

NURTW Transport Company Driver Employment Policy

1. Purpose

The purpose of this Driver Employment Policy is to ensure that all drivers employed or engaged by NURTW Transport Company meet required standards of competence, safety, and professionalism. This policy outlines the recruitment requirements, responsibilities, conduct expectations, and disciplinary measures for drivers.

2. Scope

This policy applies to:

- All full-time, part-time, or casual drivers.
- Any contracted drivers operating under the NURTW Transport Company fleet.
- Drivers of company-owned or union-managed vehicles.

3. Eligibility Requirements

To qualify as a driver for NURTW Transport Company, an individual must:

- Be at least **21 years old**.
- Possess a valid driver's license for the appropriate vehicle class (e.g., bus, minibus, taxi).
- Have at least **3 years** of verifiable driving experience in passenger transport.
- Pass a background check, including criminal record and driving history.
- Undergo a medical examination to confirm physical fitness to drive.
- Submit at least **two references** (character or previous employment).

4. Recruitment & Onboarding

The recruitment process will include:

- Application form completion and document verification.
- An interview with the Transport Manager or assigned supervisor.
- A road test to assess practical driving skills.
- Safety and customer service orientation before deployment.
- Signing an employment or engagement contract acknowledging this policy.

5. Code of Conduct for Drivers

All drivers must:

- Abide by all traffic laws, road safety regulations, and union/company rules.
- Operate vehicles responsibly, safely, and courteously.
- Treat passengers, fellow workers, and the public with respect and fairness.
- Not discriminate against passengers based on religion, gender, tribe, or any other status.
- Never drive under the influence of alcohol, illegal drugs, or impairing medication.
- Maintain good personal hygiene and wear clean, appropriate uniforms if provided.
- Keep company vehicles clean, orderly, and presentable.
- Securely handle passenger belongings and lost property.

6. Operational Responsibilities

Drivers must:

- Inspect their vehicle daily before departure and report any faults.
- Ensure all required documents (insurance, licenses, permits) are up to date and in the vehicle.
- Comply with designated routes, schedules, and loading instructions.
- Not overload the vehicle under any circumstance.

- Collect fares honestly and issue receipts where required.
- Report accidents, breakdowns, or incidents immediately to the supervisor or union representative.
- Return vehicles to the terminal or garage after duty.

7. Health & Safety

Drivers are responsible for:

- Attending safety meetings and periodic training as required.
- Using seatbelts and enforcing passenger seatbelt use.
- Keeping a first aid kit and fire extinguisher in the vehicle.
- Cooperating with random medical or alcohol tests when conducted.

8. Disciplinary Measures

Drivers may face disciplinary action, including suspension or dismissal, for:

- Repeated lateness, negligence, or misconduct.
- Fraud, theft, or dishonest handling of fares.
- Drunk driving or driving under the influence of drugs.
- Physical or verbal assault on passengers or staff.
- Reckless driving or repeated traffic violations.
- Unauthorized use of company vehicles.

9. Equal Opportunity & Non-Discrimination

NURTW Transport Company is an equal opportunity employer and does not discriminate on the basis of tribe, religion, gender, disability, or any other protected status.

10. Policy Review

This Driver Employment Policy will be reviewed every **12 months** or when changes in the law, operational needs, or union directives require it.