WORDING FOR DRIVER’S HANDBOOK

General Driver Responsibilities

1. Read this handbook on a regular basis.
2. Read the manufacturer’s vehicle handbook.
3. Obey all road traffic laws, applicable to all drivers.
4. Observe speed limits.
5. Observe company-specific guidelines mentioned in this handbook.
6. Take care and security of vehicles seriously.
7. Ensure that all scheduled servicing is carried out on time and in accordance with the manufacturer’s and/or employer’s (including any contract hire supplier) guidance.
8. Comply with insurance requirements about who can drive.
9. Report details of any crash or incident immediately.
10. Make all required returns of mileage, expenses, fuel etc. promptly and accurately.
11. Report to XXXXXXXXXXXX (person) any circumstances which may result in a claim or prosecution related to driving.