Quality, Health and Safety Manual Version 1.0



3 Driving Policy

Driving is the activity that presents the greatest potential risk for accidents in GTDS. This policy addresses this risk to ensure that standards for driving qualification and practices are followed, to ensure the safety of our employees and contractors throughout the world. This policy also provides the foundation for building a driver improvement program. The following shall be implemented in all locations. Journey management and driving standards shall document details of the requirements in each program.

Driver Training and Qualification:

Only approved personnel and contractors are allowed to drive vehicles, including company-owned or leased vehicles. Approval is granted to drivers who have been assessed as competent drivers annually. These training programs must be documented.

Seat Belts:

As a condition of employment, all employees and contractors must wear seat belts at all times when driving a vehicle, and they must ensure that all other vehicle occupants are also wearing seat belts.

Journey Management:

An active journey management program that complies with the applicable standard must be in place for journeys initiated from town or field locations. Each location's journey management program shall address all local driving conditions and identified risks.

Substance Abuse:

Driving a vehicle while under influence of alcohol or any drugs or narcotics is strictly prohibited and subject to disciplinary action including termination as stated in the GTDS Substance Abuse Policy.

Cellular Phone:

Drivers should neither initiate nor answer a cellular phone call or message whilst driving a vehicle, regardless of whether a hands free device is available or not. Cellular phone may be left on during a trip to alert the driver of an incoming call or message; however the vehicle must be brought to a complete and safe stop before responding.

Disciplinary Action for violating this policy can result in disciplinary action up to and including termination.

Kashif Rehman

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23 June 2011