**Driving Under the Influence Policy**

## **1.0 Purpose**

This policy establishes rules governing the driving of vehicles during working hours for all employees and prohibits driving under the influence of alcohol or illegal substances.

**1.1 Driving Under the Influence**

Driving a customer or Company vehicle (including delivery vans) while under the influence of alcohol or illegal substances is absolutely prohibited and may result in disciplinary action including and/or instant dismissal.

**1.2 Special Circumstances**

Where alcohol or illegal substances are a factor in an accident and the Company’s insurers declines the claim, the Company reserves the right to pursue you to recover the cost for damage caused.

**1.3 Confirmation of policy**

By signing this policy, I agree that I have read and understood the provisions outlined and explained to me. I understand that any questions relating to this policy can be forwarded to my manager for clarification and any failure to abide by this policy may lead to Disciplinary action.

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| --- | --- |
| Employee name |  |
| Employee signature |  |
| Date |  |