

Driving Policy

Driving is the activity that presents the greatest potential risk for accidents in O&G industry. This policy provides the foundation for building a driver improvement program. The following shall be implemented in all locations. Journey management and driving standards shall document details of the requirements in each program. For any organization, not compliant with this policy, management shall produce a time bound implementation plan.

Driver Training and Qualification. Only approved personnel and contractors are allowed to drive vehicles on behalf of OPT.

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.

Substance Abuse: Driving a vehicle while under the influence of alcohol or any drugs or narcotics is strictly prohibited and subject to disciplinary action as stated in the OPT 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 phones 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.

Proper use of vehicle: Vehicles are provided by company for business needs. For employees assigned with vehicles, proper use of vehicles is part of the responsibility and in no way shall the vehicles be unreasonably misused for private purpose.

Disciplinary Action: Any violation of this Policy may subject the employee to disciplinary action which may include termination of employment (especially if the violation is intended behavior).



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Chairman