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BEST PRACTICES FOR PIZZA OWNERS

When you consider hiring new drivers:

- Recruit only those drivers meeting the “standards for drivers” for the Insurance Delivery Auto Program. (This will require review of Motor Vehicle Reports.)
- Require all drivers to provide you with a copy of their personal auto insurance declarations page. (This way you can check the limits they carry and the expiration date of coverage.)
- Require all drivers to sign the Insurance Delivery Driver Agreement.
- **Driver Training:** All drivers will take a delivery driving course. After the driver has passed the course, the Owner/Manager certifies that the course has been completed. During the first 3-4 days of employment, the driver will be assisted by more experienced personnel for further training.
- **Driver Training is:**
 - Franchise/Corporate Approved Driver Course
 - Samples are available through Besnard and Associates Insurance
- **Driver Cell Phone Policy:** During cell phone conversations, pull to the side of the road.

Every Six Months:

- Formally inspect all vehicles for delivery.
- Require all drivers to provide you with a copy of their auto insurance renewal. (Personal auto insurance is usually renewed on a six month basis.)

On a Daily Basis:

- “Inspect your drivers” to be sure they are rested and not “under the influence” of alcohol or any other substance.
- Make a weather decision every day. Caution drivers about adverse driving conditions or suspend delivery operations during severe weather conditions (winter storms, dangerous thunderstorms, etc.)
- Do not allow drivers to carry passengers in delivery vehicles (except supervisors during training).
- **NEVER GUARANTEE DELIVERY TIMES!**

This checklist provides general information and procedures that may apply to many business operations; however, it is not a comprehensive treatise on the subject, nor a “turnkey” plan to be implemented. Consult with your staff and/or specialists to determine how best this information may guide you to specific plans for your operations. Additionally, this checklist does not substitute for legal advice, which should come from your own counsel. All recommendations described in this checklist are generic and not specific to your unique business operations.



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