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| **DRIVER GUIDELINES**  **About this tool:** This form is to be read and signed by drivers as evidence that they understand their responsibilities while performing their duties. |
| **In order to drive vehicles and be responsible for the vehicle, the passengers, equipment, goods and their safety, each Driver is responsible for the following:** |
| **Safety** |
| 1. To read and understand the <enter organisation name here> safety guidelines. |
| 1. To drive at a safe speed which is adjusted to the road and weather conditions |
| 1. To pay particular attention to security updates and information at all times. To act as a security information source for senior management, collecting and passing on anything heard or seen on the streets. |
| 1. To not give lifts to any non-<enter organisation name here> passengers |
| 1. To ensure there is no smoking in any <enter organisation name here> vehicle at any time. |
| 1. To wear a seat belt and ensure that all passengers also wear their seat belts at all times while the vehicle is in motion. |
| 1. To drive with consideration for the safety of the passengers, other road users, the load, and the technical state of the vehicle. (Max 80km/h, and 30km/h through urban areas, and 50 km/h on unsealed or dirt roads) |
| 1. To always remain with the vehicle and ensure the vehicle is safely parked at night, during breaks and when it is not in use. (whenever possible in a <enter organisation name here> compound) |
| 1. To know the radio procedures, operation, and protocol and to act as a mobile radio operator with the vehicle. |
| 1. To make sure that necessary vehicle contents (basic tools, first aid kits, spare tyres, fire extinguishers, etc.) are in good condition and kept in the vehicles at all times. |
| 1. To inform their manager immediately if they receive a drink driving or drug driving conviction. |
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| **Legal** |
| 1. To abide by the traffic rules and regulations of the region, state and country. |
| 1. To keep an updated copy of this policy available in the vehicle for all passengers. |
| 1. To carry a valid driving licence at all times. |
| 1. Ensure insurance & registration documents are current and kept in the vehicle at all times. |
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| **Fuel & Maintenance** |
| 1. To re-fuel the vehicle and ensure that the fuel tank never runs out of fuel. |
| 1. To be accountable for all fuel purchased for the vehicle, ensuring that there is no wastage and theft or loss is reported immediately. |
| 1. To ensure that the correct fuel is used. |
| 1. To monitor the on-time scheduled servicing of the vehicle |
| 1. To perform minor maintenance & repair such as change a flat tyre. |
| 1. To immediately report any technical failure, damage, accident or theft to the Fleet Manager. |
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| **Specific Tasks** |
| 1. To act as an ambassador for <enter organisation name here>, driving courteously and patiently at all times and maintaining a friendly and open disposition to all passengers, other road users and all pedestrians. |
| 1. To keep the vehicle assigned to him/her clean and road-worthy, with daily & weekly checks as directed by the manager. |
| 1. Ensure that the Constant Companion, radio cell call lists, call signs and other necessary documents are accurate and available in the vehicle. |
| 1. To correctly record all required data in the vehicle logbook with details of each journey, mileage, and fuelling and repair history, as indicated by their Manager. |
| 1. To help in the loading/unloading of goods in the vehicles as required. |
| 1. To know shift schedules if appropriate and keep punctual working hours. |
| 1. To be flexible with regard to working hours and the possibilities of short-term relocation including overnight trips if necessary. |
| 1. To welcome visitors at the airport when asked to do so, waiting for them with logo and name-cards clearly visible at the arrivals area. |
| 1. To carry out any other relevant tasks as requested by the Fleet Manager. |

I <Enter Name> hereby sign to confirm that I understand my responsibilities as documented above.

Sign: .................................................

Date: .................................................