



Section 2.7.1 – New Driver Orientation

Reference Appendix 1.2.1 - Driver Orientation Form

Reference Appendix 1.2.2 – Performance Appraisal Form

All new drivers are required to complete an orientation, including a road test, prior to operating any Danosh vehicles alone.

This orientation shall be designed to encompass basic legislative requirements including:

- MTO Regulations
- Employee Responsibilities
- Worker Rights (Refuse, Participate, and Know)
- Company Policies, including hazard and injury reporting, and Danosh's Early and Safe Return to Work program.

The employer will appoint an individual whether it be the safety coordinator, individual or the Concerned driver's immediate supervisor/foreman to review and complete the driver orientation form with the individual.

The office administration shall be responsible for tracking and maintaining files for all drivers. This shall be completed within the driver's first day on the job, or in the new position (as the case may be).

When reviewing the form with the individual, take extra care to ensure the worker fully comprehends the information being provided. Make sure that you check the boxes as you discuss each item, and you end off with both you and the worker signing the form.

*These items are to be completed IN ADDITION TO Danosh standard new hire orientation and training forms. And DO NOT replace said forms.

Performance Appraisals

Performance appraisals are to be conducted annually for each driver employed with Danosh Construction.

The employer will appoint an individual whether it be the safety coordinator, individual or the concerned worker's immediate supervisor/foreman to review and complete the performance appraisal form with each driver at a designated time/date.

The office administration shall be responsible for tracking and maintaining files for all drivers.
