



**DRIVER RESPONSIBILITIES – Reporting & Readiness for Duty**

Each employee must report for work physically fit in order to perform the job properly.

In the event of illness or undue fatigue, a driver will not be permitted to work; ample notice must be given to the “Operator” to permit arrangements for a substitute driver.

Do not leave the workplace before your finishing time without notifying management.

Punctuality is regarded as extremely important. Lateness seriously affects operations. Drivers who continually report for work late will be Counseled, given a written warning and may be dismissed.

Each driver is expected to report for work promptly, at the time and location designated by the “Operator”. If you are late or expect to be late, you are to contact Management immediately.

This policy will be monitored and enforced.

**Authorised Signature,**

**Shane Woods**  
**Managing Director**