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# Example Procedures - Driver Orientation Procedure

SWP 110

As per our [Safe Driving Policy](#), before an employee undertakes work-related driving for [company name], they will participate in orientation that familiarizes them with key aspects of our road safety program.

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.

The following employees will participate in this orientation.

- employees that have been recently hired by the company,
- employees returning to the workplace after being absent for more than six (6) months, and
- current employees undertaking new driving responsibilities such as operating a different type of vehicle, driving on roads or in weather conditions they have not encountered before.

The employee's supervisor is responsible to conduct this orientation but may include others (e.g. driving trainer, fleet supervisor, etc.). The Area Manager is accountable to ensure satisfactory completion and documentation of this orientation.

## Procedure

The supervisor will meet with the employee in-person and do the following.

## Contact Information

- provide the employee with the supervisor's phone number and email address
- introduce the employee to the fleet manager and provide their contact information
- introduce the employee to the chair of the occupational health and safety committee and the driving safety rep on the committee, and provide their contact information
- discuss / confirm the employee understands their responsibilities and rights as they apply to driving for work

## Safe Driving Procedures

- provide the employee with printed copies of [Safe Driving Rules](#).
- show the employee where driving procedures and related forms are filed on the company intranet and/or how to access printed copies.
- thoroughly review those procedures with the employee, and answer their questions.

## Hazard Awareness

- use the current [Driving-Related Hazard Worksheet](#) to identify the common driving hazards and hazardous conditions the employee is likely to encounter, and
- discuss specific measures the company and its drivers are to apply to manage the associated risks.

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## Check-In Procedure

- provide the employee with a printed copy of our [Check-In Procedure](#)
- explain the check-in process, and identify preferred check-in contacts.

## Avoiding Violence in the Workplace

- confirm the employee has a copy of our [Violence in the Workplace Policy](#) (provided by HR)
- discuss it in terms of the driving circumstances the supervisor reasonably foresees the employee might be exposed 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 they are to wear appropriate footwear when driving, and what types of footwear are acceptable, and what types of footwear are not acceptable for driving
- discuss the circumstances in which driving gloves are helpful, and suggest they carry a pair
- point out the location of the personal first aid kit and vehicle emergency kit, discuss obligations to check and maintain both.

## Incident Reporting

- Using the [Vehicle Incident Report](#), explain the process we use to report vehicle incidents.

## Emergency Procedures

- explain the process to summon help if they are involved in a vehicle emergency: 911 for medical emergencies; contact fleet maintenance supervisor at \_\_\_\_\_ for mechanical troubles.
- confirm the employee understand the WHMIS system, discuss hazardous materials that are or may be present in their vehicle, identify the location of relevant Safety Data Sheets, and discuss measures to apply should the employee contact such materials.

## Fuelling Procedure

- go to the onsite fuelling station, demonstrate fuelling procedures, discuss safety considerations
- explain how to use the fleet fuel card and identify preferred off-site vendors.

## Vehicle Maintenance Procedures

- explain the vehicle maintenance program, who is in charge of it, how and when maintenance work is done, and how they can request specific vehicle repairs be made (see [Vehicle Service Request](#)).

Document this orientation (including notes, additions or any exclusions) on the [Driver Orientation Checklist](#). The supervisor and employee will sign the checklist to verify its completion. The supervisor will submit completed forms to the Area Manager.

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