

Transportation Safety Protocols

Date: [Insert Date]

To: All Employees

Dear Team,

As part of our commitment to ensuring a safe and secure workplace, we are implementing the following transportation safety protocols that all employees must adhere to:

1. Vehicle Inspection

All vehicles used for company business must undergo a thorough inspection before use. Ensure that brakes, lights, and tires are in good condition.

2. Seat Belts

All occupants must wear seat belts at all times while the vehicle is in motion.

3. Distracted Driving

Stay focused on the road. Use hands-free devices for any calls or avoid using your phone while driving.

4. Reporting Incidents

Any accidents or vehicle malfunctions must be reported to your supervisor immediately.

5. Transportation of Goods

When transporting goods, ensure they are secured properly to avoid any movement during transit.

Your cooperation is essential in maintaining a safe environment for everyone. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]