

	<b>Passenger Safety Policy</b>	<b>TPL12</b> Issue: 001 Date: 11/03/2021
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## Policy brief and purpose

This policy outlines the ways and means drivers within the company can ensure the safety of any passengers when using vehicles within the workplace. It also outlines the behaviours passengers should abide by while accompanying the driver.

## Scope

This policy applies to all employees who drive or are driven in company or personal vehicles to and from work or within working hours. The policy is in place to protect drivers and passengers and ensure a safe working practice.

## Policy elements

### Drivers:

- Regularly check your speedometer as you drive.
- Know the limits, take notice of signs.
- Assume lampposts mean 30 mph.
- Avoid distractions and avoid taking your eye off the road when it is not necessary.
- Loud music can be a major distraction from the road.
- Don't tailgate as this is the primary reason for rear end crashes.
- Regularly check your vehicles lights, tyre pressure, brakes, water, screen wash and oil levels.
- Carry a first aid kit in the vehicle.
- Always ensure the company has all your relevant details and you are deemed fit and competent to drive the vehicle.

### Passengers:

- Always wear your seat belt.
- Refrain from distracting the driver in any way.

- Carry out any tasks for the driver that may cause him to be distracted therefore reducing the risk of accidents.

A handwritten signature in cursive script, appearing to read "Kevin Star". The signature is written in black ink and is positioned above the typed name in the signature line.

Signed: .....Managing Director

Date: March 2021