

# Driver Safety Policy

Location:  
Effective Date: 6.1.18  
Revision Number: X

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ABC Company

## Purpose

ABC Company recognizes that our employees are our most valuable asset and the most important contributors to our continued growth and success. ABC Company will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

Motor vehicle accidents are a leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many uncontrollable. The purpose of ABC Company's Driver Safety Policy is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances. We value our employees not only as employees but also as human beings who are crucial to the success of their families, the local community and ABC Company.

To further this goal, we have developed a Driver Safety Policy effective 6.1.18. This policy applies to all employees, whether they are driving a company vehicle, a rental vehicle for company business or a personal vehicle for company business.

## POLICY GUIDELINES

### Driver Eligibility:

- Drivers must possess a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving.

### Drug/Alcohol Testing:

- Initial and periodic random drug and alcohol testing is mandatory. Testing will be conducted by a licensed medical facility designated by ABC Company. Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substances will be grounds for termination.

### Insurance Requirements:

- Employees who use their personal vehicles for company business are required to carry adequate limits of liability, with a suggested minimum of \$100,000 for property damage and \$300,000 for bodily injury. A copy of the declaration page of your personal automobile insurance policy must be provided to ABC Company annually at your renewal date.

### Basic Vehicle Operation Guidelines:

Employees are required to adhere to the following basic vehicle operation principles:

- Always use seat belts.
- Drive defensively. Always anticipate what other drivers on the road might do wrong and plan your mode of escape. Never move through traffic aggressively.
- Respect speed limits and traffic signs. Follow all traffic signals.
- Always lock the vehicle and apply the parking brake when getting out, even if it remains in sight.
- During long trips, take breaks every four hours. Never drive more than 10 hours during a 24-hour period.
- When possible, avoid driving after midnight.
- Avoid driving in dangerous conditions, including drowsiness and inclement weather.

# Sample Truck Driver Safety Program Manual

**Christian G. Meyer**



## **Sample Truck Driver Safety Program Manual:**

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## **Table of Contents Sample Truck Driver Safety Program Manual**

1. Understanding the eBook Sample Truck Driver Safety Program Manual
  - The Rise of Digital Reading Sample Truck Driver Safety Program Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Sample Truck Driver Safety Program Manual
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sample Truck Driver Safety Program Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Truck Driver Safety Program Manual
  - Personalized Recommendations
  - Sample Truck Driver Safety Program Manual User Reviews and Ratings
  - Sample Truck Driver Safety Program Manual and Bestseller Lists
5. Accessing Sample Truck Driver Safety Program Manual Free and Paid eBooks
  - Sample Truck Driver Safety Program Manual Public Domain eBooks
  - Sample Truck Driver Safety Program Manual eBook Subscription Services
  - Sample Truck Driver Safety Program Manual Budget-Friendly Options
6. Navigating Sample Truck Driver Safety Program Manual eBook Formats
  - ePub, PDF, MOBI, and More
  - Sample Truck Driver Safety Program Manual Compatibility with Devices
  - Sample Truck Driver Safety Program Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Truck Driver Safety Program Manual
  - Highlighting and Note-Taking Sample Truck Driver Safety Program Manual
  - Interactive Elements Sample Truck Driver Safety Program Manual
8. Staying Engaged with Sample Truck Driver Safety Program Manual

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Sample Truck Driver Safety Program Manual
- 9. Balancing eBooks and Physical Books Sample Truck Driver Safety Program Manual
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sample Truck Driver Safety Program Manual
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Truck Driver Safety Program Manual
  - Setting Reading Goals Sample Truck Driver Safety Program Manual
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Truck Driver Safety Program Manual
  - Fact-Checking eBook Content of Sample Truck Driver Safety Program Manual
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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