

Driver Qualification/Eligibility: _____ Initials

- Drivers must possess a valid driver's license and 5 years driving experience.
- Drivers must have an acceptable motor vehicle record
 - No DUI or DWI in last 5 years.
 - No major violations in the last 3 years.
 - No more than three moving violations and at-fault collisions in the last 3 years.
- Drivers must immediately report new violations, suspensions, revocations and other restrictions.

Employee-Owned Vehicles _____ Initials

- The employee or parent must own the vehicle.
- Proof of vehicle ownership is required (state registration card is adequate)
- Vehicle must remain insured with auto liability limits of at least _____. Notify management if insurance changes.

Vehicle Inspection / Maintenance: _____ Initials

- Vehicles should be in safe operating condition.
- Drivers are required to conduct a daily inspection of their vehicle with special emphasis on lights, turn signals, and tires.
- An annual inspection must be completed by a qualified mechanic.

Distractive Driving _____ Initials

- Drivers are prohibited from making or receiving phone calls, texting, browsing the internet, interacting with social media, etc. while the vehicle is moving.
- Set-up navigation systems, music, etc. before leaving.
- For navigation, secure phone to a sturdy mount.
- Drivers shall limit other distracting activities while vehicle is in motion. This includes eating, reading, reaching for objects and interacting with vehicle infotainment system.

Delivery Stops _____ Initials

- Be extremely cautious in residential neighborhoods; watching for children always.
- Limit the need to back up. Park in a way that you can pull ahead when leaving.
- Walk around your vehicle when leaving to make sure no children have come near the vehicle and are in your blind-spot.
- At night park in well-lit areas. Always lock your vehicle.

Defensive Driving _____ Initials

- Yield to the right-of-way of others, including stopping at intersections when required and not pulling out in front of others.

- Be extremely cautious around pedestrians and bicyclists.
- Maintain a proper following distance behind the vehicle in front of you; a minimum of three seconds. When the vehicle in front of you passes an object, begin counting. If you pass the same object before three seconds, increase your following distance. Add additional time/distance in poor driving conditions.
- Scan ahead, looking for changing traffic conditions in front of you.
- Keep glances away from the forward roadway to less than 2 seconds.
- Always use your turn signal when changing lanes and turning.

Additional Driver Rules _____ Initials

- Driver shall adhere to local, state and federal traffic laws.
- Seatbelt and shoulder harnesses is required.
- Drivers should not work if fatigued, tired or ill.
- Drivers cannot be under the influence of alcohol or illegal drugs. No alcohol four hours prior to driving.
- No passengers except co-workers.
- Drivers are required to report all accidents immediately to their manager.
- Vehicles shall be parked in safe locations, keys removed and locked. Valuable cargo shall be removed or adequately secured from theft.

Non-Driving Related Safety _____ Initials

- Watch for suspicious activity while driving or at the delivery location. Be cautious of addresses that appear to be vacant.
- **A driver should never make a delivery if they do not feel safe doing so.**
- Deliveries to hotel lobbies only; no hotel rooms.
- If dogs or other threatening animals exist, the driver should not leave the vehicle. Call the customer and have them come out to get the order.
- Watch for slip/fall hazards. Wear appropriate footwear.
- Use proper lifting techniques. For larger deliveries make multiple trips.

Delivery of alcohol _____ Initials

- Customers accepting the alcohol must be at least 21 years old. A valid government-issued ID is required.
- If the identification appears to be fake or has evidence of being a forgery, such as cracks or glue lines, the delivery should be cancelled
- If the person accepting the alcohol is visibly intoxicated the delivery should be cancelled.

I have read and understand the procedure and requirements. I agree to adhere to these practices at all times, and I fully understand that failure to follow the prescribed practices and procedures can result in disciplinary measures.

Employee Signature

Date

Manager Signature

Date