

Driving Policy

Driving is one of the most hazardous tasks performed by our employees. To minimize this risk, our driving policy provides the foundation of **Excellence Logging** Driving Improvement Program. This policy applies throughout the entire **Excellence Logging** organization.

Code of conduct

Excellence Logging requires all staff to comply with traffic legislation, be conscious of road safety, and demonstrate safe driving and other good road user practices when driving. The following actions will be viewed as serious breaches of conduct:

- Driving whilst under the influence of alcohol or drugs,
- Driving while disqualified, or not correctly licensed,
- Reckless or dangerous driving resulting serious injury or death,
- Failing to stop after, or report an accident,
- Any actions which warrant suspension of license.

Driver key responsibilities

- Must hold a current driving license for the country where they are driving,
- Are responsible and accountable for their actions when driving,
- Must ensure all occupants of the vehicle are wearing seat belts at all times,
- Must hold valid insurance and comply with all other traffic legislation,
- Must not use a mobile phone (including hands free) whilst driving,
- Must plan their journey, taking into consideration pre-journey work duties, and the length of the trip and post journey commitments.

Management key responsibilities

- Must ensure company-owned or leased vehicles, meet required standards of safety and are well maintained,
- Must ensure staff are aware of their responsibility to check the vehicle prior to and after use,
- Must ensure that staff are comfortable driving the car they are provided with,
- Must ensure that where additional training is required, through Risk Assessment (TRA), that this will be provided upon request,
- Must carry out regular review of policy and procedures to ensure the development and quality of the driving policy.

Violations of this policy will result in disciplinary action.

Bruno BURBAN
President & CEO
Excellence Logging

