



ROAD TRANSPORTATION- DRIVER QUALIFICATION POLICY

NWH Group Limited
Reviewed- January 2026

1. Purpose

The purpose of this policy is to ensure that all drivers employed by NWH Group are properly qualified, licensed, and fit to operate company vehicles in compliance with jurisdictional requirements. This policy outlines the procedures for evaluating and maintaining driver's licences, authorising drivers, conducting background checks and driving record reviews, and performing medical assessments.

2. Scope

This policy applies to all employees assigned to operate motor vehicles on behalf of NWH Group.

3. Definitions

Driver Qualification: The process of ensuring that a driver is properly licensed, authorised, and medically fit to operate a motor vehicle.

Licence Evaluation: The verification process to ensure a driver's licence is valid and current.

Background Check: A review of a driver's criminal and driving history to ensure compliance with legal and company standards.

Medical Assessment: A health evaluation to determine a driver's physical and mental fitness to operate a motor vehicle safely.

4. Responsibilities

Managers and Supervisors: Ensure compliance with this policy, conduct evaluations, and maintain records.

Employees: Adhere to this policy, maintain valid licences, and participate in required assessments. **Human Resources:** Support the implementation of this policy and maintain necessary records.

5. License Evaluation and Maintenance

5.1. Initial Licence Verification

Verification Process: Before assigning driving duties, the driver's license must be verified to ensure it is valid and appropriate for the type of vehicle to be operated.

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Documentation: A copy of the driver's license will be kept on file, and the licence details will be recorded in the employee's personnel file.

5.2. Ongoing License Maintenance

Periodic Checks: Regular checks will be conducted to ensure all drivers maintain valid and current licenses in accordance with jurisdictional requirements.

Renewal Reminders: Drivers will be reminded in advance of license expiry dates to ensure timely renewals.

The company we are using to supervise the whole process is Safe2Drive.

6. Driver Authorisation and Endorsements

6.1. Authorisation Process

Eligibility Check: Drivers must meet all eligibility criteria, including holding the appropriate licence classification for the vehicle type.

Authorisation Documentation: An authorisation form will be completed and signed by both the driver and their supervisor, confirming the driver's eligibility to operate the assigned vehicle.

6.2. Endorsements

Special Endorsements: If the vehicle requires special endorsements (e.g., hazardous materials, passenger transport), the driver must obtain and maintain these endorsements in accordance with jurisdictional requirements.

7. Background Checks and Driving Records

7.1. Initial Background Check

Criminal Record Check: A criminal record check will be conducted for all new drivers as part of the hiring process.

Driving Record Review: The driver's past driving record will be reviewed to ensure compliance with company and jurisdictional standards.

7.2. Ongoing Monitoring

Periodic Reviews: Regular reviews of drivers' records will be conducted to identify any changes or new infractions.

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Reporting Changes: Drivers are required to report any changes to their driving record or criminal history immediately.

8. Medical Assessments

8.1. Initial Medical Assessment

Health Evaluation: All new drivers must undergo a medical assessment to ensure they are physically and mentally fit to operate a motor vehicle.

Documentation: Medical assessment records will be maintained in the employee's personnel file.

8.2. Periodic Medical Assessments

Regular Assessments: Drivers must undergo regular medical assessments as required by jurisdictional regulations.

Fitness for Duty: Any medical conditions that could impair a driver's ability to operate a vehicle safely must.

Signed:

Date: 15/01/2025

Gavin Money

Managing Director

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