



Junior Enterprise Ltd

VEHICLE & DRIVERS SAFETY POLICY

The purpose of this Policy is to ensure the safety of all employees who serve as drivers or passengers in company vehicles. It is the driver's responsibility to operate all vehicles in a safe manner and to drive defensively to prevent injuries and property damage. As such, Junior Enterprise Ltd endorses all applicable provincial motor vehicle regulations relating to driver responsibility. Junior Enterprise Ltd expects each driver to drive in a safe and courteous manner pursuant to all safety rules by the Ministry of Transportation.

Driver Eligibility

- Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving.
- Company vehicles are to be driven by authorized employees ONLY. Other employees and family members are not authorized to drive the Company vehicle.
- Company vehicles are to be driven for Company Business ONLY. Personal use of company vehicles is prohibited. No unauthorized persons are allowed to ride in company vehicles.
- Any employee who has a driver's license revoked or suspended shall immediately notify Jonathan Junior and discontinue operation of the company vehicle. Failure to do so may result in disciplinary action including dismissal.
- All accidents involving Company vehicles, regardless of severity, must be reported to the police and to Jonathan Junior. An incident report will need to be filled out by the driver and all employees in the vehicle at the time of the accident. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.
- The use of a company vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
- All drivers and passengers operating or riding in company vehicles must wear seat belts.
- Any mechanical difficulties or repairs need to be reported to Jonathan Junior immediately. Please check daily that washer fluids and gas levels are sufficient, and inform Jonathan when the oil is close to needing to be changed. Also, do a quick walkaround to make sure that all lights are working.

- Drivers are responsible for the security of Company vehicles. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- Drivers are required to return the vehicle key back to the shop at the end of each shift.
- All employees are expected to maintain the cleanliness of all work vehicles and to empty all personal garbage and drinks at the end of each shift.
- Within each vehicle, you will find a fire extinguisher, first aid kit, and tire changing kit.

Driving Records

Your personal driving record is a reflection of your overall driving habits.

Drivers Records may be requested to assess driving records prior to a potential employee being hired, or as needed.

Cell phone Usage

- Under all circumstances, employees shall obey all motor vehicle laws. Violations or fines incurred by employees shall be the full responsibility of the employee, and may affect future driving privileges at Junior Enterprise Ltd.
- Ontario prohibits use of the cell phones and texting while operating a vehicle. Calls and texts should only be done only from a safely parked position.

I acknowledge that the information contained in this Safety Policy has been reviewed with me, and a copy of the policy and has been given to me. As a driver of a company vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. I acknowledge the receipt of the above disclosure. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

_____ **PRINT EMPLOYEE'S NAME**
 _____ **DRIVER'S LICENSE NUMBER**
 _____ **Signature** _____ **Date**
 _____ **Reviewer's Signature** _____ **Date**

Retain signed original in employee's file