

POLICY OWNER	Universal Private School
EFFECTIVE DATE:	1 September 2024
NEXT REVIEW DATE	1 September 2026
APPROVAL	School Governing Body & ADEK (if applicable)

UNIVERSAL PRIVATE SCHOOL

Transportation

(Adapted from ADEK Policy)

Chapter	Contents	Page
1	Policy Introduction & Scope	2
2	Objectives & Key Principles	2
3	Policy Statement	3
4	Transport Operations Protocols	5
5	Roles & Responsibilities	6
6	Operational Terms & Conditions	8
7	Driver and Vehicle Operator Standards	10
8	Transportation Code of Conduct	12
9	Policy Review & Amendments	14

Chapter 1: Policy Introduction & Scope

At UPS, transportation is a cornerstone of our logistics network, serving as a critical infrastructure that upholds our reputation for reliability, security, and sustainability. This policy governs all UPS-operated and third-party contracted ground transportation services, including parcel delivery vehicles, freight operations, shuttle logistics, and line-haul transfers. It sets forth the standards that align with global transport laws, customer service expectations, and corporate social responsibility.

This policy applies to all UPS personnel, contracted drivers, logistics partners, and operational stakeholders engaged in ground transportation activities globally.

Chapter 2: Objectives & Key Principles

Objectives

1. **Ensure Safety:** Minimize the risk of accidents, injuries, and property damage through preventative protocols.
2. **Optimize Efficiency:** Improve operational flow using route optimization, real-time logistics tracking, and centralized dispatch.
3. **Legal Compliance:** Adhere to national and international transport, environmental, and occupational regulations.
4. **Accessibility & Inclusion:** Ensure equitable access to transportation tools and roles for employees and partners.
5. **Customer Assurance:** Maintain shipment integrity and timely delivery in line with service commitments.
6. **Effective Communication:** Establish clear communication channels between operations, drivers, and logistics coordinators.
7. **Sustainable Practice:** Reduce environmental impact through fuel-efficient vehicles, emissions controls, and electric vehicle integration.

Key Principles

- **Safety First:** All vehicles must be maintained, and operators must meet licensing and fitness standards.
- **Punctuality & Reliability:** On-time pickups, deliveries, and schedules are mandatory.
- **Compliance:** Adherence to DOT, FMCSA, ELD mandates, and regional transport regulations is non-negotiable.
- **Accountability:** All staff and third-party providers are responsible for compliance, reporting, and conduct.
- **Environmental Stewardship:** UPS promotes green logistics practices.
- **Transparency:** Operational changes and issues are to be communicated promptly.
- **Emergency Readiness:** All personnel must be trained in incident response protocols.

Chapter 3: Policy Statement

Mission

UPS is committed to delivering transportation services that reflect our core values—Service, Integrity, Safety, and Sustainability.

Our ground transport network is designed to support global commerce efficiently while minimizing risk, maximizing reliability, and ensuring responsible environmental stewardship.

Core Principles

- **Strict Safety Protocols:** Enforced through compliance checks, incident monitoring, and mandatory reporting.
- **Technological Integration:** All transport vehicles are GPS-enabled and equipped with telematics.
- **Employee Welfare:** Attention to operator workload, ergonomics, and break schedules.
- **Operational Excellence:** Standardized routing, fleet management, and process automation.
- **Customer-Centricity:** Transport practices reflect end-user expectations for service delivery and professionalism.

Service Eligibility & Coverage

UPS transportation applies to:

- Ground operations for parcels, freight, and inter-facility transport.
- Regions where UPS maintains delivery infrastructure or authorized third-party providers.
- Special handling requirements (hazardous materials, perishable goods) as per regulatory permissions.

Chapter 4: Transport Operations Protocols

Safety and Dispatch Protocols

- Pre-trip inspections mandatory (brakes, tires, safety systems).
- All vehicles must remain in compliance with fleet maintenance schedules.
- Operators must follow designated dispatch, loading, and unloading procedures.

Driver Conduct

- No mobile phone usage while driving.
- Operators must wear UPS-approved uniforms and ID badges.
- Courteous interaction with customers and team members is required.

Vehicle Allocation and Routing

- Vehicles assigned via central dispatch system based on shipment volume, traffic, and driver capacity.
- Optimized routes are generated using AI and reviewed daily by regional planners.

Sustainability and Emissions

- Fleet upgrades are aligned with the UPS Carbon Reduction Strategy.
- EVs and hybrid models are prioritized in urban zones.
- Idling restrictions are enforced to minimize emissions.

Chapter 5: Roles & Responsibilities

5.1 UPS Responsibilities

- Maintain regulatory compliance (DOT, OSHA)
- Ensure training and certification of all drivers.

- Monitor route efficiency and conduct audits.
- Provide communication platforms for real-time updates and incident reporting.

5.2 Driver & Third-Party Contractor Responsibilities

- Adhere to the UPS Code of Conduct and transport policy.
- Submit all required compliance documents (CDL, medical card, safety certifications).
- Report vehicle issues and incidents immediately.
- Participate in annual safety training and refresher sessions.

Chapter 6: Operational Terms & Conditions

- Compliance: All transport personnel must comply with local, national, and UPS-specific transport regulations.
- Route Adjustments: Dispatchers may reassign routes to meet volume demands.
- Incident Protocol: Any accident, damage, or security threat must be reported via the UPS Incident Management System.
- RFID & Scanning: All packages must be scanned at pickup and delivery using assigned scanning devices.
- Driver Scheduling: Shift patterns must comply with Hours-of-Service regulations.
- Cargo Security: Seal integrity, temperature control, and special handling instructions must be observed.
- Liability: Non-compliance or misconduct resulting in loss or damage may incur penalties or termination.

Chapter 7: Driver and Vehicle Operator Standards

- Appearance: Uniform compliance and ID visibility required.
- Conduct: Zero tolerance for aggressive behavior, smoking, or unauthorized stops.
- Health & Safety: Regular health declarations; sick or fatigued drivers must not report to duty.
- Emergency Preparedness: Operators must know evacuation, spill, and accident response protocols.
- Technology Use: Mobile data terminals and GPS must be active and used as directed.

Chapter 8: Transportation Code of Conduct

Employee Expectations

- Treat colleagues, clients, and property with respect.
- Secure cargo and adhere to load capacity rules.
- Never engage in unsafe driving practices (e.g., speeding, tailgating, aggressive maneuvers).
- Immediately report all infractions or safety concerns to the Transport Supervisor.

Disciplinary Actions

1. First Infraction: Written warning and coaching.
2. Second Infraction: Temporary route suspension or retraining.
3. Severe/Repetitive Violations: Termination or removal from UPS vendor list.

Chapter 9: Policy Review & Amendments

This policy is subject to annual review and amendment by the UPS Transportation Governance Committee.

All revisions will be approved by the SVP of Global Transportation and communicated to stakeholders through internal bulletins and compliance portals.

Review Dates:

- October 2026
- October 2027
- October 2028

Signatures Required:

- Director, Risk & Compliance
- Director, Environmental Sustainability
- Manager, Fleet & Logistics Compliance

