

COMPANY DRIVER POLICY

1. GENERAL CONDUCT

All drivers must maintain professional standards at all times when representing the company.

2. VEHICLE SAFETY

- â€ Conduct daily vehicle inspections
- â€ Report defects immediately
- â€ Ensure vehicle cleanliness
- â€ Follow maintenance schedules

3. DRIVING STANDARDS

- â€ Observe all traffic laws
- â€ No mobile phone use while driving
- â€ Maintain safe following distances
- â€ Report all accidents immediately

4. HOURS OF SERVICE

- â€ Comply with EU drivers hours rules
- â€ Take required rest breaks
- â€ Use tachograph correctly
- â€ Record duty time accurately

5. CUSTOMER SERVICE

- â€ Be courteous and professional
- â€ Dress appropriately
- â€ Handle complaints professionally
- â€ Protect customer information

6. PROHIBITED ACTIVITIES

- â€ No alcohol or drugs while on duty
- â€ No unauthorized passengers
- â€ No personal use of company vehicles
- â€ No smoking in vehicles

7. DOCUMENTATION

- â€ Maintain valid driving license
- â€ Keep CPC qualification current
- â€ Complete required training
- â€ Submit timesheets promptly

8. DISCIPLINARY PROCEDURES

Policy violations may result in:

- â€ Verbal warning
- â€ Written warning
- â€ Suspension
- â€ Termination of employment

9. ACKNOWLEDGMENT

I have read and understood this policy
and agree to comply with all requirements.

Driver Name: _____

Signature: _____

Date: _____

Supervisor: _____

Date: _____