



# Sample Fleet Safety Program





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## Policy

Many employees operate company owned (including leased and rented) or personal vehicles as part of their jobs. Employees are expected to operate vehicles safely to prevent accidents which may result in injuries and property loss. It is the policy of (COMPANY NAME) to provide and maintain a safe working environment to protect our employees and the citizens of the communities where we conduct business from injury and property loss.

(COMPANY NAME) considers the use of vehicles as part of the working environment. The company is committed to promoting a heightened level of safety awareness and responsible driving behavior in its employees. Our efforts and the commitment of employees will prevent vehicle accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities outlined in this Fleet Safety Program.



## Driver Qualifications

No driver will operate company owned vehicles nor be considered for employment in a driving position, unless all of the below listed criteria are met:

- + Minimum age of 21 years.
- + Possession of a valid driver's license.
- + Pass Motor Vehicle Records (MVR) review at time of hire and annually thereafter.

(COMPANY NAME) will maintain a list of company employees who are authorized and qualified to drive company owned vehicles. All others are prohibited from driving company owned vehicles or personal vehicles on company business.

Current company drivers must immediately report the following 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;
- + Any change in driver's license status including suspension, revocation or restriction.





## Motor Vehicle Records Review

It is the policy of (COMPANY NAME) to obtain motor vehicle records on all persons who operate company vehicles or personal vehicles on company business every twelve (12) months. MVRs will be obtained prior to employment for those individuals seeking positions that necessitate the operation of a motor vehicle.

MVRs will become part of the individual’s personnel file and must be retained for a period of twelve (12) months.

In order to review an MVR, permission must be obtained from the employee or prospective employee. This will be accomplished by having the employee/prospective employee sign the consent form (see “Driver Consent/ Acknowledgment Form” in the “Appendices and Forms” section of this program). This consent form will also be maintained in the employee’s personnel file.

The following risk matrix is used by company management to score MVRs:

Number of Violations Past 3 Years	Number of Preventable Accidents			
	0	1	2	3+
0	Clear	Acceptable	Questionable	Poor
1	Acceptable	Acceptable	Questionable	Poor
2	Acceptable	Questionable	Poor	Poor
3+	Poor	Poor	Poor	Poor
Any Major Past 5 Years	Poor	Poor	Poor	Poor

### Notes:

1. Individuals who score “Clear” or “Acceptable” pass the MVR review process.
  2. Individuals who score “Questionable” pass the MVR review process but are given a warning from management.
  3. Individuals who score “Poor” are not authorized to drive company vehicles or their own vehicle on company business.
  4. Examples of “Major” violations include but are not limited to:
    - a. Leaving the scene of an accident
    - b. Driving under the influence of drugs or alcohol
    - c. Racing or excessive speed (>20 MPH over speed limit)
    - d. Reckless, negligent or careless driving
    - e. Felony, homicide or manslaughter involving the use of a motor vehicle
    - f. License suspension or revocation resulting from accidents or moving violations
    - g. Following too closely or tailgating
    - h. Erratic lane-changing
    - i. Attempting to elude a police officer
- Any disciplinary action taken as a result of MVR reviews and/or accidents must be documented and consistently applied to all employees who fail to comply with company safety policy.



## Personal Use of Company Owned Vehicles

Company owned vehicles are to be used for company business only. Personal use of a company vehicle is prohibited. Company vehicles may be driven home and used as transportation to and from work only if approved by management.

Employees who drive or take home a vehicle are responsible for all fines and parking expenses. The driver must make sure that the vehicle and toolboxes remain locked and equipment is stored or secured as to prevent theft.

## Personal Vehicles Used on Company Business

Employees who drive their personal vehicles on company business are subject to the requirements of this program including the following:

- + Maintain auto liability insurance with a minimum combined (bodily injury and property damage) limit of 300/100/100
- + Maintain current state vehicle inspections when required
- + Maintain their personal vehicle in a safe operating condition when driven on company business
- + Submit proof of insurance and a copy of the policy declarations page initially and at every policy renewal
- + Pass Motor Vehicle Records (MVR) review
- + No "business use" exclusion on personal insurance policy
- + Compliance with the policies and rules set forth in this Fleet Safety Program

## General Driving Instructions

- + Drivers must always obey traffic signs and signals
- + Company owned vehicles must never be driven at a speed, which exceeds the area's posted speed limit
- + All passengers in the vehicle must wear seat belts
- + Drivers must always yield to emergency vehicles
- + No person(s) other than on-the-job employees and authorized personnel are permitted to ride in or operate company vehicles. Operators who drive company owned vehicles must be properly licensed and authorized by management to do so.
- + Personnel will not be allowed to operate a company owned motor vehicle after having consumed any amount of alcohol and/or illegal drugs. Vehicle operators under the influence of a prescribed medication must first obtain approval from the prescribing physician before operating the vehicle.



## Distracted Driving

Drivers must remain alert at all times and not allow other things inside the vehicle to distract them.

The handheld use of a cellular phone or similar communication device while operating a motor vehicle is prohibited unless the person is utilizing hands-free technology (where legal) for all calls and communications. Calls while operating the vehicle shall be limited to essential business needs and shall

be suspended when heavy traffic, inclement weather or other conditions requiring additional driver attention are present. If hands free technology is unavailable or the hands-free conversation requires additional attention, drivers shall find a legal and safe parking spot prior to engaging or continuing a conversation.

Creating or reading text messages and email, accessing the internet or any other function associated with smartphone technology is prohibited while operating a motor vehicle. When using the navigation feature, the destination shall be entered into the device prior to moving the vehicle.

Vehicle operators are required to know and comply with state and local laws which may be more restrictive.

## Accident/Incident Reporting

Any incident involving the use of a company vehicle or personal vehicle being used on company business, whether or not it results in any injury to a person(s) or damage to any vehicle or property, and regardless of fault, must be reported immediately to management.

Employees will take the following actions when there are injuries to persons and/or damage to other vehicles or property:

1. If possible, move the vehicle to a safe location out of the way of traffic. Call for medical attention if anyone is hurt.
2. Secure the names and addresses of drivers and occupants of any vehicles involved, their operator's license numbers, insurance company names and policy numbers, as well as the names and addresses of injured persons and witnesses. Record this information on the Accident Report form (in the reporting packet). Do not discuss fault with, or sign anything for anyone except a police officer.

**Note:** Every company vehicle should have an accident reporting kit in the glove box. This should include an accident report form, pen and additional instructions to follow.

## Vehicle Inspection and Preventative Maintenance

Daily, the employee operating the vehicle will visually inspect the vehicle prior to operating. Any deficiencies which impact the safe or mechanical operation of the vehicle shall be reported to management prior to operating.

Monthly, the employee operating the vehicle will complete a documented safety inspection of the vehicle using the "Vehicle Inspection Report" found in the "Appendices and Forms" section of this program.

Regular, preventive maintenance of company owned vehicles will be performed on a mileage or time basis. Typical maintenance items include oil/filter changes, lubrication, tightening belts and components, engine tune-ups, brake work, tire rotation, hose inspection/replacement and radiator maintenance.

Request maintenance is performed only when the need arises. Some vehicle parts are replaced only when they fail. These include light bulbs, window glass, gauges, wiring, air lines, etc. Other "demand maintenance" items involve vehicle components that are worn based on information from the vehicle condition report. These include tires, engines, transmissions, universal joints, bushings, batteries, etc. Since these situations are identified through periodic vehicle inspection, they can be classified within the preventive maintenance.

## Driver Training

Drivers hired by (COMPANY NAME) to operate a motor vehicle will have the basic skills and credentials necessary to perform this function as confirmed through the driver selection process.

New employees will receive a copy of this program as part of their initial orientation. A formal orientation program is established to help assure all drivers are presented with the company policy, understand their responsibilities and are familiarized with their vehicle.

### Areas that must be addressed, with the driver, include:

- + Understand, review and given a copy of the Fleet Safety Program.
- + Understand accident reporting & emergency procedures.
- + Review operation and controls of vehicle being assigned.
- + Inspect vehicle using Vehicle Inspection Report.

Additionally, all drivers are required to complete a company-approved defensive driving training course, either online or in a classroom environment.

