



VAN COMMITTEE

Purpose : K. J. Somaiya College of Physiotherapy has started van service from August, 2016. The purpose is for easy commute of patients needing regular physical therapy at affordable costs. The van is disable friendly and is custom-made to accommodate wheelchair. This facility has also been extended to the students of physiotherapy as well to commute between Sion station & College.

Scope : This SOP applies to the constitution of the van committee, roles and responsibilities of members of the van committee and maintenance of all activities and documents.

Responsibilities :

- a. Appointment of Driver in coordination with HOI and HR
- b. Coordination with driver for van services
- c. Coordination with patients for van services
- d. Coordination with Students for van services
- e. Maintenance of van

Detailed Instructions :

a. Appointment of Driver in coordination with HOI and HR

- i. Driver would be appointed on contract basis for a period of 11 months and contract would be renewed depending on performance of driver.
- ii. To keep the record of driver's document with respect to licence, Aadhar card, ration card, pan card, Badge No or any other relevant documents.

b. Coordination with driver for van services

- i. To decide the timings for pick up and drop of patients and students.
- ii. To decide route for pick up and drop

c. Coordination with patients for van services

- i. To inform all the patients about the van services on timely basis.
- ii. To document patient records with respect to contact no, address and payment details.
- iii. To coordinate with respect to timings and spot for pick up and drop



d. Coordination with Students for Van Services

- i. To inform all the students about the van services on timely basis.
- ii. To document students records with respect to contact no, academic year and payment details.
- iii. To coordinate with respect to timings and spot for pick up and drop

e. Maintenance of Van

- i. To maintain and renew the insurance policy on yearly basis for van, in coordination with accountant.
- ii. To keep records of road tax, RTO passing and PUC on regular basis in coordination with driver and accountant.
- iii. To maintain cleanliness of van on weekly basis in coordination with cleaner and driver.
- iv. To maintain the record of expenses such as diesel, Oil, any repairs or any other miscellaneous expenses in coordination with accountant.
- v. To send van for servicing at Vashi Automobiles on regular basis and maintain the documents for the same in coordination with accountant.

Responsibilities :

Members:

- 1) Dr. Priti Agni (PT)
- 2) Dr. Mayur Revadkar (PT)

Principal: Dr. Shweta Manwadkar (PT)

Meetings: Monthly and as and when required