

Sample Written Program
For
Vehicles/Fleet



Vehicle Safety Program

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Vehicle Safety Program

(COMPANY NAME)

I Purpose

This program covers safe operation and maintenance of all company vehicles except those company vehicles regulated by the Interstate Commerce Commission (ICC) or US Department of Transportation (DOT). Examples of vehicles covered include company owned or leased passenger vehicles, pickup trucks, light trucks and vans that do not require a commercial driver's license for operation.

II Policy

All company vehicles will be operated only by employees authorized by company management for specific company purposes.

Vehicles will be maintained in a safe condition at all times. In the event of an unsafe mechanical condition, the vehicle will be immediately placed out of service and the appropriate manager notified.

Only qualified company vehicle mechanics or approved service facilities are permitted to perform maintenance on company vehicles.

All vehicles will be operated, licensed and insured in accordance with applicable local, state and federal laws.

All authorized employees must possess a valid state driver's license for the class vehicle authorized.

Authorized employees must have a driving record at least equal to that required for maintaining a commercial driver's license. Drivers Motor

Vehicle records must meet the company expectations outlined later in this program.

III Responsibilities

Management

Provide annual defensive-driver training (or equivalent) for all employees authorized to operate company vehicles.

Train authorized employees on vehicle inspection and accident procedures.

Maintain company vehicles in a safe condition.

Maintain active insurance policies on all company vehicles.

Department Heads

Allow only authorized employees to operate company vehicles.

Arrange for defensive driving training prior to initial authorization

Maintain a list of authorized employees in their department.

Arrange for required periodic maintenance checks on assigned vehicles.

Maintain a vehicle maintenance file for each vehicle.

Immediately remove from service any vehicle with any safety defect.

Not allow operation of any company vehicle by an authorized employee taking medication that warns of drowsiness.

Establish a key control program for all assigned vehicles.

Authorized Employees

Operate company vehicles in a safe, responsible manner and obey all traffic laws.

Participate in driver-training programs.

Participate in the company drug-testing program.

Ensure all vehicle occupants use seatbelts before moving the vehicle.

Follow safe fueling procedures.

Conduct a pre-use inspection before any first daily use.

Immediately report any safety defects or vehicle problems.

Report use of all prescription medication.

Do not permit any unauthorized passengers in any vehicle.

Secure all vehicles.

Drive with courtesy. Remember that our vehicles represent our company.

Do not abuse the vehicle.

IV Training

All employees authorized to operate company owned or leased vehicles will participate in initial and annual driver safety training that will include:

Defensive driving

Vehicle inspection

Accident procedures

Hazardous weather driving

Procedure for notification of unsafe vehicle

Backing procedures (light truck & van operators)

Cargo area storage and security (light truck & van operators)

Loading & unloading (light truck & van operators)

V Vehicle Inspection

Driver Inspections - Prior to each first daily use the driver shall inspect the vehicle for proper operation of the following safety features, as applicable:

Horn

Backup warning

Head, tail & signal lights

Windshield wipers
Tire inflation (visual check)
Brakes
Steering control
Mirrors
No operational warning lights
Accident kit in glove compartment
Fire extinguisher (light trucks & vans)

Broken glass

Mechanical Inspections - Every company vehicle will be inspected by a qualified vehicle mechanics at least every 3 months. Inspection & maintenance points include:

Road test
Visual inspection of brake system - wheel removal required
Fluid system levels & visual inspection
Brake pad wear
Belts & hoses
Battery condition
Filter replacement
Lubrication
Oil change
Emissions systems visual inspection
Tire tread

All vehicle inspections and maintenance records (file for each vehicle) will be maintained by _____.

VI Driving Safely

Starting

Conduct pre-use inspection
Use seatbelts at all times

Adjust seat & mirrors before starting vehicle

Allow a 15 second warm up time

Check for warning lights

Driving

Do not drive if drowsy

Think ahead - anticipate hazards

Don't trust the other driver to drive properly

Don't speed or tailgate

Drive slower in hazardous conditions or hazardous areas

Pass only in safe areas and when excessive speed is not required

No loose articles on floor

Do not read, write, apply make-up, drink, eat or use a phone while driving

Do not talk on a cell phone while driving

Stay at least two seconds behind the vehicle ahead

Do not stop for hitchhikers or to provide roadside assistance

Backing

Back slowly & be ready to stop

Do not back up if anyone is in path of vehicle travel

Check clearances

Don't assume people see you

Get out & check if you cannot see from the driver's seat

Stopping

Park only in proper areas, not roadsides

Use warning flashers & raise hood if vehicle becomes disabled

Accidents

Do not admit responsibility

Notify our company and law enforcement as soon as possible

Cooperate with any law enforcement officers

Move the vehicle only at the direction of a law enforcement officer

Fill out all sections of the accident report in the glove box

Do not sign any forms unless required by a law enforcement officer

At the scene get the following information

Investigating officer name and law enforcement agency

Make, Model & License Plate number of other vehicles

Names, addresses and phone numbers of all witnesses

Name, address & license of other drivers

Photos of accident using camera in glove box

all 4 sides of all vehicles

roads and intersection at the scene

interior of all vehicles - seating & floor areas

VII Reviewing Drivers

An annual review will include the evaluation of the driver's files for:

Public complaints

Excessive maintenance expenses or vehicle abuse

Accident and violation history from a current Motor Vehicle Reports

Motor Vehicle Reports (MVR)

Each year, every driver will go to the Motor Vehicle Office and obtain a copy of their current Motor Vehicle Report (or equivalent in their state).

Acceptable driving records include the following expectations:

No major violations within the last three years

No more than two at-fault accidents or moving violations within the last three years.

Drivers who develop an unacceptable record will be considered for one-year probation. If the record continues to be unacceptable, our company will consider the following actions:

Reassignment to a non-driving position

Termination of employment

The driver will sign a statement indicating that he or she understands the reason for the probation and the consequences if the probation is violated.

Evaluating New Drivers

Each new driver will receive a road test to evaluate his or her driving ability.

Violation Point System

The following point system will be used for violation and accident potential:

Category	Points
Age.....	_____
25 to 30 (1 point)	
22 to 25 (2 points)	
Under 25 tractor driver (3 points)	
Under 22 (7 points)	
Length of employment in last job.....	_____
Under one year (3 points)	
Number of at-fault accidents or moving Violations in the last three years.....	_____
1 (1 point)	
2 (2 points)	
3 and over (7 points)	
Any major violations (7 points) (Refer to the list below)	
Total.....	_____
(Applicants with seven points or more pose a significantly greater risk of accident potential)	

Major Violations

We will not hire drivers with any major violation in the past three years unless it is on a probationary period.

Evading arrest

Illegal possession

Operating without care

DUI/DWI (alcohol or drug)

Refusing an alcohol test

Driving while impaired

Failure to stop for an accident

Driving to endanger life

Participating in a racing contest

Misrepresentation to avoid arrest

Traffic violation resulting in death

Vehicle use in connection with a felony

Misrepresentation to obtain a driver's license

Revocation of driver's license for any reason

Driving 25 mph or more over the posted limit

Operating while driver's license is suspended or revoked

Operating after driver's license has been denied

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