

## **DRIVER SAFETY**

The purpose of this driver safety guideline is to establish rules for operation of personal owned vehicles. These guidelines will prevent injury to the public and our employees as the result of vehicle accidents.

### **Our Driver Guidelines**

All drivers must meet the following standards in order to use any vehicle for delivery.

- \* Minimum age is 18 or NJ State Minimum, whichever is the higher..
- \* Delivery Driver Statement and Delivery Waiver and Representation must be signed by driver and Restaurant Manager before driving for Ventura's.
- \* Valid NJ Drivers License
- \* Acceptable Driving Record.
- \* Maintain adequate insurance on vehicle used for delivery and provide valid proof of insurance for that vehicle in the amount that at least meets NJ minimum financial responsibility laws.
- \* Delivery driver training program must be completed prior to making any deliveries.
- \* Your vehicle must meet NJ State vehicle safety regulations.

\*\*\*\* Driving records (Motor Vehicle Reports) will be checked at time of hire and every 6 months thereafter. No driver will be permitted to operate any vehicle without an acceptable MVR on file.

### **Driver Conduct**

All drivers are expected to operate vehicles in a safe and courteous manner. This requires respect for their vehicles, respect for other vehicles on the road, compliance with all traffic regulations, using common sense in weather-related conditions and compliance with the following guidelines.....**driver will:**

- \* Wear a seatbelt at all times.....NJ State Law.
- \* Not be smoking, eating, or drinking while operating the vehicle for Ventura's.
- \* Not use headphones or earphones if listening to radio.
- \* Be prohibited from carrying passengers while delivering for Ventura's.

Drivers working for Ventura's are expected to be courteous to customers, portray a positive image of Ventura's Offshore Café and satisfactorily perform their duties.

## Unacceptable Driver Conduct

Delivery drivers will be relieved of their driving duties for the following conduct:

- \* Failure to report an accident while delivering, regardless of fault or accident severity.
- \* Knowingly driving with a suspended or revoked license while delivering.
- \* Possession of alcohol or illegal substance while delivering.
- \* Driving vehicle under the influence of alcohol or illegal substance while on business.
- \* Driving vehicle on delivery business for which proof of insurance has not been provided and accepted.

## Accident Reporting, Investigation And Follow-Up

All vehicle accidents that occur in the course of business must be reported to the Restaurant Manager on duty at Ventura's, immediately regardless of fault, or property damage.

The vehicle driver or owner, is responsible for reporting accidents to his or her insurance carrier and should follow their reporting procedures accordingly.

## Delivery Vehicle Safety Conditions

All vehicles used in delivering food for Ventura's Offshore Café must meet all NJ federal, state, and local safety standards. Vehicle must have a current valid NJ State safety inspection sticker.

Delivery drivers are responsible for the care and maintenance of his or her vehicle.

## Equipment Responsibility

It is the drivers responsibility to care for all equipment given to driver by Ventura's. Our typical equipment list is as follows: [GPS, car topper, delivery bags and any additional items] that are beneficial and necessary for the purpose of delivering for Ventura's.

## Terms and Conditions:

I may be terminated or reassigned to non-driver duties if I do not maintain an acceptable driving record. I have read and understood these terms and conditions set forth above. I authorize and consent to allowing Ventura's to perform a Motor Vehicle Report every 6 months and to provide insurance coverage at will. It is my responsibility to report claims to my carrier, and that I do not hold Ventura's responsible for any vehicle accidents during my scheduled delivery times.

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Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Witness Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date