

# FLEET SAFETY MANAGEMENT ASSESSMENT

*(Example Only)*

Policy, Administration & Program Leadership				
Control	Date of Initial Implementation	Revised? (date)	Needs Attention	Additional Comments
Single person responsible for program development, administration and results?				
Written Policy Statement				
Written Fleet Safety Program				
❖ Budget				
❖ Goals & Measurement				
❖ Min. Hiring Stds.				
❖ Orientation and Training Stds.				
❖ Annual Performance Review? (MVR data, Crash data tied to individual driver file)				
❖ Annual Check Ride or use of Observation Program (ie. Safety Hotline Service)				
❖ Accident Reporting & Record keeping				
❖ Accident Review Process (preventability determination)				
❖ Post-Accident, Remedial Coaching & Training				
❖ Personal Use / Spousal Use				
❖ Insurance requirements for use of personally owned vehicles?				
❖ Cell Phone Policy				
❖ Fatigue Awareness and Management				
❖ Seatbelt Policy				
❖ General Clause – Obey Local, State, National Laws & Regulations as affects driving				

Annual Review of Collision Data				
❖ Action Plan to address trends?				
❖ Results tied to budget, policy revisions, management and driver training programs?				

**Driver Hiring / Contractor Qualification**

Written driver job description &/or qualifications guidelines?				
Periodic self-audit to assure compliance with guidelines?				
Central hiring location <i>or</i> approval by designated manager prior to hiring?				
Copy of valid drivers license – updated annually?				
Motor Vehicle Records Check- done annually (minimum)?				
Written company MVR evaluation policy?				
❖ Number of violations accepted prior to probation status				
❖ Types of violations designated as “serious” with immediate consequences if any occur?				
❖ Number of collisions (at-fault, preventable) accepted prior to probation status				
Road Testing Policy in place				
❖ Set, fixed route for each driver applicant?				
❖ Route selected to represent expected driving conditions encountered during job?				

**FMCSR 382 / 390 / 391 Compliance Protocol (Substance Abuse & DQ Files) (if applies)**

This section (and all HazMat issues) reserved.  
 Contact SafetyFirst for assistance with compliance protocols.

**Orientation and Training  
(ALL Operators & Managers)**

Written orientation program in place				
❖ Equipment familiarization (all types that operator may be asked to use)				
❖ Routes, terminal locations, current maps issued or inspected				
❖ Company reporting procedures				
Accident Reporting Procedures (call in, reporting kit, camera, not to admit fault, etc.)				
<b>Managers</b> trained on Accident Investigation Procedures (driver interviews, dealing with police investigators, physical on site procedures – pictures, etc)				
Periodic Training on safe driving practices				
❖ Certification of completion				
❖ Passing score required				
❖ Refresher program in place between main training events				
Post Accident Training Procedure?				
❖ Tied to type of collision?				
❖ Mandatory for all drivers regardless of “at-fault” or “preventable” status?				
Driver Communication Procedure?				
❖ Periodic safety alerts (construction notices, weather alerts, safety reminder notices)				
❖ Mobile phone, radio, satellite or Driver Email capabilities				
❖ Safety Newsletter				

## Review and Assessment

Accident reviews – review board? (Appeal process?)				
Driver monitoring procedure (Use and audit of: radio log, call in log, log books, toll receipts, supervisory ride along, black box recorder tachograph systems, GPS, etc)				
1-800 Safety Hotline Service				
❖ ALL reports investigated, <u>documented and closed out</u> with vendor				
❖ ALL decals inspected periodically to assure no tampering or fatigue				
Method to measure safety results (Insurance co. loss runs, summary of \$ incurred, compliance with regulations, etc)				
Chargeback system – penalize locations or departments who have greater than average collision rates				
Accurate reporting of total collision costs (deductibles, cost of insurance, soft costs, estimates of hidden costs)				
Diary/Reminder system to update key information (anniversary items) (driver license, MVR, drug/alcohol testing, etc)				

## Driver Incentive / Award / Recognition Programs

Annual “Zero Accident” Driver Recognition Process (dinner, ad in the local paper, letter from CEO, etc.)				
Rodeo-Type Skill Competition				
Creative or Knowledge Competition focused on safety (safety essay, short story, quiz show with awards)				
Bonus or variable pay based on safety performance of individual, team, and/or company				

## Vehicle Specification and Maintenance

Vehicle selection criteria to meet safe operation requirements (crashworthy, airbag, adequate braking capacity, tire specifications, speed control, etc.)				
Specialized tools – GPS, Motorized Mirrors, heated mirrors, Sonar, Cushion seats, etc.				
Documented vehicle maintenance (records of inspections, repairs, with dates and mileage)				
Pre & Post Trip Driver Vehicle Inspection Process				
If assigned operators, audit of maintenance costs to spot aggressive driving habits?				
Established obsolescence and replacement policy				