WORDING FOR DRIVER’S HANDBOOK

PURPOSE

XXXXXXXXXXXXXx Driver’s Handbook sets out rules, practices and responsibilities for all employees who are involved in driving as part of their job description.

XXXXXXXXXXXXXXXX acknowledges its obligations under Health and Safety legislation with regard to driving at work, and recognises that there are specific risks to employees who are involved in driving on behalf of the organisation whether it is in their own vehicle, a fleet vehicle or a vehicle hired by XXXXXXXXXXXXx.

Our Driving at Work Policy and this handbook has the objective of identifying and minimising those risks and encouraging safe driving in order to reduce the number of accidents and comply with the organisation’s legal obligations.

XXXXXXXXXXX (Person’s name) is responsible with providing you with a Driver’s Handbook and driving policy.