

Driver Safety Policy

Location:
Effective Date: 6.1.18
Revision Number: X

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.

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