



Fleet Safety Program Audit

Now, more than ever, employees are required to operate company-owned and/or personal vehicles for their jobs on a daily basis. Due to a number of factors, including the volume of vehicles on the road and distractions, motor vehicle crashes are the leading cause of work-related fatalities in the United States. Regardless, of the scope of work or size of vehicles being driven, it's critical that organizations hold fleet safety management as utmost importance to reduce the risk of motor vehicle accidents.

The following audit tool includes key components that are considered best practices to incorporate into an organization's fleet safety program. This checklist may be used to identify strengths in a company's current fleet safety program, as well as deficiencies so corrective actions can be determined and implemented.



Program Evaluation

| A. Management Commitment | Yes | No | N/A |
|---|-----|----|-----|
| 1. Has management developed and implemented a written fleet safety program? | | | |
| 2. Are management's expectations for compliance with the fleet safety program clearly established and communicated with all authorized drivers? | | | |
| 3. Does management consistently enforce the requirements set forth in the fleet safety program? | | | |
| 4. Has management clearly defined disciplinary procedures for those employees who violate the fleet safety program? | | | |



| B. Driver Selection / Qualification | Yes | No | N/A |
|--|-----|----|-----|
| 1. Is criteria clearly established for who is authorized to operate a motor vehicle for <i>business</i> purposes (minimum age, possession of valid driver's license, successful passing of MVR reviews)? | | | |
| 2. Are driver qualifications adequate for company operations? | | | |
| 3. Is up-to-date documentation (Driver List) maintained that identifies all drivers who are authorized to operate motor vehicles for <i>business</i> purposes (company-owned, personal and/or rental vehicles)? | | | |
| 4. Does the Driver List include the type(s) of vehicle(s) each driver is authorized to operate? | | | |
| 5. Are authorized drivers required to immediately report to management: any and all traffic violations and accidents for which they are ticketed (during business or personal time); any and all traffic violations for which they are convicted or plead guilty or no contest to; and any change in driver's license status, including suspension, revocation or restriction? | | | |
| 6. Are all other employees (not included on the Driver List) forbidden from operating a motor vehicle for <i>business</i> purposes? | | | |
| 7. Is there a form (Driver Consent/Acknowledgment) in place that's used to obtain permission to conduct an MVR on the employee or prospective employee? | | | |
| 8. Are MVRs obtained on all authorized drivers prior to employment and at least annually thereafter? | | | |
| 9. Are MVRs and Driver Consent/Acknowledgment forms maintained in applicable personnel files for at least 12 months? | | | |
| 10. Has MVR scoring criteria been established to determine the successful passing of the MVR process? | | | |
| 11. Is MVR scoring criteria adequate for company operations? | | | |



| C. Distracted Driving | Yes | No | N/A |
|--|------------|-----------|------------|
| 1. Are drivers required to stay alert and maintain focus while driving? | | | |
| 2. Is the handheld use of a cellular phone or similar communication device forbidden while operating a motor vehicle? | | | |
| 3. Is hands-free technology (where legal) required to be used for all calls and communications? | | | |
| 4. Are drivers required to legally and safely park prior to engaging/ continuing a conversation when hands-free technology is unavailable? | | | |
| 5. Are calls while operating a vehicle limited to only essential business needs? | | | |
| 6. Are all calls and communications banned when driving in heavy traffic, inclement weather and/or other conditions that require additional driver attention? | | | |
| 7. While operating a motor vehicle, are drivers prohibited from creating or reading text messages and emails, accessing the internet, or using any other function associated with smartphone technology? | | | |
| 8. When using navigation technology, are drivers required to input the destination prior to moving the vehicle? | | | |

| D. Accident/Incident Reporting | Yes | No | N/A |
|---|------------|-----------|------------|
| 1. Are drivers required to immediately report to management all accidents/incidents involving a the use of a company-owned vehicle or personal vehicle being used for company business, regardless of fault or if it results in any injury to a person(s) or damage to any vehicle or property? | | | |
| 2. Are drivers trained on how to properly and safely respond when involved in a motor vehicle accident (secure the appropriate information from other(s) involved, obtain witness statements, don't admit fault, etc.)? | | | |
| 3. Are accident/incident reporting kits located in all vehicles? | | | |
| 4. Are accident/incident reports adequately completed/documented and reviewed by management to determine causal factors and corrective actions? | | | |



| E. Vehicle Inspection and Preventative Maintenance | Yes | No | N/A |
|--|------------|-----------|------------|
| 1. Are drivers required, at a minimum, to complete a daily visual pre-trip inspection? | | | |
| 2. Are drivers required to complete a documented inspection at least monthly? | | | |
| 3. Are deficiencies which impact the safe or mechanical operation of the vehicle reported to and corrected by management prior to operating? | | | |
| 4. Is regular, preventive maintenance of vehicles performed on a mileage or time basis? | | | |
| 5. Are maintenance files maintained for each vehicle? | | | |
| 6. Is there a designated person that verifies that maintenance has been properly completed? | | | |

| F. Driver Training | Yes | No | N/A |
|--|------------|-----------|------------|
| 1. Do all drivers receive a copy of the fleet safety program? | | | |
| 2. Is the fleet safety program reviewed with all company drivers prior to them operating a vehicle for the first time? | | | |
| 3. Are drivers trained on how to properly inspect the type(s) of vehicle(s) they operate? | | | |
| 4. Is instruction provided to the driver on the operations and controls of the vehicle(s) they'll be operating? | | | |
| 5. Are drivers required to complete a formal defensive/distracted driving course, either online or in a classroom setting? | | | |
| 6. Are drivers provided ongoing training on a regular/periodic basis? | | | |



| G. Use of Company-Owned Vehicles | Yes | No | N/A |
|--|------------|-----------|------------|
| 1. Is personal use of a company-owned vehicle prohibited? | | | |
| 2. Are individuals who are not employed by the company prohibited from operating a company-owned vehicle? | | | |
| 3. Is management approval required prior to a driver taking a vehicle home and using it as transportation to and from work? | | | |
| 4. Are drivers who take home their vehicles required to ensure that the vehicle, toolboxes, etc. remain locked and equipment is properly stored or secured to prevent theft? | | | |

| H. Personal Vehicles Used for Company Business | Yes | No | N/A |
|---|------------|-----------|------------|
| 1. Are all employees who drive their personal vehicle for company business subject to the requirements set forth in the fleet safety program? | | | |
| 2. Are they required to maintain auto liability insurance with a minimum combined (bodily injury and property damage) limit of 100/300/100? | | | |
| 3. Are they required to maintain current state vehicle inspections? | | | |
| 4. Are they required to maintain their personal vehicle in a safe operating condition? | | | |
| 5. Are they required to submit proof of insurance and a copy of the policy declarations page initially and at every policy renewal? | | | |

Questions answered “No” identify opportunities to strengthen your company’s fleet safety program. If you wish to seek assistance in further developing your program, please reach out to your IMA risk control representative.

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