



## **Driver Training**

Our company is committed to hiring only qualified and safe drivers. Employees who operate motor vehicles as part of their job must maintain the basic driver safety skills and credentials necessary to perform this function throughout the term of their employment.

### **New Hire Driver Training**

New employees, contractors, and temporary hires permitted to operate company vehicles will receive a copy of our fleet safety manual as part of their initial orientation. The fleet safety orientation program is designed to help all drivers understand our company policies, driver responsibilities and where necessary, the vehicles and equipment they will operate.

New hire orientation will be conducted by the company's fleet safety coordinator and may include, but not be limited to:

- 1) Review and sign the company fleet safety manual, which sets forth:
  - a) Approved company car usage.
  - b) Post-accident reporting procedures and emergency policies.
  - c) Distracted driving and cell phone use.
  - d) Acceptable motor vehicle record requirements.
  - e) Vehicle maintenance requirements.
  - f) Adhering to all traffic laws.
  - g) Safe driving policies.
  - h) Required DOT and other applicable regulatory compliance training.
  - i) DOT compliant road testing.

### **Ongoing Training Driver Training**

Ongoing fleet safety training for company-wide drivers will occur on a frequency determined by the fleet safety coordinator and may include, but not be limited to:

- a) Required DOT training.
- b) Training that addresses inclement weather and other driving hazards.
- c) Training necessitated by company automobile accident trends or moving violations.
- d) Training necessitated by nationwide accident trends.

## Individual Driver Training

Individual driver training or mentoring will be administered at the discretion of the fleet safety coordinator or human resources if:

- a) At-fault accident events occur.
- b) Driver moving violations occur.
- c) Other performance concerns are noted that may impact the safe operation of a vehicle.

## Driver Meetings

Ongoing driver meetings may occur at regularly designated times (weekly, monthly, quarterly, etc.) and shall be attended by all applicable drivers and driver supervisors/managers. These meetings may include the sharing of recent and relevant driver safety information and accident trends, and will provide a forum for drivers to ask questions and raise any safety concerns, etc.

## Recordkeeping

Training records documenting understanding of the topics and date of the trainings will be retained in appropriate driver files and maintained by Human Resources.

## DISCLAIMER

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