



ROAD TRANSPORTATION- DRIVER TRAINING POLICY

NWH Group Limited
Reviewed- January 2026

1. Purpose

The purpose of this policy is to ensure that all NWH Group drivers receive comprehensive training to operate motor vehicles safely and in compliance with jurisdictional requirements. This policy outlines the procedures for initial and ongoing driver training, including defensive driving techniques and the transportation of hazardous materials.

2. Scope

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

3. Definitions

Defensive Driving: Driving techniques that promote safe driving practices, anticipating potential hazards, and preventing accidents.

Hazardous Materials: Substances that pose a risk to health, safety, or property during transportation.

4. Responsibilities

Managers and Supervisors: Ensure compliance with this policy, coordinate training programmes, and monitor employee performance.

Employees: Participate in training programmes, apply learned techniques, and adhere to safety standards. **Human Resources:** Maintain training records and support the implementation of this policy.

5. Driver Training Procedures

5.1. Initial Training

Coursework: All new drivers must complete initial training coursework that covers safe driving practices, company policies, and jurisdictional requirements.

Practical Exams: Drivers must pass hands-on practical exams to demonstrate their ability to operate assigned vehicles safely.

Documentation: Completion of training and examination results will be documented and maintained in the employee's personnel file.

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5.2. Ongoing Training

Annual Refresher Training: Drivers will undergo annual refresher training to update their knowledge and skills.

Specialised Training: Additional training will be provided as needed for specific types of vehicles or changes in jurisdictional requirements.

Monitoring and Evaluation: Drivers' performance will be monitored, and additional training will be provided if necessary.

6. Defensive Driving Techniques

6.1. Defensive Driving Training

Course Content: Defensive driving courses will cover topics such as:

- Proper attitude and approach to driving
- Visual habits and scanning techniques
- Decision-making processes
- Appropriate responses to potential hazards
- Maintaining safe following distances
- Managing speed and space

6.2. Practical Application

Hands-On Training: Drivers will participate in practical training sessions to apply defensive driving techniques in real-world scenarios.

Simulation Training: Use of driving simulators may be incorporated to provide experience in handling hazardous situations safely.

6.3. Evaluation and Feedback

Performance Assessment: Drivers' defensive driving skills will be assessed through practical exams and on-the-road evaluations.

Feedback: Constructive feedback will be provided to help drivers improve their defensive driving skills.

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7. Transportation of Hazardous Materials

7.1. Hazardous Materials Training

Course Content: Training for the transportation of hazardous materials will include:

- Identification and classification of hazardous materials
- Proper labelling and documentation
- Safe handling and storage procedures
- Emergency response protocols
- Compliance: Training will comply with all jurisdictional requirements and industry standards.

7.2. Certification

Qualification: Drivers must pass exams to certify their ability to safely transport hazardous materials.

Recertification: Periodic recertification will be required to ensure ongoing compliance with regulations.

7.3. Documentation and Record Keeping

Training Records: Documentation of hazardous materials training and certification will be maintained in the employee's personnel file.

Compliance Checks: Regular audits will be conducted to ensure all drivers transporting hazardous materials have up-to-date training and certification.

8. Review and Continuous Improvement

This policy will be reviewed annually and updated as necessary to ensure its effectiveness. Feedback from employees and supervisors will be incorporated to improve driver training procedures.

Signed:

Date: 15/01/2025

Gavin Money

Managing Director

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