

New Drivers structured routines

Pre-Employment Screening

- **Application Review:** Carefully review the driver's application, resume, and references.
- **Alcohol Testing:** Conduct pre-employment alcohol testing to ensure compliance with the company's policies and regulations.

Orientation Program

- **Welcome Session:** Provide an introduction to the company, its mission, values, and organizational structure.
- **Handbook Distribution:** Distribute the employee handbook and review key policies, including those related to safety, conduct, and company procedures.

Job-Specific Training

- **Vehicle Operation:** Provide detailed training on the specific types of vehicles they will be operating, including controls, handling characteristics, and routine inspections.
- **Load Securing:** Train on proper loading and securing techniques to prevent load shifting or falling during transit.
- **Route Familiarization:** Introduce the new driver to common routes, including potential hazards and key delivery/pick-up points.

Introduction to Company Systems and Tools

- **Telematics Systems and Tachographs:** Train the driver on using telematics systems and tachographs to ensure compliance with hours of service regulations.
- **Communication Tools:** Provide training on company communication tools, such as mobile apps, dispatch systems, and emergency contact procedures.

Mentorship

- Pair the new driver with an experienced driver who can provide guidance, answer questions, and offer practical advice.
- Allow the new driver to accompany their mentor on a few trips to observe and learn best practices in a real-world environment.



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Probationary Period

- **Regular Check-Ins:** Schedule regular check-ins during the probationary period to discuss the new driver's progress, address any concerns, and provide feedback.
- **Performance Monitoring:** Monitor the driver's performance using telematics data and direct observation to ensure adherence to safety and operational standards.

By following these structured routines, Nova Åkeri AB can ensure that new drivers are well-prepared, understand company expectations, and are equipped to perform their duties safely and efficiently.