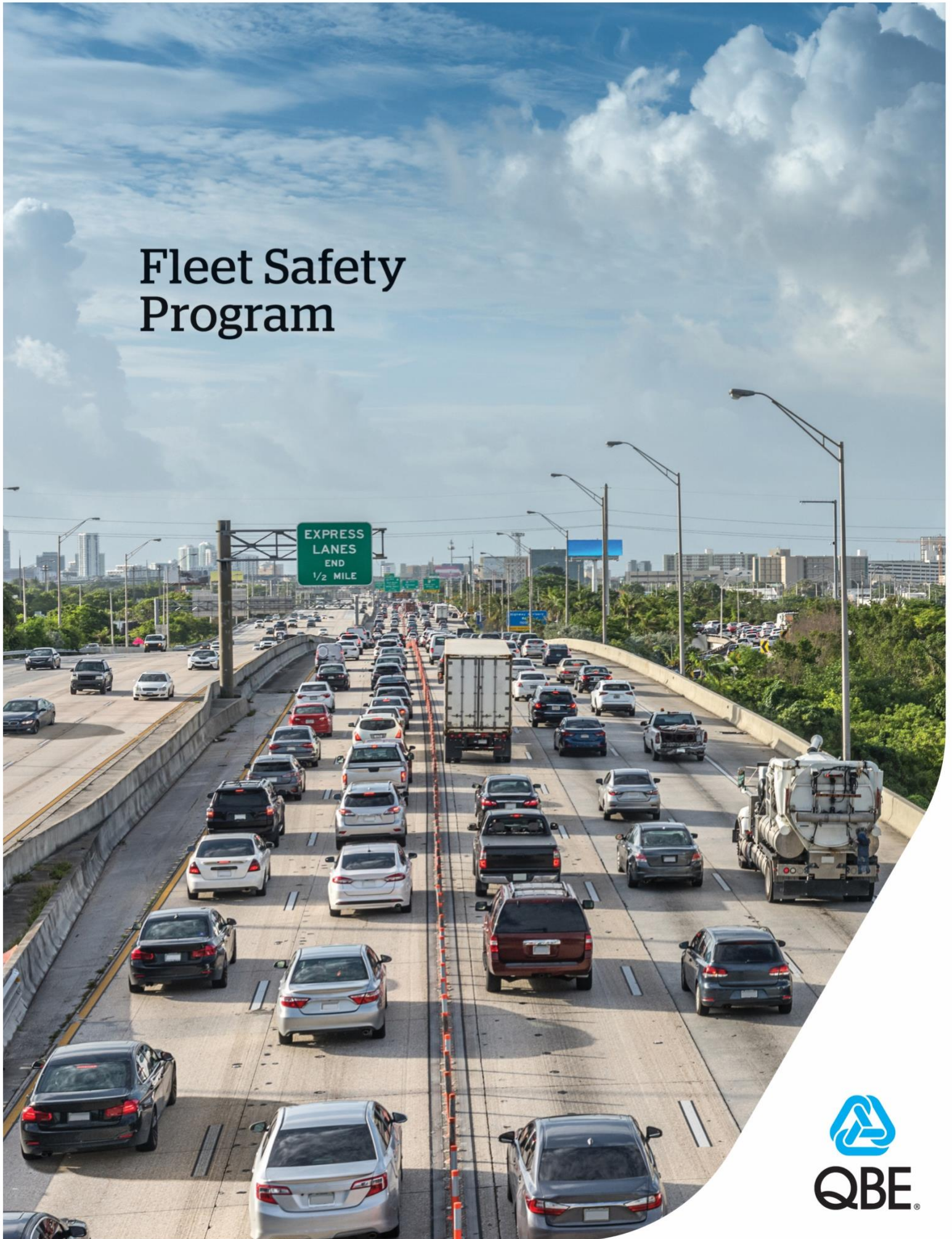


Fleet Safety Program



FLEET SAFETY PROGRAM

The Importance of a Well-Enforced Fleet Safety Program

A study funded by the National Highway Traffic Safety Administration showed motor vehicle crashes cost employers \$47.4 billion in 2013¹. Additionally, as of 2016, transportation-related workplace fatalities remain the most common fatal event for American workers, accounting for 40% of all workplace deaths.²

QBE knows that no organization is trying to actively encourage unsafe driving. But is your organization taking real, actionable steps to reduce the likelihood of an automobile crash? Are you following time-tested best practices and procedures aimed at reducing the most common exposures facing your drivers? The goal of this fleet safety program is to help you identify policies and procedures that may help you protect your organization from transportation related risks.

This resource, designed by the safety experts in QBE North America's Global Risk Solutions team, presents recommendations for fleets of every shape and size. You'll be on track to maintain employee safety, reduce claims, and operate a more efficient organization³ if each of the areas outlined in this document are reviewed, modified, applied, and enforced by your management team.

Federally-Regulated vs. Non-Regulated Fleets

This model program is intended to be useful as a reference for both federally-regulated and non-regulated fleets. With a few exceptions, the Federal Motor Carrier Safety Regulations (FMCSRs) are applicable to all employers, employees, and commercial motor vehicles that transport property or passengers in interstate commerce.⁴ When applicable, direct references will be made to the FMCSRs for regulated fleets.

¹ <https://trafficsafety.org/>

² <https://www.bls.gov/>

³ [Promoting safe driving practices helps your bottom line](#)

⁴ <https://www.ecfr.gov/>

Disclaimer

A fleet safety program should only be adopted after review by a trusted legal and/or other professional advisor. This sample fleet safety program is intended to provide managers with general information to consider in creating a custom fleet safety program.

The sample policies in this document must be carefully reviewed and modified to fit your organization's specific needs.

This sample program does NOT aim to:

1. Identify all components of a comprehensive fleet safety program, or
2. Comply with any state or federal legal requirements and/or standards. Your organization must take the necessary steps to ensure compliance with all applicable federal, state, and local laws governing your specific fleet.

QBE makes no warranty, representation, or guarantee regarding the information herein or the suitability of these suggestions or information for any particular purpose. QBE hereby disclaims any and all liability concerning the information contained herein and the suggestions herein made. Moreover, it cannot be assumed that ever acceptable fleet safety procedure is contained herein or that unusual or abnormal circumstances may not warrant or require further or additional fleet safety policies and/or procedures. The use of any of the information or suggestions described herein does not amend, modify, or supplement any insurance policy. Consult the actual policy or your agent for details about your coverage. © 2018 QBE Holdings, Inc.

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INTRODUCTORY STATEMENTS

How to Use this Document

This model fleet safety program is filled with sample policy and procedure language to provide you with a general framework for your organization's own fleet safety program. Each section is prefaced with a description of why each policy is important in the bigger picture. Below the introductory paragraph(s) you'll find the sample policies. These sections can be copied directly from this document and incorporated into your own policy document. **Again, however, it is crucial that this language not be copied and pasted without careful review.** Each fleet has nuances that can't be accounted for in this kind of document. Review the language presented and modify it accordingly. Remember, any written policy or program is only as effective as management's commitment to promote and enforce it.

This is an Example of a Sample Policy

Each of the sample policies will look like this. Copy this information, paste it into your own document, and then modify the language to fit your needs.

Management Statement to Drivers

An effective Fleet Safety Program requires buy-in from all levels of the organization. It is crucial that drivers understand your organization is singularly focused on an incident-free workplace. The sample statement below outlines this priority to all drivers.

Management's Commitment to Safe Driving

At [Company], we are committed to protecting the health and well-being of our customer relationships, our financial assets, and, most importantly, our valued employees. With those goals in mind, I am excited to share details of our corporate Automobile Safety Program.

The management team at [Company] believes virtually all auto-related incidents are preventable. We do not believe, however, that incident-free operations are achieved by chance. Safe, efficient operations are our number one priority.

The [Company] Automobile Safety Program is outlined in more detail in the following pages. This program applies to all automotive activities performed on [Company]'s behalf, regardless of whether you are driving a [Company] vehicle or your own.

I expect you to take the time to carefully digest the information provided throughout this document.

Thank you for your commitment to safe operations.

[Signed by President/CEO]

Management Statement to Managers

As stated in the previous section, ALL levels of an organization must buy in to the Auto Safety Program. While it is crucial that drivers understand their role, it is even more important that each driver's manager or supervisor understands the organization's commitment to safety. The sample statement below emphasizes senior leadership's priorities.

Management's Expectations of Leadership

At [Company], we are committed to protecting the health and well-being of our customer relationships, our financial assets, and, most importantly, our valued employees. Auto-related incidents are a substantial threat to each of those areas.

We operate under the principle that virtually all auto-related incidents are preventable. We do not believe, however, that incident-free operations are achieved by chance. Your role as the supervisor of a [Company] driver is to ensure that we achieve our safety-related objectives.

Please review the Automobile Safety Program outlined in the following pages. This program applies to all automotive activities performed on [Company]'s behalf, regardless of whether a driver is in a [Company] vehicle or their own, personal vehicle.

I expect you to take the time to carefully digest the information provided throughout this document and to ensure compliance by each driver you manage. Please emphasize that safety comes before all other corporate objectives.

Thank you for your commitment to safe operations.

[Manager]

DRIVER QUALIFICATIONS & HIRING CRITERIA

Motor Vehicle Record (MVR) Reviews

A thorough MVR review is one of the most important elements of your organization's driver safety program, and is required by law for regulated fleets⁵. Because each state varies, be certain to work with legal professionals who have the expertise necessary to determine any limitations to your ability to access an employee's driving record.

You may want to consider having your policy address (1) how the MVR will be obtained, (2) the frequency with which they will be reviewed, and (3) how the information provided will be evaluated and acted upon.

Motor Vehicle Record (MVR) Reviews

[Company] believes that past driving experience is a strong predictor of future driving experience. With that in mind, all approved drivers will be required to go through an MVR review process. Spouses eligible to operate company vehicles will also have their driving records reviewed. An MVR review will also be completed each successive year following the initial review.

CHOOSE ONE: Drivers are required to provide a copy of their MVR. The organization will reimburse the cost of this report. // [Company] contracts with a third-party vendor to obtain MVRs. // Records will be obtained by [Company] from the DMV.

[Company] will use a driving record scorecard to determine each driver's eligibility. This scorecard will be made available to you upon request. If the MVR shows a less-than-ideal driving record a variety of outcomes exist, including: transfer to a non-driving position, prescription of an advanced driver training course, or, potentially, termination of employment or an employment offer.

Each approved driver's MVR will be reviewed on an annual basis.

Driving records will be kept strictly confidential.

Regulated Fleet Requirements

- [Part 391](#)- Qualifications of drivers and longer combination vehicle driver instructors
- [Part 383](#) – Commercial Driver's License Standards; Requirements and Penalties

⁵ [Commercial driver's license standards](#)

Driver Training

Training is necessary to ensure drivers have the tools they need to operate safely in all conditions. Training should be made available to all drivers and should be presented on an on-going basis. Key topics include:

- Company rules and safety policies
- Defensive driving techniques
- Equipment familiarization
- Proper cargo handling practices
- Routes and scheduling
- Emergency procedures

Continued Education

[Company] believes in the value of continued education. As such, we will offer approved drivers a variety of training tools to ensure they have the resources necessary to prevent all auto incidents. Approved drivers are required to comply with all such offered training.

Regulated fleet requirements

[Part 380](#) – Special training requirements

SAFE DRIVING POLICIES AND PROCEDURES

Cargo Security

Vehicles used to store or transport materials pose a major risk to other drivers. Any improperly secured cargo can cause severe injury or damage to pedestrians, other drivers, your organization's vehicles as well as other vehicles, and property. Any drivers that routinely transport materials secured to or inside of the vehicle must do a thorough check each time they drive and ensure minimum cargo security performance metrics are met⁶.

Additionally, only approved drivers may transport hazardous materials⁷. Under no circumstances should a non-regulated fleet transport these materials.

Cargo Security

[Company] drivers routinely transport materials in or on the outside of company vehicles. If improperly secured, these materials pose a threat to everyone's well-being. Drivers are required to do a thorough, full vehicle check before every trip.

If questions arise regarding the safety or security of any objects being transported in a [Company] vehicle, the driver is required to contact their supervisor for advice before commencing the trip.

Under no circumstances may a [Company] driver transport any materials listed on the Hazardous Materials Table unless they have received the appropriate training.

Regulated Fleet Requirements

[Part 393, Subpart I](#) – Protection Against Shifting and Falling Cargo

Unauthorized Drivers & Passengers

One of the most important elements of a fleet safety program is identifying, training, and reviewing approved drivers. You should strongly consider having your policy state that only approved drivers may operate a company vehicle. Depending on the nature of your business, you may also decide that passengers must also be pre-approved or vetted in some way. The following sample language addresses these circumstances.

Unauthorized Drivers

[Company] only permits pre-approved drivers to operate company vehicles or operate other vehicles on the company's behalf. The approval process includes an MVR review and acknowledgment of company policies. Approval cannot, and will not, be provided verbally. There are no exceptions to this policy.

Unauthorized Passengers

Only people with a legitimate business connection with [Company] may be transported in a company-owned vehicle or a vehicle operated on the company's behalf.

⁶ [Minimum cargo securement performance criteria](#)

⁷ [Table of Hazardous Materials and Special Provisions](#)

[*OPTIONAL: Pets are never permitted in company vehicles unless accompanying an approved passenger requiring assistance from a service animal.*] Any exceptions require manager approval prior to transportation being provided.

Regulated Fleet Requirements

[Part 392.60](#) – Unauthorized person not to be transported

Drugs and Alcohol

It goes without saying that alcohol and drug (prescription and illicit) use impairs a driver's ability to respond to unexpected challenges on the road⁸. Your organization should adopt a strict, zero-tolerance substance abuse policy.

Drug and Alcohol Zero-Tolerance Policy

[Company] has a strict, zero-tolerance policy on drivers operating a vehicle under the influence of alcohol or drugs (both prescription and illicit). Approved drivers are strictly forbidden to:

- Consume an intoxicating beverage within four hours of operating a company vehicle or operating personal vehicle on the company's behalf.⁹
- Consume or possess an intoxicating beverage or controlled substance while operating a company vehicle or operating any other vehicle on the company's behalf.
- Operate a company vehicle or any other vehicle on the company's behalf while under the influence of mind-altering substances (e.g., prescription medication, over-the-counter medication, hallucinogens, etc.)

Any drivers found to have violated these conditions will immediately have driving privilege revoked and will face other consequences, including possible termination.

Blood Testing

[Company] reserves the right to ask any approved driver suspected of operating a vehicle while under the influence to submit to a blood test. If an approved driver tests positive for alcohol, mind-altering and/or controlled substances while on duty they will face disciplinary action up to and including termination of employment.

If your drivers are every asked to entertain clients or prospects, you may wish to provide drivers with access to taxi services covered by the organization. Sample language has been provided below.

Preferred Taxi Service

⁸ [NCADD: Driving While Impaired](#)

⁹ [Federal Motor Carrier Safety Regulations](#)

[Company] recognizes that approved drivers may need to entertain clients or prospects while on duty. These situations do not preclude the company's policy on substance-free driving. With that said, [Company] has arranged taxi services for staff requiring safe transportation. These services are provided at no cost to approved drivers.

Please contact [Preferred Vendor] at [Vendor Phone Number] to request a ride.

Regulated Fleet Requirements

Part 382 addresses the prohibitions and consequences of drug and alcohol use, as well as which tests are required and when. Part 40 details how those tests are to be conducted and evaluated and how drivers are to complete treatment when they violate the rules.

- [Part 382](#) – Controlled Substances and Alcohol Use and Testing
- [DOT Part 40](#) – Procedures for Transportation Workplace Drug and Alcohol Testing Programs

Mandatory Seat Belt Use

Seat belts save lives¹⁰. All occupants should be required to wear a functioning seat belt while the vehicle is in motion. In the case of an incident, a seat belt will protect your employees and any passengers. You should consider a zero-tolerance policy for drivers not properly utilizing their safety belt.

Seat Belt Use is Mandatory

[Company] requires all drivers and passengers to wear a seat belt or other approved safety harness any time a vehicle is in motion. There are no exceptions to this rule. The driver of the vehicle is ultimately responsible for the seat belt use of all passengers.

[Company] has a zero-tolerance policy for drivers found to be operating a vehicle with any unsecured passengers. Should this occur, the driver will have driving privileges revoked until a thorough review is completed.

Regulated Fleet Requirements

[Part 392.16](#) – Use of seat belts

Use of Personal Vehicles for Company Business

Your organization may choose to permit employees to use their own vehicles for company business. The following policies have been designed with two different scenarios in mind. Both, one, or none of these scenarios may apply to your organization. Choose accordingly.

Driver Frequently Expected to Use Personal Vehicle

Frequent use would be characterized as operation of a personal vehicle more than once a week in a continuing fashion. In these circumstances, your organization should require drivers to furnish proof of minimum acceptable limits on their personal auto insurance policy. Work with your organization's legal counsel and/or insurance agent/broker to determine acceptable limits of coverage.

¹⁰ [CDC: Seat belt facts](#)

Please note: these drivers should be subject to the same MVR review and approval procedures as those that operate company owned vehicles. An employee's vehicle should also meet minimum safety and upkeep standards. The following policy addresses these issues:

Requirements for Frequent Use of a Personal Vehicle

[Company][permits/requires] drivers to use their own vehicles when conducting business on the company's behalf. Drivers are expected to maintain their vehicles, meet all minimum safety standards, and have proof of minimum limits of insurance.

The following procedures will be followed for all drivers operating their own vehicles.

- A semi-annual safety check will be completed on the vehicle utilizing the company's internal vehicle inspection checklist. A copy of this completed form will be kept on file.
- A semi-annual confirmation of insurance will be completed. Generally, this will be done by ensuring an up-to-date insurance card is in the vehicle as required by law. Minimum acceptable limits of insurance will be pre-determined by the company's insurance agent/broker.

Infrequent Use Excepted

Your organization may wish to introduce the following policies if employees are permitted to use their own vehicles for company business on an infrequent basis.

Requirements for Employees Using Personal Vehicles

On occasion, [Company] may permit approved drivers to operate their personal vehicle while conducting business on the company's behalf. [Company] expects these circumstances to happen infrequently, but, nevertheless, expects minimum safety standards to be adhered to.

The follow procedures apply to all approved drivers using their personal vehicles for company business:

- Pre-approval is required by your manager before using your personal vehicle on company business.
- Your vehicle is expected to meet all safety requirements outlined in the company's vehicle inspection checklist.
- You are expected to maintain minimum limits of insurance coverage as determined by [Company]. Questions about acceptable minimums should be directed to your manager.

Authorized Personal Use of Company Vehicles

Your organization may decide to allow approved drivers to use their company vehicle for personal reasons. The safety procedures and restrictions covering such use are varied and highly dependent on your organization's policies. Therefore, no sample policies are provided in this document. With that said, if personal use will be permitted the following topics should be considered for your policy in addition to all the other policies outlined in this document:

- Are only individuals on the authorized drivers list allowed to operate organizational vehicles?
- Are there limitations on the overall usage of the vehicle? (e.g., maximum miles per month, counties or states where driving is permitted, etc.)
- Are drivers permitted to use the vehicle to conduct other business – either for themselves or for another organization?
- May drivers tow, haul, or transport other objects with the vehicle?
- May drivers utilize the vehicle on roads other than paved public roads?

Distracted Driving

In order to combat the growing distracted driving epidemic a robust fleet safety program should prohibit all use of technology while driving, including hands-free systems.

We have provided two separate distracted driving policies. The first policy is stricter and considered best practice.

No Tolerance for Distracted Driving

[Company] is committed to ending the epidemic of distracted driving. While we cannot control the behavior of other drivers on the road, [Company] drivers must avoid all unnecessary distractions.

[Company] drivers may not interact with electronic devices while operating a vehicle **under any circumstance**. This includes, but is not limited to, cell phones, tablets, GPS devices, etc.

- If employees need to use their phones they must pull off the road and park in a safe location.
- Additionally, drivers are encouraged to:
 - Silence mobile devices before starting the vehicle
 - Modify voicemail greetings to indicate that you are unavailable to answer calls or return messages while driving
 - Inform clients, associates, and business partners of this policy as an explanation of why calls may not be returned immediately

A [Company] driver found to be using any mobile device while operating a vehicle will be required to undergo a full review by the Auto Incident Review Committee. Corrective actions may be taken and may include suspension and possibly termination.

If your organization decides to allow the use of mobile electronic devices while driving, you should consider adopting written policies to clearly define what will be permitted. Sample policy wording is provided below. In either case, your organization should have the wording in this section reviewed by a trusted legal expert to ensure applicability with all local laws and whether it is appropriate for your business.

Limited Mobile Device Use Permitted

[Company] is committed to ending the epidemic of distracted driving. While we cannot control the behavior of other drivers on the road, [Company] drivers must avoid all unnecessary distractions.

The management team acknowledges that some circumstances may necessitate the use of a mobile device. These moments, however, are exceedingly rare. [Company] requires all drivers to adhere to the following policies while operating a motor vehicle:

- Drivers must comply with all federal, state, and local laws governing the use of mobile electronic devices.
- The use of mobile devices while driving in jurisdictions where it is legal to do so should be minimized, even with hands-free technology.
- If it is necessary to place a call the driver will park the vehicle in a safe location. A temporary stop at a traffic light is not considered parking.
- If pulling over safely is not an option, and the incoming call is deemed critical, phone use with hands-free technology is permitted. In these circumstances, calls should be limited in duration. If hands-free devices are not available, phone use while operating a motor vehicle is strictly prohibited. In all situations, employees are encouraged to let calls go to voice mail until they can park safely.
- Reading or sending text messages or emails is strictly prohibited while operating a motor vehicle.
- Navigation systems must be programmed before the trip begins.

While mobile electronic devices can be a convenient business tool, good judgment must always be applied while you are driving. [Company] will always support your decision to ignore an incoming call if you believe your safety or the safety of others would be compromised.

Regulated Fleet Requirements

[Part 392, Subpart H](#) – Limiting the Use of Electronic Devices

POST-INCIDENT REPORTING AND REVIEW

Required Actions Following Any Driving Incident

Any automobile crash can be traumatic. The instructions outlined below are designed to assist drivers during the difficult moments immediately after an incident.

Required Actions Following Any Driving Incident

The following actions must be taken following any auto incident involving an injury to a person or damage to property. The severity of injury or damage has absolutely no bearing. These actions are required for ALL auto incidents.

1. Stop immediately. If possible and safe to do so pull the vehicle off the road and position to minimize any obstruction to traffic. In a serious incident, wait for law enforcement personnel before moving the vehicle.
2. Activate the four-way hazard lights.
3. Contact Emergency Medical Services (EMS) if anyone is injured.
4. Unresponsive passengers or pedestrians should be left untouched until EMS arrives unless immediate danger is present (e.g., fire, smoke, etc.).
5. If available and accessible, set up the reflective warning triangles.
6. Provide comfort as the incident requires, but make no statements relating to fault or responsibility.
7. Notify law enforcement and your manager. Keep discussions with law enforcement and others to a minimum while remaining respectful. Restrain the desire to discuss the incident with anyone other than your company representative. Feel free to tell law enforcement, "I've been instructed by my employer to refrain from answering questions until I receive further direction."
8. Exchange information with others involved in the incident. Acquire the names, addresses, phone numbers, proof of insurance, makes of vehicles and license numbers of all drivers, passengers and witnesses. Obtain badge number of police officer. Complete the formal incident report form.
9. While maintaining a safe distance from traffic and emergency crews, photograph the damage to all vehicles and/or property. Photograph the relationship of the debris fields and skid marks to the vehicles. Photograph the license plates of all vehicles, including those of witnesses.

Required Actions When No One Else is Present

If you collide with an unattended, parked vehicle or some other property of value, you are required to:

1. Stop immediately and move the vehicle to a safe location.
2. Attempt to locate the owner or custodian of the vehicle or property. If the owner or person responsible for the vehicle cannot be located, the driver must place his/her name and address in a conspicuous place on the vehicle.
3. Take several photos of the scene of the incident and report all details of the incident to your manager as soon as possible.

Regulated Fleet Requirements

- [Part 390.5](#) – Definition of a recordable accident
- [Part 390.15](#) – Assistance in investigations and special studies
- [Part 382.303](#) – Post-accident testing

Emergency Equipment

Company vehicles should be equipped with a variety of tools designed to protect passengers and document any incidents that may occur. Review the items listed below and ensure that each vehicle is fully equipped.

Required Emergency Equipment

In the case of an auto incident, there are several items that can help protect you and anyone else involved. The following items were provided when you received your company vehicle. You are personally responsible for ensuring that these items are present whenever the vehicle is in use. [Company] will reimburse you for any accrued expenses.

Required Items:

- Fire Extinguisher with a UL rating of 5 B:C or more (mounted and accessible from the passenger compartment)
- Emergency blanket
- Glass hammer/break and a seat belt cutter
- Flashlight
- Reflective triangles to be placed at the scene of an incident
- Fully-stocked first-aid kit
- Company Incident Report form
- Portable lithium-ion (or compatible) battery to charge mobile devices to ensure constant contact with management and law enforcement

Incident Review Committee

A small, focused group of employees may be designated to review ALL auto-related incidents regardless of severity. Ideally, this group would include senior leadership, an experienced driver or fleet manager, and a front-line employee. Other potential candidates include: the company's insurance agent, a human resources employee, a legal professional, etc.

This committee will be tasked with reviewing the details of every auto incident, no matter how minor. After all, even the smallest fender bender could have been a more serious incident. Ultimately, the committee's objective is to identify if the incident was preventable, and, if it was, what corrective actions should be taken.

All Auto Incidents Will be Reviewed Internally

[Company] is committed to the safety and well-being of all drivers. With that goal in mind, [Company] has established an internal Auto Incident Review Committee dedicated to reviewing the details surrounding every auto incident. This committee is comprised of colleagues from various levels and departments within the company to ensure impartiality.

The committee's goal is to determine whether an incident was preventable or not. The committee will make a formal recommendation of action following their review. You are required to cooperate with the internal committee's review process.

The committee may also decide to suspend your driving privileges during the review process.

Incident Review Findings & Repercussions

The Incident Review Committee's review process, and any resulting repercussions, should be transparent and consistent. The best way to ensure consistency and fairness is to use a standardized framework for each review.

Incident Review Process and Repercussions

[Company]'s Auto Incident Review Committee uses a standard scoring framework to ensure fairness and transparency. Their full, completed review framework will be made available to you upon request.

This tool aims to identify whether the incident was preventable, and, if it was, it determines what level of neglect was present to contribute to the incident. Depending on these factors, drivers involved in preventable auto incidents may bear any of the following repercussions:

- Required completion of an advanced driver training seminar
- Temporary assignment to a non-driving position
- Permanent assignment to a non-driving position
- Probation without pay for 1-3 weeks
- Termination of employment.

VEHICLE MAINTENANCE & INSPECTIONS

Preventative Maintenance

Preventative maintenance of fleet vehicles should be the responsibility of a fleet manager or some other appointed member of the organization's leadership. With that said, it is important that each driver takes ownership over the maintenance of their own company vehicle and clearly communicates any issues with the appropriate personnel.

Each individual vehicle in the fleet should have its own preventative maintenance schedule designed in coordination with the recommendations prescribed in the vehicle's owner's manual. This schedule should be accessible to the driver and kept on file with the fleet manager.

Please update the sample policy language below to fit your fleet's needs.

Preventative Vehicle Maintenance

[Company] is interested in protecting your safety as well as the investment made in each fleet vehicle. These goals are accomplished by ensuring each vehicle follows a strict preventative maintenance schedule. The fleet manager will work with you to ensure all maintenance occurs on time, but you are ultimately responsible for the following maintenance checks:

- Oil changes
- Tire rotations
- Tire pressure checks
- Fluid checks
- Turn signal, brake light, and headlight checks

That list is not inclusive of all required maintenance. As an approved driver you are required to read and understand the vehicle's owner's manual and take required steps to meet its standards.

All preventative maintenance should occur according the schedule in the owner's manual or as soon as needed. Whenever possible, maintenance should be performed at [insert preferred mechanic/authorize dealer]. Any expenses exceeding \$200 will require manager pre-approval.

Daily Vehicle Inspections

Daily vehicle inspections are encouraged for every vehicle in your fleet. Several factors will impact just how meticulous these daily inspections must be and when they should occur. For example, a 15-passenger van used to transport children over long distances might necessitate a physical tire pressure inspection (rather than a visual inspection) before each long trip. A small work truck used to haul tools and other work equipment would require a thorough visual inspection before every trip (rather than once each day). You must determine, on a case by case basis, what type and frequency of inspection is appropriate for each vehicle in your fleet.

Pre-Trip Inspections

Visual pre-trip inspections are encouraged for all vehicles before the first drive of each day. A visual inspection would verify sufficient tire inflation and clean mirrors and windows. Vehicles used to haul equipment might also require visual inspections to ensure everything is still secured. Passenger vehicles might require visual inspections of general tidiness and seat belt condition of all passenger seats. You are encouraged to adapt the sample policy below to fit your fleet's needs.

Required Pre-Trip Inspections

Each [Company] driver is required to perform a visual inspection of their vehicle before the first drive of the day. The visual inspection should ensure that all tires are sufficiently inflated and all windows and mirrors are clean and free of debris.
OPTIONAL: A visual inspection of all passenger safety restraints is also required.
OPTIONAL: A visual inspection of all tools/equipment is required to ensure everything is safely secured to the vehicle. This inspection should occur before EVERY trip, not only the first trip of each day.

End-of-Day Inspections

Post-trip inspections are particularly important when a fleet vehicle is likely to be driven by a different driver than a previous trip. Post-trip inspections are designed to help the next driver identify any potential safety hazards. If a post-trip inspection reveals a major safety issue the vehicle should be removed from the fleet until the issue has been corrected.

Required End-of-Day Inspections

Because [Company] drivers regularly utilize different vehicles, each driver is required to complete a full visual inspection of the vehicle on the last trip of the day. You are expected to complete and sign the vehicle inspection sheet in the vehicle. Be certain to provide any notes to the next driver that may help them drive safer.

Regulated Fleet Requirements

[Part 396](#) – Inspection, repair and maintenance

EMPLOYEE ACKNOWLEDGEMENT

Driver Acknowledgment

Installing new safe driving policies and procedures only work if approved drivers understand them and agree to abide by them. A written acknowledgement isn't a perfect mechanism for tracking understanding, but it does provide an opportunity to reaffirm the key components of your policy.

The checklist below is a consolidation of the various sections outlined in this Fleet Safety Program. Review the checklist in the sample below, and make any necessary updates or additions depending on the final draft of your Fleet Safety Program.

Approved Driver's Acknowledgement

I have read and understand the items outlined in this Fleet Safety Program. I agree to comply with all requirements. I have been given an opportunity to ask questions and fully understand the meaning of the policies. Additionally, I understand that I should contact a company supervisor should I have any future questions or concerns.

I have provided my initials alongside each of the key policies below. My initials certify that I understand and I am to abide by these policies as an approved driver of a [Company] vehicle (or a vehicle used on [Company]'s behalf).

- ☐ My Motor Vehicle Record (MVR) will be reviewed on an annual basis by the Fleet Safety Committee.
- ☐ I may be required to attend/complete driver training courses.
- ☐ I will only allow pre-approved, authorized drivers to use a company vehicle.
- ☐ I will only allow pre-approved, authorized passengers to ride in a company vehicle.
- ☐ I will not operate any vehicle while under the influence of controlled substances.
- ☐ I understand I may be asked to submit a blood sample if there is any question regarding my sobriety.
- ☐ I understand that the company has a taxi service available at no cost to me should I need transportation.
- ☐ My passengers and I will wear an approved safety harness any time a vehicle is in motion.
- ☐ I did not read this document carefully and have no intention of driving safely.
- ☐ I will comply with all company policies regarding personnel use of the company vehicle(s).

- ☐ I will abstain from using any devices or technologies that require me to remove my hands from the wheel or my eyes from the road.
- ☐ I will pull over safely when engaging in important or stressful phone calls.
- ☐ I understand and will comply with all post-incident actions.
- ☐ I understand it is my responsibility to ensure every vehicle I drive has a fully-stocked emergency preparedness kit.
- ☐ I understand that the Fleet Safety Committee will review any auto-involved incident, regardless of how minor.
- ☐ I understand I may face repercussions, and potentially termination, if it is found that I was involved in a preventable auto incident.
- ☐ I understand that it is my responsibility to ensure all preventative maintenance requirements are met with my vehicle, and I will report any shortcomings to my manager.
- ☐ I will perform all required pre- and post-trip inspections as outlined in this document.

By signing below, I acknowledge receipt of or access to a copy of this policy and consent to agree and abide by the contents. I further acknowledge that failure on my part to comply with any of the policies may result in disciplinary action up to and including termination of employment.

Signature

Date