

Fleet Safety

Why have a fleet safety program?

- A comprehensive fleet safety program is essential to control costs to your organization, stay compliant with regulating agencies, and keep your employees safe on the road.
- The total cost of a vehicle accident usually exceeds the amount recovered from the insurance company.
- Accident control is imperative because of the increased insurance premiums and reduced profits associated with fleet related accidents.

Safe vehicle operation is the result of training, skill, planning, and action: The majority of fleet related accidents are caused by human error or poor operating practices. Both can be controlled with an effective fleet safety program.

Vehicle safety program specifics:

- It is important for organizations to have a vehicle safety program that includes a written safety policy that is developed, supported, and enforced by management.
- Comprehensive fleet safety programs should include the following:
 - Driver safety program
 - System for accident investigation
 - Vehicle preventative maintenance program

Choose your drivers well:

- When selecting drivers for your fleet, it is important to obtain the motor vehicle report (MVR) on all potential candidates.
- These records provide a comprehensive review of individual driving records, including offenses and citations.
- Additionally, experience and references are also important when choosing the best candidates for the job.



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Driver safety programs: The components of a good driver safety program should include at least the following:

- Driver selection procedures
- An initial driver training program
- Proper and effective supervision for all drivers
- Performance goals established by management
- Competency and skill level evaluations
- Periodic performance evaluations/reviews
- Appropriate consequences for poor driving performance
- Methods for immediate reporting of accidents
- Records of performance for individual drivers
- Safety motivation activities/incentives
- Defensive driving training

Accident investigation: An effective system for accident investigation should include at least the following:

- A fast/proactive method for recording accident related facts.
- Procedures for effective interviewing.
- Detailed methods for reporting and analysis.
- A Review Board to determine root causes of accidents, and appropriate corrective actions.
- Follow-up procedures to help prevent future accidents.

Preventative maintenance:

- A systematic approach is necessary to assure all of your vehicles are working properly and remain in safe working condition.
- The basic vehicle preventative program should include the following:
 - Operation inspection procedures to be performed before every use of the vehicle.
 - Comprehensive inspections to be completed on every vehicle at least annually.
 - Methods for documenting breakdowns and required maintenance procedures.
 - Review of equipment design and specifications to identify and avoid equipment/vehicles known to perform poorly.
 - Records of preventative maintenance procedures for all vehicles such as tire changes and fluid replacement.

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This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization: _____ Date: _____

Trainer: _____ Trainer's Signature: _____

Class Participants:

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

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