

## Safe Driving Policy

Amalgamated Pest Control is committed to ensure that continuous compliance is maintained for all relevant regulations, risks and client specific requirements in relation to the handling of motor vehicles.

The safe operation of Amalgamated Pest Control company vehicles and the integrity of its equipment and products and their security is the **prime** responsibility of the driver.

Amalgamated Pest Control is committed to continual improvement in safe driving performance.

### ⌘ Definitions

For the purposes of this policy:

- “*Site*” shall include any motor vehicle or plant, Office, Workshop, Store, crib room or the like whether located at the site or at another location.
- “*Work*” shall include any time from the time an employee leaves for work until he/she returns home from work. (i.e. journey time or travel time).
- “*Employee*” includes an employee on salary or wages, a sub-contractor, or a contractor that is engaged by Amalgamated Pest Control in performing work on site.

### ⌘ All managers are responsible for:

- Maintenance of driving records and licence details of all employees who are required to drive vehicles for company purposes.
- Compliance to client specific requirements prior to staff performing the task for the client.
- Maintenance of records of vehicle incident reports, vehicle pre-start check records and vehicle maintenance records.

### ⌘ All supervisors are responsible for:

- Ensuring employees implement and follow procedures and policies under this policy and those developed by the manager.

### ⌘ All employees and sub-contractors are to:

- Follow the procedure developed by management.
- Conducting vehicle pre-start inspections/records as directed.
- Advise the Manager of any changes and updates to their relevant driving licence(s).

### ⌘ Application of the Policy

This policy is applicable to the Amalgamated Pest Control Group, including all employees, sub-contractors, sub-licensees and licensees in all its operations and functions that maintain or drive a vehicle while performing work for Amalgamated Pest Control.

### ⌘ Review

This policy will be regularly reviewed in the light of legislation and company changes.

Policy Authorised by: \_\_\_\_\_

Date: 1 October 2016