

Driver Policy:

Our company driver policy describes our guidelines for using company vehicles. A “company vehicle” is any type of vehicle our company assigns to employees to support their transportation needs for their work. Company vehicles belong to the company and we want to ensure our employees use them properly. Be aware that while using a company vehicle, you are a representative of Hollywell and your actions will reflect on the company.

- Obey all traffic laws and be courteous toward other drivers
- Do not drive while intoxicated, fatigued, or on medication that affects your driving ability
- Do not use a phone or text while driving; unless using a hands-free device
- Do not smoke in any company vehicles
- Do not allow unauthorised drivers to use a company vehicle unless required by an emergency
- Do not park if it will cause an obstruction and ensure parking is paid for where necessary
- Report changes to your driver privileges, such as driver’s license suspension, immediately

The company accepts no liability for fines incurred following offences involving your company vehicle and the responsibility for such offences, e.g., speeding, careless driving, drinking and driving, etc., is firmly placed with the driver.

Employees who violate the company driver policy are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination and legal action.

Signed:



Bob Stephen
Managing Director
11th April 2025