



Alpha Training / Hawthorn Farm  
Alpha Training Driving Policy

Date of authorisation: August 2024  
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## 1. Purpose

The purpose of this driving policy is to ensure the safety of all employees, trainees, students and third parties while operating vehicles for Alpha Training. This policy outlines the responsibilities and expectations of employees who drive company vehicles or personal vehicles for company business.

## 2. Scope

This policy applies to all employees and contractors of Alpha Training who are required to drive as part of their job duties. It covers the use of company-owned vehicles, leased vehicles, and personal vehicles used for company business.

## 3. Driver Eligibility

- **Licensing:** All drivers must hold a valid driver's license for the type of vehicle being operated.
- **Experience:** Drivers must have at least two years of driving experience.
- **Driving Record:** Drivers must maintain a clean driving record. Any major violations or a history of frequent minor violations may disqualify an employee from driving duties.

## 4. Vehicle Maintenance

- **Company Vehicles:** Regular maintenance and inspections of company vehicles must be performed in accordance with the manufacturer's recommendations and company guidelines.
- **Personal Vehicles:** Employees using personal vehicles for company business must ensure that the vehicle is well-maintained, safe, and complies with all legal requirements.

## 5. Driving Practices

- **Seat Belts:** Seat belts must be worn at all times by the driver and all passengers.
- **Speed Limits:** Drivers must adhere to all posted speed limits and adjust speed according to road conditions.
- **Distracted Driving:** Use of mobile phones or other electronic devices while driving is strictly prohibited unless a hands-free system is used.
- **Substance Use:** Driving under the influence of alcohol, drugs, or any other substances that impair driving ability is strictly prohibited.
- **Rest Periods:** Drivers must take regular breaks to avoid fatigue, especially on long trips.

## 6. Accident and Incident Reporting

- **Immediate Action:** In the event of an accident, the driver must immediately ensure their safety and the safety of others involved.
- **Reporting:** All accidents, no matter how minor, must be reported to the immediate supervisor and the human resources department as soon as possible.
- **Documentation:** An accident report form must be completed and submitted within 24 hours of the incident.



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## 7. Use of Company Vehicles

- **Authorisation:** Only authorised employees may use company vehicles. Unauthorised use is strictly prohibited.
- **Personal Use:** Personal use of company vehicles is generally not permitted unless explicitly authorised.
- **Parking:** Company vehicles must be parked in secure, authorized locations.

## 8. Training and Compliance

- **Driver Training:** All employees required to drive for company business must complete a driver safety training program provided by Alpha Training.
- **Policy Acknowledgment:** Employees must acknowledge receipt and understanding of this driving policy. A copy of the signed acknowledgment will be kept in the employee's file.

## 9. Insurance

- **Company Vehicles:** Alpha Training will provide insurance for all company-owned vehicles.
- **Personal Vehicles:** Employees using personal vehicles for company business must provide proof of insurance that meets state minimum requirements.

## 10. Disciplinary Action

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment. This includes, but is not limited to, violations of traffic laws, unsafe driving practices, and failure to report accidents.

## 11. Policy Review

This policy will be reviewed annually and updated as necessary to ensure compliance with legal requirements and to incorporate best practices in driving safety.

### Acknowledgment of Receipt

I, \_\_\_\_\_, have received and read the Alpha Training Driving Policy. I understand and agree to comply with the policy.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This policy aims to promote a culture of safety and responsibility among all employees who drive as part of their role at Alpha Training. Adherence to this policy is essential for ensuring the well-being of our employees and the communities in which we operate.