



ATLANTIC LIGHT

JOURNEY MANAGEMENT POLICY

The Policy on driving any **ATLANTIC LIGHT** vehicle be light or heavy duty vehicles are listed as follows:

- All drivers will have undergone a record of road tested and defensive course before driving for the company.
- Unauthorised driving of company vehicles is not allowed.
- Approved drivers are to drive vehicles within the class (grade) of vehicles for which they are approved.
- All drivers to be approved by the Safety Manager
- Seat belts must be worn always by drivers and all persons in any company vehicle
- No persons are to be carried in the back of company pick up vehicles.
- **ATLANTIC LIGHT vehicles** are to be used for only **ATLANTIC LIGHT** business, unless the assigned employee has prior written authorisation.
- Driving under the effects of alcohol is prohibited.
- All state and Federal driving regulations shall be observed.
- **ATLANTIC LIGHT**' Policy on speed limits must be followed.
- No **NIGHT DRIVING** (1900 to 0600 hours) is allowed.
- All vehicles not assigned by the Area Manager/Logistics Manager must be left at the base.
- Accidents, no matter how small must be reported.
- All accidents must be investigated.

ANUGE FREDINAND
Managing Director

Date: January 06, 2025