



DRIVER SAFETY PROGRAM

The total cost of a vehicle accident usually exceeds the amount recovered from the insurance company. Accident control and avoidance is critical because increased insurance premiums reduce profits. There are also indirect costs that result from a motor vehicle accident involving a company vehicle. These may include:

- Salary paid and loss of service of employees injured in an accident.
 - Added Workers' Compensation costs resulting from a disabling injury.
 - Vehicle's commercial value while it is out of service, the cost of replacement vehicle, or rental costs.
 - Cost of supervisory time spent investigating, reporting, and cleaning up after the accident.
 - Poor customer and public relations resulting from a company vehicle being involved in an accident.
- Cost of replacing or retraining an injured employee.

The framework of this program is comprised of the following elements:

- Management Position and Statement of Policy
- Company Safety Rules & Regulations
- Supervisors' Roles & Responsibilities
- Screening & Hiring Procedures
- Vehicle Inspection & Maintenance
- Driver Training
- Collision Reporting & Investigation Procedures

Management Position

Our vehicle safety program is supported by management. Management endorses and will enforce the program. We insist upon safe vehicle operations.

Company vehicle safety rules and regulations are contained in our Fleet Safety Rules & Regulations directive.

Safety Rules & Regulations

The following is an outline of our company's vehicle operators safety regulations. These rules are set forth to help us control and ultimately eliminate collisions and accidents that could harm our employees and cost us time and money in damages and lost productivity.

- Drivers' physical condition must be such as to enable them to efficiently perform their duties and operate a vehicle in a safe and prudent fashion.

- Use of alcoholic beverages while driving or driving under the influence of alcoholic beverages or impairing drugs is prohibited.
- Drivers must be licensed for the type of vehicle to be operated. Drivers will keep their license on their person at all times when operating a company vehicle or any vehicle while on company business.
- Drivers will obey all traffic laws while operating company vehicles or driving while on company business.
- Company vehicles are to be driven by authorized company members only.
- Company members shall not pick-up or transport hitch hikers or strangers.
- Seat belts shall be worn at all times when operating a company vehicle or while driving on company business.
- Routine inspection of the vehicle will be performed daily, before operating the vehicle. Any unsafe condition must be reported to the employee's supervisor and repaired before operating the vehicle.
- Drivers shall immediately report any accident involving another vehicle, object, pedestrian, or structure to the local police authority.
- Drivers must immediately report any collision to their supervisor.

Drivers must immediately report all arrests and convictions to the company. Any arrest for a violation greater than a Class A misdemeanor will result in the immediate suspension of company driving privileges. Any conviction for a violation greater than a Class B misdemeanor will result in the revocation of company driving privileges and may result in personnel action.

- Drivers who operate heavy-class trucks must comply with all Federal DOT and CDL Regulations.

Supervisors Roles & Responsibilities

Owners or managers should recognize the value that supervisors can add to the effectiveness of a Fleet Safety Program. Supervisor-level personnel must also recognize the importance of their roles in the program. Supervisors should be the person designated to administer many facets of this program. Supervisors will be the initial point for application to the program, and monitoring of the employees' progress throughout the screening and qualifying process. Supervisors will also have the responsibility of maintaining personnel and vehicle records.

Supervisors will be responsible for the following aspects of driver selection and training:

- Participate in new driver selection process.
- Conduct initial training of new drivers.
- Conduct in-service training for existing drivers.
- Receive accident/incident reports.
- Investigate and review accidents and incidents involving company vehicles and/or company drivers.

Screening & Hiring Procedures/Qualifications

Hiring competent, qualified people for positions that will require driving on company business greatly reduces a company's risk. Organizations should aggressively screen individuals for drivers. This will rule out those who should absolutely not drive company vehicles or drive on company business.

Driver Qualifications Standards

All persons who will operate company vehicles or will operate their own vehicle must meet the following minimum qualifications:

- The employee must be at least 18 years of age.
- The employee must have a current, valid driver license issued by the state in which he or she resides.
- Employees who will be operating commercial class vehicles will have a current, valid CDL, or will be able to obtain one before driving company owned commercial class trucks.
- All prospective company drivers will furnish their supervisor with a recent Moving Violation Record or Motor Vehicle Record (MVR).
- Provide at least three references of individuals who are familiar with the applicant's driving abilities.
- No Major violations in the past 3 years.
- No alcohol or drug related violations in the last 10 years.
- No motor vehicle accidents in the last 3 years.
- No more than 3 minor violations in the last 3 years.
- Minor Violations or any traffic or parking offense not listed under Major Violations.

Major Violations consist of:

- Driving while intoxicated or impaired.
- Implied Consent (Failure to submit to a chemical test for impairment).
- Negligent Homicide, Vehicular Manslaughter, or Gross Negligence which causes death.
- Operating a motor vehicle while drivers' license is suspended or revoked.
- Use of a motor vehicle in the commission of a felony.
- Aggravated assault with a motor vehicle.
- Operating a motor vehicle without the owner's authority.
- Permitting an unlicensed person to drive.
- Speed Contest (Racing).
- Hit and run, failure to report collision.
- Reckless Driving.

Vehicle Inspections & Maintenance

Proper vehicle maintenance is crucial to preventing operational incidents and accidents. All company vehicles should be put on a routine maintenance schedule. By performing periodic checks of the vehicles operating systems, hazardous conditions are more likely to be found before they can become a problem or cause an incident.

Commercial class trucks should be checked daily, before driving, in accordance with Department of Transportation (D.O.T.) guidelines. Light trucks and passenger cars should be routinely inspected on a weekly basis or a monthly basis at the very least.

Vehicle operators do not necessarily need to be mechanically inclined to perform a competent safety check of a vehicle. They do need to have a basic understanding of what to look for and determine if something appears to be wrong with a vehicle. A short training session in vehicle systems should be sufficient to teach even the most naive driver what to look for.

A safety check of a vehicle will identify emerging problems. The operator or driver can then contact a supervisor or a competent mechanic to have the problem identified and corrected.

Driver Training

Once an applicant has met the initial qualifications to become a company driver, they should be certified in the vehicle or type of vehicle they will operate. The company safety coordinator or designated trainer should administer a written test to determine competency and knowledge of vehicle operating principles. Management should also determine if the driver understands basic traffic laws. Sample tests are available through a number of sources. Check with your State Driver's Licensing Authority for sample tests or contact any commercial safety vendors who can provide tests for a nominal fee.

The National Safety Council (1-800-621-6244) or local safety council can provide information on Defensive Driving courses available in your area.

A written test should be followed up with a practical evaluation or "road test". The road test should be comprised of both urban and open highway environment situations.

The examiner should watch particularly for inattention to traffic and road conditions, aggressive driving behaviors, and courtesy towards other drivers and pedestrians.

Business Use of Personally Owned Vehicles

Employees who regularly use their own vehicles for conducting business should provide proof of insurance annually to the company.

Collision Reporting & Investigation Procedures

Inevitably, accidents do occur. When they do, it is important to investigate them in a timely manner. Should an employee be involved in an accident, the most important obligation is treatment of injured persons. Secondary is the notification of the owners of any damaged property, vehicles, etc. Reporting accidents to company management is also critical so that insurance companies may be notified and an investigation can be conducted.

Employees should be instructed to contact the police and have an accident report filed anytime they are involved in an accident. This will help reduce or prevent future liability if your driver was not at fault.

It is recommended that an accident investigation be performed as soon as possible to determine what contributed to it. Once the causal factors have been determined, management should take action to prevent a similar incident from recurring.

It is important during the review process that investigators remain impartial and objective. The review should focus on whether the accident was preventable. The establishment of a procedure to review accidents and determine their causes and recommend correction is critical if future losses are to be prevented.

An accident review board or committee is one of the more effective tools to do this. The committee should be comprised of managers, supervisors, and a neutral party who may be unfamiliar with the accident or the employee who was involved.

Personnel Actions/Discipline

If the accident review committee determines that the driver's actions contributed or caused the accident, it is imperative that corrective action be taken. The goal should be to improve the driver's deficiencies.

In the event that disciplinary action is decided upon, it is important that the action be documented to provide a foundation for future actions should the driver be involved in additional accidents.

Company Vehicle Safety Inspection Report

<i>Vehicle</i>			
Year	Make	Model	License #

Lights	Comments	Yes	No
Head Lamps	Dim		
	Bright		
Tail Lamps			
Brake Lamps			
Side Marker Lamps			
Turn Signals			
Reverse Lamps			
Emergency Flashers			
Running/Clearance Lamps			
Cargo Lamps			

Warning Devices	Comments	Yes	No
Horn			
Reverse / Back Up Signal			

Driver's Visibility	Comments	Yes	No
Wipers/Wiper Blades			
Washer			
Defroster/Defogger	Front		
	Rear (if equipped)		
Windshield/Glass Condition			
Mirrors (side view & rear view)			

Gauges	Comments	Yes	No
Speedometer			
Odometer			
Tachometer			
Fuel gauge			
Oil Pressure			
Temperature			
Ammeter			

Occupant Safety / Security	Comments	Yes	No
Safety Belts			
Door Locks			
Heater / Air Conditioning			

Drivability	Comments	Good	No
Steering			
Brakes	Primary Brakes		
	Park/Emergency		
	Anti Lock System		

Suspension	Comments	Good	No
Shocks			
Springs / McPherson Struts			
Wheel Alignment			

Drivetrain	Comments	Good	No
Engine: Starting			
Operating / Idling / Running			
Transmission/Transaxle			
Universal Joints			
Differential			
Clutch			

Tires	Comments	Good	No
Even tread wear			
Correct inflation			

Exhaust System	Comments	Good	No
Pipes			
Mufflers			
Catalytic Converter			

Exterior	Comments	Good	No
Roof: Top & Side Panels			
Front: Bumper, Grille, Head Lamps			
Hood			
Left Side: Front fender			
Door(s) Panels			
Rear Fender			
Right Side: Front Fender			
Door(s) Panels			
Rear Fender			
Rear: Bumper, Tail Lamps			
Trunk lid/tailgate/hatch			

Interior	Comments	Good	No
Dashboard			
Door Panels			
Rear Deck			
Carpets/Mats			
Seats/Upholstery			
Headliner			

Mechanical	Comments	Good	No
Fluid Levels			
Motor Oil Level			
Transmission Fluid Level			
Brake Fluid Level			
Coolant/Anti-Freeze Level & Condition			
Battery Fluid Level			
Windshield Cleaner Solution			
Hoses			
Connections & Fittings			
Leaks			

Electrical Connections	Comments	Good	No
Secure, wrapped or insulated			
Battery free of corrosion			

General	Comments	Good	No
Excessive grease build up			
Water, fluid, condensation apparent?			

Miscellaneous	Comments	Yes	No
Spare Tire, Jack, Tools on Board			
Vehicle Registration			
Current Safety Inspection Certificate			
Proof of Insurance Certificate			

Other			

Inspected By:	
Reviewed By:	

Company Driver Evaluation Checklist

Date of Evaluation: _____

Driver: _____

Evaluator: _____

	YES	NO
Pre-Drive Safety Check	<input type="checkbox"/>	<input type="checkbox"/>
Safety Belt Use	<input type="checkbox"/>	<input type="checkbox"/>
Looks back before reversing	<input type="checkbox"/>	<input type="checkbox"/>
Safe Speed	<input type="checkbox"/>	<input type="checkbox"/>
Signals at least 3 seconds before turn	<input type="checkbox"/>	<input type="checkbox"/>
Signals at least 3 seconds before lane changes	<input type="checkbox"/>	<input type="checkbox"/>
Checks mirrors and looks before lane changes / Checks blind spots	<input type="checkbox"/>	<input type="checkbox"/>
Observes posted speeds	<input type="checkbox"/>	<input type="checkbox"/>
Maintains proper following distance	<input type="checkbox"/>	<input type="checkbox"/>
Correct lane travel / Positions vehicle in lane properly	<input type="checkbox"/>	<input type="checkbox"/>
Executes turns correctly	<input type="checkbox"/>	<input type="checkbox"/>
Brings vehicle to a complete stop at stop sign before continuing	<input type="checkbox"/>	<input type="checkbox"/>
Checks mirrors periodically	<input type="checkbox"/>	<input type="checkbox"/>
Can explain correct collision avoidance techniques	<input type="checkbox"/>	<input type="checkbox"/>
Can explain correct accident reporting procedures	<input type="checkbox"/>	<input type="checkbox"/>