



**Draft SOP FOR OPERATION AND MANAGEMENT OF DRIVER
SWITCHING, TRANSHIPMENT OF GOODS AND VEHICLE
ESCORT AT SWITCHING POINTS**

SOP No.	001
VERSION No.	1.0
EFFECTIVE DATE	29 th November 2020
DEVELOPED BY	Security Desk, Sarpang Dzongkhag C19 TF
APPROVED BY	C19 Taskforce of Sarpang & Tsirang

1. BACKGROUND

The movement of people and vehicles have been restricted with the zonation of the country into high and low risk areas. Currently, the transportation of goods are being facilitated by providing one day return coupon (for vehicles collecting essentials from Gelephu) or by giving special permit to drop at the designated Dzongkhag (for vehicles transporting farm products and other essential from Sarpang). However due to heavy flow of traffic travelling to and from Gelephu for such purpose, it has become challenging to monitor these vehicles properly. This posed great risk of importing COVID infection to interior Dzongkhags. In order to monitor movement of these vehicles properly, Sarpang Task force decided to set up two checkpoints for driver switching and vehicle escort at Darachu and Tamala respectively.

At Darachu a two storied newly constructed house located about 500 meters from Sarpang-Tsirang border on Sarpang side was identified. At Tamala, since there is no permanent structure in the area it was decided to construct a makeshift house for driver holding and for duty personnel.

The RBP shall oversee and manage the facilities at the two places with the assistance of Dzongkhag administration Sarpang.

2. OBJECTIVES

- To prevent transmission of COVID-19 from high risk to low risk areas that may arise from movement of freight and passenger vehicles.
- To facilitate efficient movement of people and goods from high to low risk area.

4. KEY STAKEHOLDERS

The following stakeholders shall be involved in the management of driver switching/vehicle escort system.

- a. RBP
- b. De-suung
- c. Health

5. PROCEDURE

RBP shall oversee and coordinate overall operation and management at the switching station that includes supervision and enforcement of compliance to COVID-19 safety measures, inspection of travel registry documents and coordination with the concerned officer commanding.

5.1 ESCORT MODALITY

- 5.1.1 Under this arrangement, only heavy and medium vehicles from low-risk areas shall be escorted to the respective identified transshipment facilities (MDP and orange depot) and back to Darachu/Tamala in one batch per day as under. However, the frequency and timing would be reviewed based on traffic:

From Darachu/Tamala to Transshipment Facilities	From Transshipment Facilities to Darachu/Tamala
0700 hrs	1700

- 5.1.2 Vehicles shall be parked in designated areas at Darachu/Tamala and escorted to respective transshipment facilities in Gelephu.
- 5.1.3 At the transshipment facility the local Desuups deployed will monitor the vehicles/ drivers.
- 5.1.4 There shall be two escorts (Pilot and Tail).
- 5.1.5 The same arrangement shall be followed for movement of vehicles from transshipment facilities from Gelephu to Darachu/Tamala
- 5.1.6 The drivers shall carry their own packed lunch and other refreshments in a self-contained mode. They will be provided one pit stop before reaching Sechamthang town (Sarpang town) and Sershong bridge.
- 5.1.7 The vehicles coming from low risk areas shall be tagged with the colored flag (Green) for identification.

5.2 DRIVER SWITCHING

5.2.1 From High to Low risk area:

This modality shall be applied to all vehicles transporting goods to and from registered Go-downs/warehouses/depots including shops from Gelephu and Sarpang.

- i. The vehicles shall enter from Hilley Checkpost for Darachu and Sershong Checkpost for Tamala. RBP shall register the details of the vehicles and manage accordingly.
- ii. All vehicles shall be parked on the left side of the road as per site markings.
- iii. The driver shall leave the keys and documents on the dashboard and exit the vehicle. Thereafter, the driver shall be escorted to the holding area.
- iv. The vehicle shall be left idle for 30 minutes and then the management team at the switching point shall disinfect the interior of the vehicle and door handles.
- v. After the completion of the disinfection, the vehicle shall be handed over to the buddy driver coming from low risk area for onward movement.

5.2.2 Low to High Risk Areas

Vehicles arriving at Darachu/Tamala from other parts of the country shall be managed as follows:

- i. Only vehicles/drivers registered with CPMS shall be permitted to enter Darachu/Tamala.
- ii. Drivers shall report at the upper entry point where the vehicle shall be registered and allotted a parking space within Darachu/Tamala station.
- iii. After parking the vehicle, the driver shall leave the key and the documents on the dashboard and exit the vehicle.
- iv. After exiting the vehicle, the driver shall be escorted to the designated

- holding facility. The drivers may spend the night in the holding facility, if required.
- v. The vehicle shall then be handed over to the buddy driver coming from Gelephu.

6. TRANSHIPMENT MODALITY

- 6.1 Transshipment of Goods shall be allowed for:
 - 6.1.1 Those Goods coming from low risk area which are NOT bound for MDP and Orange depot.
 - 6.1.2 Those Goods bound for low-risk areas from Sarpang Dzongkhag.
- 6.2 Transshipment shall be done in the designated area at the relay station.
- 6.3 The loaders shall be arranged by the selling parties (Goods Owner).
- 6.4 Vehicles transporting goods from High risk area will unload at high risk end of Buffer zone. And vehicle transporting goods from low risk to high risk area will unload at the low risk end of the buffer zone (The empty vehicle from high risk area will be permitted till the low risk end of buffer zone).
- 6.5 The loaders shall follow strict COVID-19 safety measures with proper use of personal protective equipment.
- 6.6 The Driver(s) shall not be allowed to exit the vehicle while the transshipment is in progress at the relay station.
- 6.7 After the transshipment is over the vehicle shall promptly exit the relay station.
- 6.8 Loaders must practice proper disposal of PPEs and practice hand hygiene after the transshipment.

Annexure I: Manpower requirement

The switching/escort facilities at Darachu and Tamala will require a minimum of 10 persons as follows:

i. Management (Security)	-	06
ii. Logistics (Vehicle duty)	-	02
iii. Escort	-	02

Annexure II: Administrative and Logistic requirement

RBP/Desuup personnel at Darachu shall be accommodated in the three rooms rented by Sarpang Dzongkhag administration. At Tamala since there is no permanent structure, the Dzongkhag administration Sarpang will construct temporary sheds with basic facilities.

- a. Requirement for Ration and utensils
 - Rice cooker (7 liters) - 2 No
 - Curry cooker (2 liters) - 2 No
 - Water Boiler - 4 No
 - Room heater - 6 No
- b. Transportation
 - Light Vehicles - 04No
- c. Communication & Other Equipment
 - Hand set - 04 Nos
 - PA Equipment - 02Sets
 - Whistles - 20Nos
 - Desktop computer (for record keeping) - 02 Nos
- d. Ration for Desuups and RBP

Annexure III

Meeting on SOP for Operation and Management of Driver Switching, Transshipment of Goods and Vehicle Escort to Switching point (Darachu and Tamala) held on 24th November 2020.

Members present:

1. Dzungda (IC)
2. Dzunggrab
3. Thrompon
4. SSP, RBP
5. ES, Thromde
6. RD, RTIO
7. OC, RBP Sarpang
8. Chief Engineer, Thromde
9. MS CRRH

Decision:

1. To conduct virtual meeting with IC and SP of Zhemgang and Tsirang Dzongkhag on Draft SOP on 25th November 2020.
2. The SOP shall come into force from 1st December 2020.