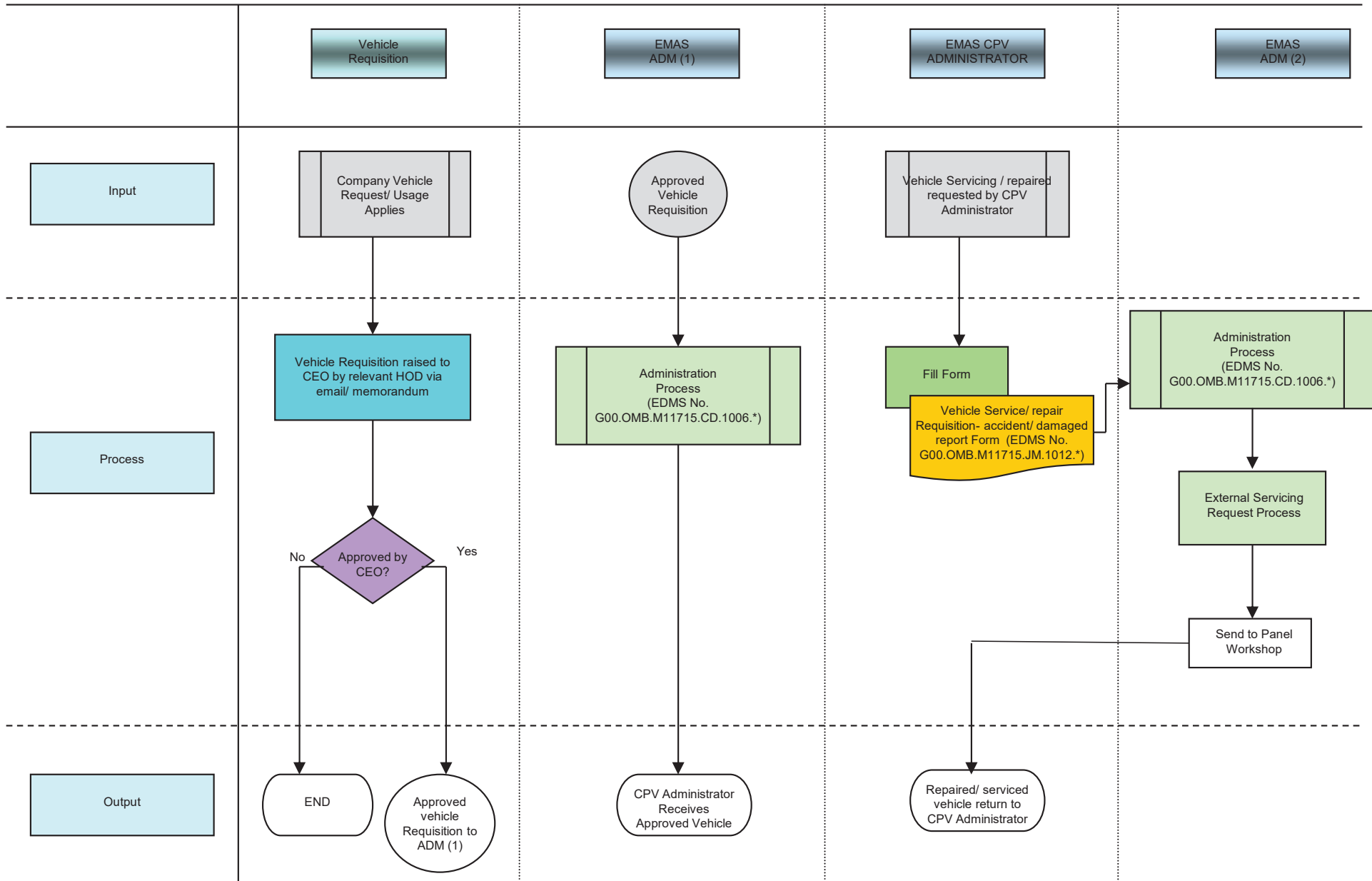
APPENDICES**Appendix A - Flow Chart of Company Vehicle Procedure**

(Ref. No. G00.OMB.M11715.CC.1002. *)

- Attached next page -

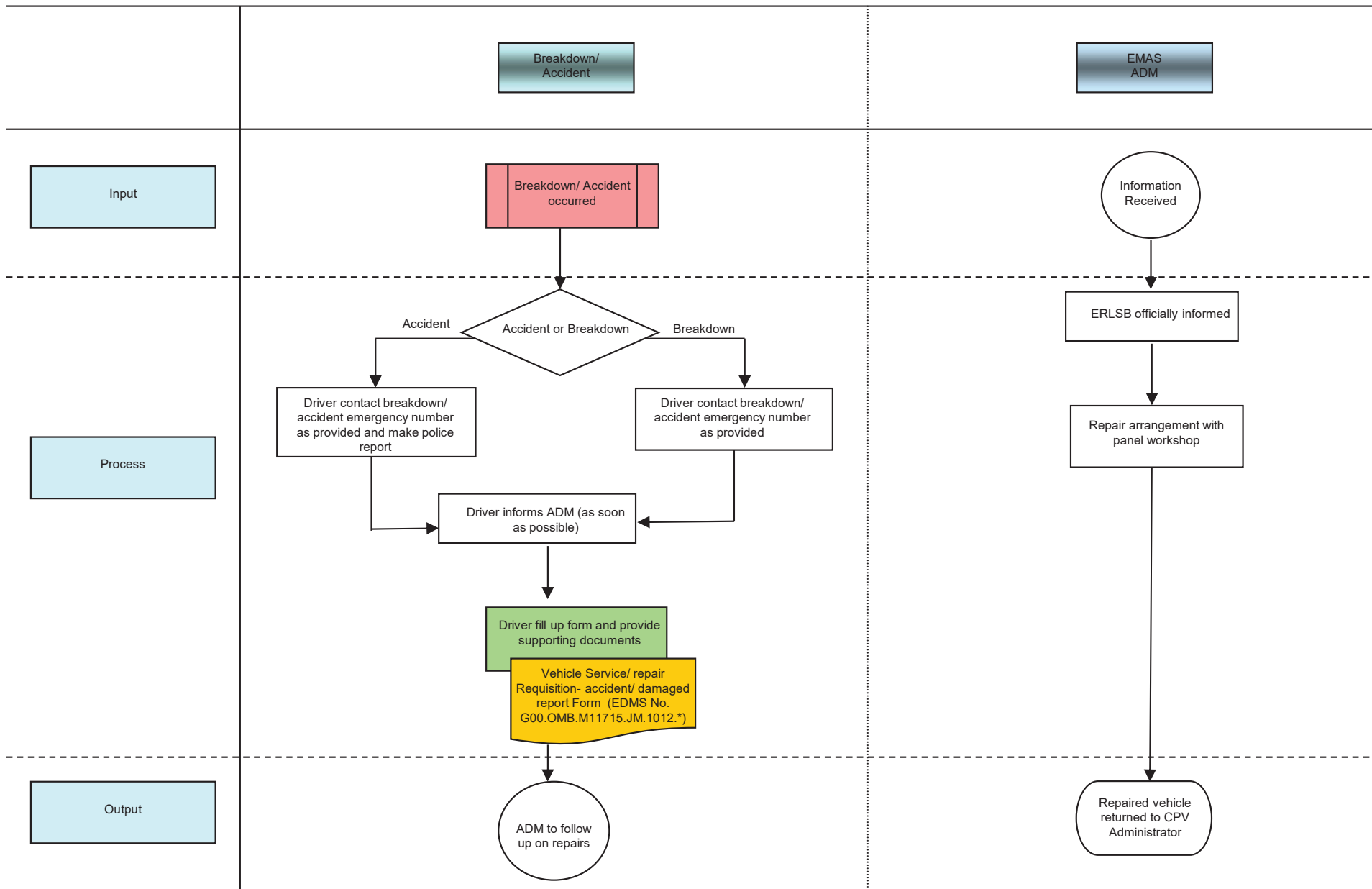
Flow Chart of Company Vehicle Procedure

EDMS No. G00.OMB.M11715.CC.1002.A



Flow Chart of Company Vehicle Procedure

EDMS No. G00.OMB.M11715.CC.1002.A



<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMB.M11715.CD.1006.	C	07 December 2023	Page 17 of 18	Company Vehicles Procedure

Appendix B - Justification of Company Vehicle Allocation Form

(Ref. No: G00.OMB.M11715.JM.1013. *)

- Attached next page -

JUSTIFICATION OF COMPANY VEHICLE ALLOCATION

XXX Department
 Status as of XXX



No.	Vehicle Registration	Type of Vehicle	Responsible Party	Shell card	Touch n Go	KLIA Level 1 Parking	Justification of Purpose

Justification Made by (relevant HoD)

Vehicle Details Confirmed by (FAD HoD)

Acknowledged by (Chief Executive Officer)

Date: _____

Remarks (if any)

Date: _____

Remarks (if any)

Date: _____

Remarks (if any)

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMB.M11715.CD.1006.	C	07 December 2023	Page 18 of 18	Company Vehicles Procedure

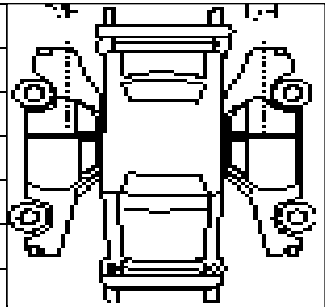
Appendix C - Vehicle Service/Repair Requisition

(Ref. No. G00.OMB.M11715.JM.1012.*)

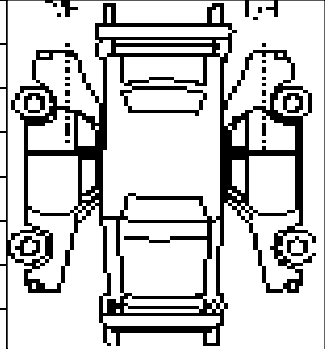
** This form bears the logo of ERLSB because the company vehicles are owned and maintained by them.

- Attached next page -

VEHICLE SERVICE/REPAIR REQUISITION FORM

SERVICE OR REPAIR to be filled by Company Pool Vehicle Administrator (CPV)			
Vehicle Registration No.		Form date	
Model		Recommended workshop	
		Date to be sent to workshop	
Nature of Service / Repair (Mark the diagram)			
* Last service / repair date		Current Mileage	
* Last service / repair workshop		* Last service / repair mileage	

* Fill-up by FAD-ADM

ACCIDENT / DAMAGE REPORT (to be filled by CPV Administrator)		
Name of the person involved in the accident		
Date and time of accident		
Place of the accident		
State nature of damage (mark the diagram)		

To be filled by FAD-ADM :- Please tick at appropriate column

Documents to be attached	<input type="checkbox"/> Original police report	<input type="checkbox"/> Photocopy of identification card	
	<input type="checkbox"/> Photograph of vehicle	<input type="checkbox"/> Photocopy of driving licence	
Insurance coverage	<input type="checkbox"/> Comprehensive	<input type="checkbox"/> 3rd party	
Estimated repair cost	RM		
Recommended workshop (state reason)			
Date to be sent for repair		Expected date of return	
Requestor:	Verified (E-MAS FAD-ADM)		Approved / Not Approved (ERLSB)
CPV Administrator	HoD	FAD-ADM	FAD HoD
Name:	Name:	Name:	Name:
Date:	Date:	Date:	Date: