

Driver Grievance & Disciplinary SOP

Transport & Fleet

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Writes a grievance and disciplinary SOP for drivers and staff — how complaints are raised and resolved, how misconduct is investigated, graded actions and documentation — so issues are handled fairly and lawfully. Use it to avoid arbitrary firing disputes. For the conduct rules use the Driver Safety & Conduct Policy.

Purpose of this tool & output

Handle complaints and discipline fairly and lawfully

How the output is used

Use it to handle complaints and discipline fairly and lawfully — a driver grievance and disciplinary SOP that reduces disputes and attrition.

Important cautions

Follow due process and labour law; document everything to avoid disputes.

Companion documents

- Driver & Staff Hiring Kit
- Driver Employment Agreement
- Driver Training & Induction Program
- Driver Safety & Conduct Policy
- Driver Duty Roster & Hours Planner
- Driver Incentive & Retention Scheme

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.