



# Driving Policy

Driving is the activity that presents the greatest potential risk for accidents in FTS. This policy addresses this risk to ensure that standards for driving qualification and practices are followed, to ensure the safety of our employees and contractors throughout nationwide. This policy also provides the foundation for building a driver improvement program. The following shall be implemented in all locations.

## **Driver Training and Qualification:**

Only FTS approved personnel are allowed to drive company-owned vehicles. Approval is granted to drivers who have been assessed as competent drivers annually. These training programs must be documented.

## **Seat Belts:**

As a condition of employment, all employees and contractors must wear seat belts at all times when driving a vehicle, and they must ensure that all other vehicle occupants are also wearing seat belts.

## **Journey Management:**

An active journey management program that complies with the applicable standard must be in place for journeys initiated from town or field locations. Each location's journey management program shall address all local driving conditions and identified risks.

## **Substance Abuse:**

Driving a vehicle while under influence of alcohol or any drugs or narcotics is strictly prohibited and subject to disciplinary action including termination as stated in the FTS Substance Abuse Policy.

## **Cellular Phone:**

Drivers should neither initiate nor answer a cellular phone call or message whilst driving a vehicle, regardless of whether a hands free device is available or not. Cellular phone may be left on during a trip to alert the driver of an incoming call or message; however the vehicle must be brought to a complete and safe stop before responding.

*“Violation of this policy can result into disciplinary action up to and including termination.*”

**Faisal Tejani** - *Chief Executive*