



<b>Policy Title:</b> Driver Training Policy	<b>Effective Date</b>	01/01/2026
	<b>Revision Date</b>	
	<b>Approval</b>	02/26/2026

**I. Purpose**

The purpose of this policy is to promote safe driving behaviors, reduce preventable motor vehicle incidents, and ensure that employees who operate vehicles for business purposes are properly trained, qualified, and supported. This policy reinforces PAI’s commitment to participant safety, employee safety, and responsible risk management.

**II. Revision History**

Date	Revision Number	Change	Reference Section(s)

**III. Persons Affected**

All employees who operate company-owned, leased or rented vehicles, and/or use personal vehicles while conducting PAI business, including transporting participants or traveling between program or administrative locations.

**IV. Persons Responsible**

- **Human Resources:** Oversight, documentation, and tracking of driver training requirements.
- **Operations:** Collaboration on training standards, monitoring, and corrective actions.
- **Supervisors/Managers:** Day-to-day enforcement and observation of safe driving practices.

**V. Definitions**

- **Preventable Accident:** A motor vehicle incident in which the driver failed to take reasonable action to avoid the accident.
- **Telematics:** Vehicle monitoring systems or safety observations used to identify driving behaviors and risk indicators.
- **Remedial Training:** Targeted driver training required following a preventable accident or unsafe driving behavior.

## VI. Policy

### **Driver Training Requirements**

Employees assigned driving duties must successfully complete driver training:

- At hire, or
- Prior to assuming driving responsibilities if driving duties are added after hire.

Training may include one or more of the following formats:

- Classroom instruction.
- Online or virtual training modules.
- Ride-along observation and coaching.
- Insurance carrier or third-party defensive driving programs.

Training content may address, but is not limited to:

- Defensive driving techniques.
- Safe transportation of participants.
- Distracted driving prevention.
- Adverse weather and winter driving.
- Accident prevention and response procedures.

### **Ongoing & Refresher Training**

To reinforce safe driving practices, refresher training will be provided:

- On a routine basis as determined by PAI (e.g., annually or biennially), and/or
- When recommended by insurance or risk management partners.

Refresher training may be delivered through online modules, safety meetings, insurer-supported resources, or other approved formats.

### **Remedial Driver Training**

Additional driver training is required for employees who:

- Are involved in a preventable motor vehicle accident while driving for PAI business.
- Demonstrate unsafe driving behaviors.
- Are identified through telematics data, road observations, or other safety monitoring methods.

Remedial training may include:

- Targeted coaching or corrective instruction.
- Additional online or classroom training.
- Ride-along evaluations.
- Temporary suspension of driving privileges, as appropriate.

### **Documentation & Recordkeeping**

PAI will maintain documentation of:

- Completion of required driver training.

- Dates, formats, and content of training completed.
- Any assigned remedial training.

Training records will be maintained by Human Resources and may be reviewed for compliance, insurance, or audit purposes.

### **Employee Responsibilities**

Employees who drive for PAI business purposes are expected to:

- Complete all required driver training.
- Operate vehicles safely and in compliance with applicable laws.
- Cooperate with coaching or remedial training when assigned.

Failure to comply with this policy may result in suspension of driving privileges and/or disciplinary action, up to and including termination.

### **Program Review**

This policy and associated training requirements will be reviewed periodically and updated as necessary to reflect operational needs, insurance guidance, and regulatory requirements.

## **VII. Forms**

- Driver Training Acknowledgement
- Accident/Incident Report Form