Policy / procedures template

Driver orientation procedures

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**Instructions**

Save the template to your device and then edit it to suit your organization’s driving needs. Delete items that don’t apply. Replace all items **written in orange** with your own information, including your organization’s name where you see “**Organization.**” This template does not cover all safe driving procedures. Delete the disclaimer and instructions when done.

**Driver orientation procedures**

**Why we have this policy**

***[Organization]*** is committed to ensuring the health and safety of our employees when they drive or ride in a vehicle used for work. The purpose of this procedure is to prepare each employee for their driving responsibilities, identify and explain our safe driving procedures, identify driving-related hazards they may encounter and discuss the methods to manage them, and connect them with the people and resources available to help.

**Who needs to follow this policy**

This policy applies to all our employees who will drive company-owned or leased vehicles used for work/personal purposes, as well as employee-owned vehicles and rental vehicles used for work.

**Employee responsibilities**

The following employees will participate in this orientation:

* Recently hired employees
* Employees returning to the workplace after being absent for more than 6 months
* Employees with new driving responsibilities such as operating a different vehicle, or driving on roads or in weather conditions they haven’t encountered before

**Supervisor responsibilities**

The employee’s supervisor is responsible to conduct this orientation. They may include people others such as a driving trainer, fleet supervisor, etc. The supervisor is accountable to ensure satisfactory completion and documentation of this orientation.

**Our procedures**

The supervisor will meet with the employee in-person and cover the following:

**Contact information**

The supervisor will introduce the employee to the following people and provide their contact information:

* Supervisor
* Fleet manager
* Chair of the occupational health and safety committee
* Diving safety rep on the committee

**Safe driving**

* Discuss and confirm that the employee understands their responsibilities and rights as they apply to driving for work
* Show the employee where to find driving procedures and related forms
* Thoroughly review those procedures with the employee and answer their questions

**Driving hazards**

* Identify the [driving-related hazards](https://roadsafetyatwork.ca/wp-content/uploads/2022/07/RSAW-Driving-related-hazards-checklist.pdf) the employee is likely to encounter
* Discuss specific measures the company and its drivers are to apply to manage the associated risks

**Check-in procedure**

* Provide the employee with a printed copy of our [Check-In Procedures](https://roadsafetyatwork.ca/wp-content/uploads/2022/07/RSAW-Check-in-procedures-template.docx)
* Explain the check-in process, and identify preferred check-in contacts

**Violence in the workplace**

* Confirm the employee has a copy of our policy on violence in the workplace
* Discuss driving circumstances that might expose the employee to risk of violence

**Personal protective equipment**

* Confirm the employee has a hi-vis vest and knows they are to carry it in their vehicle
* Provide the employee with a pair of polarized safety sunglasses
* Explain employees are to wear appropriate footwear when driving, and what types of footwear are acceptable
* Discuss the circumstances in which driving gloves are helpful, and suggest they carry a pair
* Show the employee the first aid kit and vehicle emergency kit, and discuss obligations to check and maintain both

**Incident reporting**

* Explain the process we use to report vehicle crashes and near-misses
* Explain how to summon help if employees are involved in a vehicle emergency

**Fuelling**

* Demonstrate fuelling procedures and discuss safety considerations
* Explain how to use the fleet fuel card and identify preferred off-site vendors

**Vehicle maintenance**

* Explain our vehicle maintenance program, who is in charge of it, how and when maintenance work is done, and how to request specific vehicle repairs

**Documentation**

* Document this orientation using a [driver orientation checklist](https://roadsafetyatwork.ca/resource/form/driver-orientation-checklist-fillable/) and have the supervisor and employee sign it. The supervisor will submit completed forms to ***[authorized representative]***

Your signature below certifies your agreement to comply with this policy. Non-compliance is a serious matter and may subject you to disciplinary action.

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Employee signature Date

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Employee name (print)

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Supervisor signature Date

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Supervisor name (print)