**1.9: OPERATION AND ADMINISTRATION POLICY**

**Purpose:** Safe and efficient operation is necessary to improve company performance. The company is committed to safe and efficient administration and operation.

**Policy**

The company management will ensure all staff complies with the following:

1. Ensure Drivers employed for vehicle are medically and mentally fit for driving.
2. Proper training for all drivers at orientation and annually.
3. Office staff will ensure the drivers have necessary information about the journey total time, duty hours, routes, rest areas and potential hazards of journey.
4. Drivers will be trained to ensure the following for all trips:

* *Before transporting client* to check the fitness of vehicle by drivers and supervisors.
* To check the drivers activities by tracking, spot checking and trip log.
* If vehicle has defect of maintenance or safety and cannot continue safe operation.

**Cross Reference Policy**

1. Standard Operating Procedure Policy