	<h1>Safe Driving Policy</h1> <h2>Policies & Guidelines</h2>	Document Number: 2P-SHE-17.07
	Department: Safety, Health and Environment	Effective Date: January 23, 2020
		Revision No 0

Objective

To provide practical guidelines in relation to minimizing the hazards associated with driving.

To ensure that who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.

To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users.

Scope

This policy covers the safety guidelines for driving, responsibilities of drivers and employers, promotion of safe driving and emergency procedures.

Ownership

The Operations Manager/Supervisor or the SHE Committee are responsible for ensuring that this document is cascaded to all concerned personnel and implemented to actual practice.


Policies

1. While driving company or own vehicles for work purposes, employees must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits. The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:
 - Drinking or being under the influence of drugs while driving
 - Driving while disqualified or not correctly licensed
 - Reckless or dangerous driving causing death or injury
 - Failing to stop after a crash
 - Any actions that warrant the suspension of a license.

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2. Any authorized individual who drives company vehicles must have a valid driver's license for the type of vehicle to be operated, and keep the license with them at all times while driving.
3. Management shall provide safety education/training and inform hazards related to driving to its employees
4. Preventive Maintenance Program shall be strictly implemented
5. Drive within the legal speed limits.
6. Wear a safety belt at all times.
7. For employees operating motorcycle, wear helmet and reflectorized clothing

Programs, Education and Training

F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. undertakes to increase the awareness and education of its officers and employees on safe driving through continuous advocacy, education and training programs/activities to all its officers and employees.

- a. Journey Management Plan
- b. Behavior Based Safety Activity
- c. Defensive Driving Seminar


Responsibilities:

- a. Operations Manager/Supervisor & SHE Committee responsibilities include:
 1. Developing a vehicle safety program
 2. Taking every reasonable precaution
 3. Ensuring company vehicles provided include such standard safety features as driver and passenger airbags, daytime running lights, ABS brakes and seat belts
 4. Maintaining company vehicles to the standards of the government regulations and the manufacturer's recommendations
 5. Ensuring employees are aware of the Safe Driving Program through training at orientation and periodically thereafter

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6. Informing employees of hazards related to driving
7. Ensuring employees have a valid driver's license
8. Removing from service any vehicle with identified problems
9. Enforcing the Safe Driving Program, including mandatory seat-belt use
10. Ensuring motor vehicle accidents are investigated
11. Developing realistic schedules to discourage speeding
12. Regular staff seminars or refresher meetings on safety features, fatigue, driver responsibility and drink-driving.
13. Driver assessment and required training as part of all staff inductions.

b. Employee responsibilities include:

1. Attending training at orientation, and periodically as required
2. Comply with traffic regulations when driving.
3. Display the highest level of professional conduct when driving a company vehicle.
4. Providing required driving-related documentation
5. Reporting incidents and near misses (if you are injured in a motor vehicle collision while driving as part of your work, you must report the injury to your supervisor or Manager)
6. Reporting vehicle defects immediately to the supervisor
7. Immediately notify their supervisor or manager if their driver license has been suspended or cancelled, or has had limitations placed upon it

Monitoring and Evaluation

The implementation of these policies and programs shall be monitored and evaluated periodically by the Operations Manager and SHE Committee to ensure the promotion of safe driving culture within the company.

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