

## **DRIVER AND VEHICLE ORIENTATION GUIDELINES**

New employees who will be operating company vehicles shall complete a documented vehicle safety orientation with their supervisor. The safety orientation procedure will follow a standard format with modifications, as necessary, to meet the particular needs of particular jobs or operations. The objectives of the vehicle safety orientation are to:

1. Ensure that all new hires are thoroughly familiar with the safe operation of their vehicle(s) and how to avoid accidents/injuries.
2. Provide employees with a formal introduction to the company program and management's expectations.
3. Review with each new employee, on an individual basis, their vehicle safety responsibilities and role in the organization's fleet safety and loss prevention effort.

The safety orientation process will follow the general guideline/checklist enclosed at the end of this chapter and shall be completed before the employee is allowed to drive a company vehicle. The new employee driver and their supervisor must sign the orientation checklist to verify that all items on the list have been covered. A copy of the checklist should be retained by the department with the original sent to Human Resources.

The supervisor should conduct follow-up observations and check rides, as necessary, to verify the orientation was understood and the employee is performing their driving tasks safely.