

## Driving Policy

Driving is the greatest accident risk faced by AGS employees and its sub-contractors. The following shall be implemented to minimize the risk to our employees, clients, sub-contractors and the general public.

### **SEAT BELTS**

It is mandatory that all seat belts shall be worn by all employees and sub-contractors at all times when driving a vehicle. It is the drivers responsibility to ensure all passengers are wearing seat belts (front & rear). Seat Belt usage is a condition of employment and those who ignore this rule will be disciplined which may include termination.

### **DRIVER QUALIFICATION**

Only approved drivers are allowed to drive vehicles on behalf of AGS. Drivers must adhere to company specific / country laws and regulations. All drivers will possess a valid license for the vehicle type being driven.

### **SUBSTANCE ABUSE**

Driving a vehicle under the influence of alcohol or any drugs is prohibited. Employees are subject to disciplinary action including termination.

### **MOBILE PHONES AND SIMILAR COMMUNICATION DEVICES**

Using such devices while driving is prohibited, either calling or receiving while driving. The vehicle must be brought to a safe complete stop before use.

### **NIGHT DRIVING**

Night driving is prohibited and will only be allowed by prior authorization by one of the following employees with a signature on the Journey Management form:

- Managing Director
- Operations Manager

### **JOURNEY MANAGEMENT**

All vehicle trips must have an active journey management form.

### **NO SMOKING**

Smoking is prohibited in all AGS and client vehicles.

### **SPEED LIMITS**

National and crew posted speed limits are not to be exceeded. Reduce speed according to prevailing road and weather conditions.



**Steven Thomas**  
**Managing Director**

**1st January 2018**