

Transportation Safety Compliance Reminder

Dear [Staff Name],

As part of our commitment to maintaining a safe working environment, we would like to remind you of the important transportation safety compliance measures that must be adhered to at all times.

Key Safety Guidelines:

- Always wear your seatbelt while in a vehicle.
- Adhere to all traffic laws and regulations.
- Conduct a pre-trip inspection of the vehicle.
- Avoid distractions while driving, including the use of mobile devices.
- Report any unsafe conditions or incidents immediately.

Please take a moment to review these guidelines and ensure you are following them during your transportation duties. Your safety and the safety of your colleagues is our top priority.

If you have any questions or need further clarification on these policies, don't hesitate to reach out to your supervisor.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]