

## Driver Policy and Agreement

EMPL #: \_\_\_\_\_ Employee / Driver Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Supervisor / Foreman: \_\_\_\_\_  
Division: Maint  Const \_\_\_\_\_ Special Projects \_\_\_\_\_ Mech \_\_\_\_\_ Chemical \_\_\_\_\_ Other \_\_\_\_\_  
Job Name: \_\_\_\_\_ Job Number: \_\_\_\_\_

Only approved AAA Landscape employees may become Authorized Drivers. As an Authorized Driver for AAA Landscape, the employee named above agrees to the following company policy:

**Definitions:**

Driver is the employee authorized by \_\_\_\_\_ to operate the vehicle.

Vehicle includes any self propelled vehicle of any size, used for transporting passengers, property, and towing trailers.

Drivers are held accountable to abide by the following policy items, even though this list of items may not constitute a complete list. Employee discipline may be given for violation of any of the items in this policy, and is not limited to the items in this policy.

- 1) The driver shall be responsible for the safe and legal transportation of the vehicle, the trailer, and its contents, including all passengers.
- 2) The driver shall perform daily pre-trip inspections of the vehicle and trailer, and shall perform weekly inspections to include a Vehicle Inspection Form. (See "Pre-Trip Inspection" training sheet.)
- 3) The driver and all passengers must remain seated and "buckled up" while the vehicle is in motion.
- 4) Our vehicles are equipped with Global Positioning System (GPS). Our vehicles are monitored for speed, location, and route, to increase our fleet's efficiency. Drivers may be subject to discipline for: Late arrival or early departure times, unnecessary engine idle time (over 5 minutes), use of vehicle after work hours, and other potential misuses of company time and/or property.
- 5) The driver shall abide by all laws, including speed limits. If a driver is found exceeding the speed limit by 5MPH or more, he/she may be subject to employee disciplinary procedures. When towing a trailer the driver must not exceed 65MPH even if the posted speed limit is more.
- 6) Cell phones should not be used while driving, however hands-free devices are allowed when communication cannot wait.
- 7) In accordance with local law and company policy, there is no smoking allowed in the vehicle.
- 8) The driver will not eat or drink while the vehicle is in motion.