

Driving Policy

1. Purpose

The purpose of this Driving Policy is to ensure the safety of Black Reiver Consulting employees, contractors, and others who operate company vehicles or drive on behalf of the organisation. This policy outlines the standards, responsibilities, and guidelines for safe driving practices.

2. Scope

This policy applies to all Black Reiver Consulting employees, contractors, and individuals authorised to operate company vehicles or drive for company business.

3. Compliance

All employees and individuals driving on behalf of Black Reiver Consulting must comply with this policy, as well as all applicable laws, regulations, and road safety standards.

4. Driver Qualifications

- All drivers must possess a valid driver's license appropriate for the vehicle they are operating and maintain a good driving record.
- Employees must notify their supervisor immediately of any changes to their driving status, including license suspensions, revocations, or driving-related convictions.

5. Vehicle Use

- Company vehicles must be used for authorised business purposes only.
- Personal use of company vehicles is strictly prohibited unless expressly authorised by management.
- All drivers must inspect vehicles before each trip to ensure they are in safe operating condition and report any defects or maintenance issues promptly.

6. Safety Equipment

- Seat belts must be worn by all occupants of company vehicles at all times.
- Child safety seats must be used when transporting children in company vehicles in compliance with local laws and regulations.

7. Prohibited Activities

The following activities are strictly prohibited while operating a company vehicle:

- Texting, emailing, or using a mobile device without hands-free technology.
- Driving under the influence of alcohol, drugs, or other impairing substances.
- Speeding, reckless driving, or other aggressive driving behaviours.
- Engaging in distracting activities that divert attention from the road, such as eating, grooming, or adjusting electronic devices.

8. Accident Reporting

- All accidents involving company vehicles must be reported to management immediately, regardless of severity.
- Drivers must exchange information with other parties involved in the accident and cooperate fully with law enforcement and insurance providers.

9. Driver Training and Education

- Black Reiver Consulting will provide drivers with training and resources to enhance their driving skills, knowledge of road safety, and awareness of company policies.
- Employees are encouraged to participate in defensive driving courses and other relevant training programs to improve their driving proficiency.

10. Monitoring and Enforcement

- Black Reiver Consulting reserves the right to monitor drivers' compliance with this policy through various means, including vehicle tracking systems, driver records checks, and periodic audits.
- Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or contract.

11. Review and Revision

This Driving Policy will be reviewed periodically and updated as necessary to reflect changes in laws, regulations, or company practices. Employees will be notified of any revisions to ensure continued compliance.

By adhering to the provisions outlined in this policy, Black Reiver Consulting aims to promote safe driving practices, protect the well-being of its employees and others, and minimise the risk of accidents and injuries associated with driving-related activities.

[Signature]

[Name]

[Position]

[Date]

