

Motor Fleet Safety

Model Safety Plan from Liberty Mutual Insurance

The intent of this document is to provide guidance in developing, establishing, or improving your own safety and health program. This material is intended only as a guide as you develop your own safety program by giving you some procedures covering topics most employers must handle. You may modify or delete items to fit your needs.

This material is not all inclusive and may not address special safety and issues unique to your operation. This plan may not fulfill written or minimum performance standards of your state or federal regulations. You may wish to evaluate specific additional needs, suggested program guidelines contained in the Federal Motor Carrier Safety Administration Regulations, ANSI/ASSE Z15.1, *Safe Practices for Motor Vehicle Operations*, related state and federal regulations, and your commitment to workplace safety. Solicit input from members of your work force and management team in the development of this program. Remember, any written plan is only as good as your commitment and implementation.

Foreword

Developing a proactive fleet safety program is one of the best ways to help you control your costs from workplace vehicle crashes. Liberty Mutual Risk Control can consult with you to review your program to determine if recognized best practices are in place to help reduce risk exposures associated with vehicle operations.

Why do you need a fleet safety plan?

Here are some reasons to develop an effective safety and health program:

- Satisfy state and/or federal regulations
- Communicate procedures for recording and reporting crashes
- Reduce your risk of liability
- Plan for the unexpected
- Reduce the costs and financial impact of lost-time injuries from vehicle-related crashes
- Establish baseline expectations and safe driving procedures and practices
- Give employees ownership in your program
- Provide a managerial reference guide
- Document management's commitment, responsibility, authority, and accountability for safe vehicle operations
- Identify and reinforce safe driving habits

Using This Material

This model safety plan was developed as a set of best practices to help you enhance your current program or, if you have no current plan, to provide you a baseline from which to begin. This plan has been designed to provide you with a better understanding of the primary elements necessary to build the foundation for a successful fleet safety program. It has not been evaluated for compliance with individual federal, state, or local regulations. You can implement these policies and procedures now or fine-tune to your own needs. However, the most essential element in this safety plan is you and your commitment to making it happen!

A Liberty Mutual Risk Control consultant may provide additional guidance with program implementation and training.

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The illustrations, instructions and principles contained in the material are general in scope and, to the best of our knowledge, current at the time of publication. No attempt has been made to interpret any referenced codes, standards or regulations. Please refer to the appropriate code-, standard-, or regulation-making authority for interpretation or clarification. Provided that you always reproduce our copyright notice and any other notice of rights, disclaimers, and limitations, and provided that no copy in whole or in part is transferred, sold, lent, or leased to any third party, you may make and distribute copies of this publication for your internal use.

Company Policy Statement and Commitment

(Use this as a guide and customize to your organization's needs.)

Our motor fleet safety program has been implemented to promote safe driving on and off the job. When properly implemented, this program can help reduce the frequency and severity of crashes and violations in our vehicle operations. Our focus is on reducing the financial burden of crashes and the accompanying human suffering. It is equally important that we present a strong public image of a company that puts safe drivers on the road.

We will properly select and train employees who drive on company business and we will keep well-maintained vehicles. _____ (Name) is appointed our Fleet coordinator with responsibility for managing vehicle and driver safety issues. He/she has authority to implement our vehicle safety program and is accountable to _____ (Executive) for its effectiveness.

Our fleet coordinator is responsible for investigating, documenting, contacting, and maintaining communication with our insurance carrier, and following up on automobile claims handling. This program also fits within our disability management plans for emphasizing a prompt return to work for workplace injuries sustained from motor vehicle crashes, through a transitional duty assignment.

This program has been designed to address vehicles driven by or for (delete or add functions as appropriate):

Sales associates

Delivery operations

Transport operations between facilities,

Related business purposes when using company vehicles or personal transportation.

_____ (Assigned line manager or general manager) and a review board team will be formed to promptly review all crashes or incidents.

A list of employees authorized to operate motor vehicles on company business will be maintained by the fleet coordinator. Employees are not allowed to operate motor vehicles on company business unless they are on the list of approved drivers. Supervisors are responsible for verifying an employee is on the list of approved/authorized drivers prior to assigning the employee to work tasks that involve the operation of a motor vehicle on company business.

Employees are required to immediately report all crashes and moving violations that occur during work-related activities, if they are driving a company-owned, rented or leased vehicle used for company business or a personal vehicle being operated on company business.

We will provide safe and reliable transportation to authorized drivers, and the resources for properly maintaining company vehicles. It is each driver's responsibility to ensure proper vehicle maintenance, exercise defensive driving habits, maintain a good driving record, and adhere to the company safe driving expectations and objectives of this program.

Employees who are authorized to drive personal vehicles on company business are expected to maintain their vehicles in safe operating condition, as well as provide the fleet coordinator with proof of liability insurance with minimum coverage that aligns with corporate risk management philosophy. All occupants of company vehicles and occupants of personally owned vehicles driven on company business must wear seatbelts/restraints at all times.

We will adhere to all federal, state, and local laws governing vehicle operation.

(Company Executive)

(Designated fleet coordinator)

(Company Name)

(Date)

Minimum Insurance Limits for Personal Vehicles

Most vehicle reimbursement schedules use the IRS mileage reimbursement rate. The rate is based on average costs of owning and operating a motor vehicle. One of the costs is insurance. Your insurance agent or broker may be able to provide information on average insurance limits in your part of the country. Some sources of information on average limits are:

Edmunds

Insurance experts generally recommended that you purchase 100/300 limits of bodily injury liability (meaning \$100,000 for one person in an accident and \$300,000 for all people injured in one accident).
<http://www.edmunds.com/auto-insurance/how-much-car-insurance-do-you-need.html> (as of February 17, 2015)

CNN Money Essentials

State minimum-coverage limits are too low to protect the assets of most motorists. Unless your income and assets are minimal, buy at least \$100,000 per person, \$300,000 per accident.
<http://money.cnn.com/magazines/moneymag/money101/lesson22/index3.htm> (as of February 17, 2015)

AAA

Studies on average cost of owning and operating a motor vehicle conducted by AAA use 100,000/300,000 limits when calculating insurance costs.

<http://publicaffairsresources.aaa.biz/resources/yourdrivingcosts/index.html>

Vehicle Safety Program Elements

(Use this as a guide and customize to your organization's needs.)

The following driver evaluation, selection, training, and reporting tools will be used to help administer a successful safety plan:

Driver Selection and Questionnaire

Employees with poor driving records expose our company to potentially significant liability. We will only allow the use of our company vehicles, and the operation of non-company owned vehicles on company business, by those drivers who are qualified to drive based on the following criteria:

Applicants for jobs that require operation of a company vehicle must list all moving violations or vehicle crashes (within the most recent three years) on their application. Serious violations (DUI, OWI, felony use, fleeing an officer, reckless, etc.) occurring in the past 5 years and repeat serious violations must be listed. If the application indicates an unacceptable driving record, the applicant will not be considered for a position requiring the operation of any vehicle.

Current employees whose position requires driving on company business must also complete the Driver's Questionnaire (see page 7).

Employees who are assigned company vehicles or who operate personal vehicles on company business are expected to maintain acceptable driving records, per our company's Motor Vehicle Record Criteria definitions (see page 8). Additional information may be found in Liberty Mutual Risk Control Reference Note Motor Vehicle Records, RC 5338.

Motor Vehicle Record Check

The Motor Vehicle Record (MVR) is a list of moving violations and crashes reported against a driver's license number for the past three to five years, in most states. The prospective driver may provide, in writing, a copy of their MVR once employment has been offered. A copy may be obtained, for a small fee, with the employee's permission by writing to the proper state Department of Motor Vehicles.

Drivers with unacceptable driving records (refer to Motor Vehicle Record Criteria page 8), may be subject to having job review and possible removal from positions requiring driving.

Drivers are required to report any crashes or moving violations to their supervisor immediately following the occurrence (including those occurrences while driving a personal car while on company business and violations in the personal vehicle on their own time). Drivers are responsible for notifying their supervisor of final outcomes of violations. When reviewing driving records to verify an employee meets our driving record criteria all motor vehicle violations and convictions will be used. This includes violations in personal vehicles on personal time.

As a condition of their continued employment as a company driver, an MVR will be obtained, at least annually, on all employees who drive on company. A method to record your MVR requests is provided in Appendix A.

Hiring and Retention Standards and Employee Agreement

The use of Motor Vehicle Records: Employee Acknowledgement and Agreement, (page 8) objectively evaluates applicants and existing employees who drive. Our company policy defines the number of violations a driver can have before losing his or her privileges to operate a company vehicle, or to perform driving duties. Some single violations can disqualify an employee from operating motor vehicles on company business. A copy of the policy will be given to the driver for their records, and a signed copy placed in each driver's personnel file.

Road Tests

Prior to employment in a position requiring driving on company business, the applicant will complete a driving test in the vehicle or vehicle similar to that he/she will most likely be driving. An employee or manager trained in administering road tests will conduct the road test. It is suggested that a road test be at least 20 miles in length over a planned route. The road test objective is to verify skills and identify driving habits. Some drivers may pass the driving test but need follow up training, coaching or evaluation.

Crash Procedures and Reporting Forms

Any vehicle driven on company business must carry a vehicle crash reporting form (not provided as part of this plan). All drivers are expected to conform to the state laws governing actions at the scene of a crash. All crashes, thefts, and vehicle damage (vehicle damage includes vandalism, weather-related damage, and other non-crash related events) regardless of severity, must be reported to the fleet coordinator and the employee's direct manager by using our company's vehicle crash reporting form. See CM 3058 Glove Box Accident Report Form.

Vehicle Condition Reports (Inspections)

Drivers must complete a company approved vehicle checklist at least annually. Service and maintenance logs must be kept for each vehicle. Manufacturer's recommendations for vehicle maintenance must be followed.

Each vehicle shall have an emergency road kit containing our company's vehicle crash report form. If drivers do not have cameras on their cell phones cameras should be provided for crash scene documentation.

Safe Driving Performance Expectations

Driving is a critically important part of the job for those employees assigned company vehicles or operating their own vehicle for company purposes. Evaluations of their job performance will include an evaluation of their driving performance and compliance with fleet safety policy/program expectations.

Safe driving performance also includes responsible use of mobile communications devices. Drivers are expected to read, understand, and comply with our Mobile Device Use Policy for Drivers (page 6).

Driver Training and Continuing Education

The fleet coordinator will provide on-going driver and supervisor communication related to driving safety and fleet safety program expectations and policies. This will be done in addition to regular safety meetings and supervisory communication.

Mobile Device Use Policy for Drivers

(Use this as a guide and customize to your organization's needs.)

Policy regarding use of cellular phones, personal digital assistants (PDAs), converged devices, texting devices, computers, and other mobile electronic devices.

Our company is committed to providing a safe work environment for all our employees. In addition, we strive to prevent injury to third parties while our employees are performing work-related activities.

Using cellular phones, computers, messaging devices, or any other mobile electronic device while operating a motor vehicle is a critical safety concern for _____ (company name). As research has shown, such devices significantly distract drivers. Distracted driving increases the likelihood that a crash will occur.

This policy is intended to control the circumstances under which an employee can utilize a cell phone or other remote device while operating a motor vehicle on company business, regardless of whether the vehicle is company-owned, rented/leased, or employee-owned.

_____ (Company name) requires all drivers on company business and drivers operating a company-owned vehicle for personal use to adhere to the following policy parameters while operating the motor vehicle:

- Employees must comply with federal, state, or local laws and regulations that may exist to control usage of mobile devices while operating a motor vehicle.
- If it is necessary to place or accept a cellular phone call at any time while operating a motor vehicle, the employee will safely drive his or her vehicle to an off road location where the vehicle can be stopped without risk to the employee or any third party.
- Drivers will not send, compose, or review received text messages, either on a company-owned or personally-owned device.
- Drivers will not operate any other mobile device, including but not limited to a Personal Digital Assistant (PDA), converged device, pocket PC, binaural headset-based audio device, such as an MP3 player, or laptop computer, either in a company owned or personally owned vehicle while on company business.
- Navigation systems will be programmed before the trip is started, not while the motor vehicle is in operation.

Any employee who fails to adhere to this policy may be subject to disciplinary action, including, for example, written warning and/or subsequent restrictions on using a vehicle for company business. Employee safety is a priority at _____ (company name), and your adherence to these guidelines will help us maintain the personal safety of our employees as well as that of our fellow drivers on the road.

Driver Receipt

I hereby acknowledge receipt of the **Mobile Device Use Policy for Drivers**. I agree to abide by the directives set forth in this policy and to conduct myself according to the standards established therein.

Signature

Printed Name

Date

To be kept in employee file.

Distractions

Drivers who attempt to multi-task while driving are at a higher risk of crashing their vehicle or contributing to circumstances where crashes are more likely. To reduce the potential for distraction related crashes drivers should not engage in the following activities or other activities which take the driver's hands off the wheel, eyes off the road or mind off of driving. (Edit the list based on your company needs, vehicles and operations and address a range of distracting activities that are prohibited while operating company vehicles and personal vehicles on company business.)

- Eating or drinking
- In-vehicle entertainment/infotainment systems
- Smoking
- Personal grooming
- Watching non-traffic situations outside the vehicle (crashes, people, construction)
- Doing paperwork from your last client
- Using Video players
- Reaching for loose items
- Interacting with passengers
- Child care
- Reading books, newspapers or other printed material
- Transporting pets in the vehicle (unless in carriers and secured)
- Changing clothes

Driver Questionnaire

(Use this as a guide and customize to your organization's needs.)

Name: _____

Present Address: _____

In what state(s) have you held a valid driver's license? _____

1. Do you possess a current vehicle operator's license? _____ YES _____ NO

	Vehicle Operator License	Other License (CDL, Chauffeur, etc)
State:	_____	_____
Expiration:	_____	_____
License #:	_____	_____
Full Name:	_____	_____
	(As it appears on license)	

2. Have you ever had an operator's license revoked or suspended? _____ YES _____ NO
If yes, please explain. _____

3. List all moving violations and crashes you have had within the last 3 years. (If none, write "NONE.")
(1) _____
(2) _____
(3) _____
(4) _____

4. Have you ever received a citation for driving while under the influence of _____ YES _____ NO
alcohol, drugs or other controlled substances?
If yes, explain _____

5. Have you ever been required to attend an alcohol offender's school, _____ YES _____ NO
traffic offender's school or other remedial traffic school required by the courts?
If yes, explain _____

6. Have you ever completed a driver's education course? _____ YES _____ NO

If yes, when? (Date) _____

I understand that all of the information provided on this form will be kept confidential, and certify that, to the best of my knowledge, the above information is correct. Any falsification may result in disciplinary action up to and including termination.

Signature of Applicant Date

Motor Vehicle Records

(Use this as a guide and customize to your organization's needs with consideration to your company's risk tolerance. Keep in mind that, in the event of future litigation, your willingness to accept risk will be compared to other companies and carefully looked at by plaintiff attorneys and juries.)

For All Drivers

A copy of the driver's Motor Vehicle Record (MVR) should be obtained to ascertain that applicants and existing drivers have a valid license and to review past driving records. A history of crashes and moving traffic violations could indicate a problem.

There is no magic formula for analyzing MVRs that addresses the needs of all organizations. Organizations that operate motor vehicles would prefer to see a "clean" record (i.e., crash and violation free). Companies should establish criteria based upon their acceptance of risk and best practices (outlined in industry recognized guidelines such as ANSI Z15.1) for what constitutes an acceptable MVR and the penalties involved in not meeting such criteria. NOTE: caution should be exercised to assure that all applicant's/employees are being evaluated under the same criteria.

MVRs should be used as qualification for new drivers, but may also be an indicator that driver counseling or training would be beneficial for existing drivers. Training after a conviction may help a driver recognize the importance a company places on "safe" driving and helps reduce the likelihood of future, similar involvement.

There should however, be certain offenses which receive higher consideration for action, such as:

Any felony involving the use of a motor vehicle;

Driving under the influence of alcohol or drugs (or refusal to be tested);

Leaving the scene of an accident; and/or

Speeding over a defined limit based on your states grouping. States may use different speeding ranges such as 6 to 10 MPH over posted. The ranges can vary by state and states your drivers operate in may use slightly different ranges. Violations of 20 MPH or more over posted should be treated as much more serious than lower amounts over posted.

For Existing Drivers

This Employee Acknowledgement and Agreement defines the number of violations received before action may be taken regarding losing privileges to operate a vehicle on company business. The offenses are not limited to those committed while operating on company business.

This written notice and signoff acknowledgement must be retained in each driver's personnel file, indicating full understanding of the MVR criteria and respective consequences.

Minor Offenses

(Company may define individual offenses)

Within any 12 Consecutive Month Period

First Offense: Written warning and counseling

Second Offense: (Company shall define consequences)

Third Offense: (Company shall define consequences)

Within any 24 Consecutive Month Period

Second Offense: Written warning and counseling

Third Offense: (Company shall define consequences)

Fourth Offense: (Company shall define consequences)

Major Offenses

Major Offenses are defined below and carry a consequence per the following:

Any felony conviction in which a vehicle is used: (Company shall define consequences)

Failure to stop, report, or comply with state statutes when involved in a crash: (Company shall define consequences)

Any display or evidence of reckless driving, excessive speeding, endangerment of others, (or your company's specific offenses.): (Company shall define consequences)

DUI (driving under the influence), DWI (driving while intoxicated) or OUI (operation under the influence):

First Offense: (Company shall define consequences) Note: Operating a motor vehicle while impaired is a major offense. Companies must understand that continuing to allow an employee to operate a motor vehicle on company business may be considered negligent entrustment in future legal proceedings.

Preventable Crashes

As defined by the National Safety Council regarding what actions the driver took to do “everything reasonable to avoid the crash, etc.” A formal review by management and the employee’s supervisor will convene to evaluate the circumstances of the crash.

Within 36 Months:

First Crash: Evaluation and counseling

Second Crash: (Company shall define consequences)

Third Crash: (Company shall define consequences)

Seatbelt/Restraint Violations

Seatbelts are crucial to maintaining the driver in their seat. Being behind the wheel is a critical issue when maintaining control of the vehicle. Injuries from motor vehicle crashes can have serious impact on a business operation, the employee’s family of the driver, and other drivers and passengers. How seatbelt violations will be treated when reviewing driving records should be addressed as part of your policy and mentioned in the above or under this heading.

I acknowledge and fully understand the consequences of my driving performance as evident by my crash and/or violation history.

Driver Signature

Supervisor Signature

Date

Company Name

Employment Application Driving Position Supplement

(Use this as a guide and customize to your organization's needs.)

Please attach a photocopy of your valid driver's license.

Applicant Name:		Date:		
Present Street Address:				
City, State, Zip		How long?	Telephone Number:	
Previous Street Address: (if less than 3 years at present address)				
City, State, Zip		How long?	License Restrictions:	
Driver License				
State:	License Number:		Expiration Date:	
Traffic Violation Record: (List all traffic convictions and forfeitures in the past three years except parking violations)				
Location:	Date:	Court:	Charge:	Penalty:
Has your license or permit to operate a motor vehicle ever been suspended or revoked?				___ Yes ___ No
If yes, when, where, why?				
Crash Record: (List all crashes in which you have been involved in the past three years)				
Date	Location		Description	

To Be Read and Signed by Applicant

I certify that all information on this application is true and complete to the best of my knowledge and that any misrepresentation could be reason for dismissal or denying employment. I authorize management to obtain a current Motor Vehicle Record of my driving history now, and at any time in the future. I recognize that I will not be permitted to operate a company vehicle or drive on company business if a review of my driving record indicates any of the following convictions: (1.) hit and run, (2.) driving under the influence of alcohol or drugs within the past x years, (3.) any felony, homicide, or manslaughter involving use of a motor vehicle, or (4.) leaving the scene of a crash (Company shall define consequences for all). I acknowledge that I have read the company's policy on safe driving and will follow requirements stated in this policy while I am driving on company business.

Driver's Signature: _____ Date: _____

Driver Testing and Training

(Use this as a guide and customize to your organization's needs.)

Purpose

Establish a minimum level of driving skills needed to operate motor vehicles in a safe and legal manner.

Driving skill and ability shall be demonstrated by the driver (and prospective applicant) by having him or her operate the vehicle, or similar type that will be used in the job, under the direct observation of their current or prospective supervisor. This evaluation will verify competency, driving habits, skills, and attitudes conveyed during the operation of a vehicle.

Responsibility

Management has responsibility for ensuring that vehicles driven on company business are operated only by qualified drivers who have demonstrated their competency in operating the vehicle under varied conditions.

Demonstrating Driving Ability

These tests will determine an applicant's skill in handling equipment in a limited area. Different skill tests are required of automobile users versus operators of delivery vans or straight trucks. For delivery vehicles, exercises will include parallel parking and backing. Performance will measure the applicant's skill in maneuvering a vehicle and their ability to practice good judgment and courtesy.

Road tests will be given in normal traffic conditions over a prescribed course or route at least 20 miles in length, and will be documented on an evaluation sheet by an experienced examiner. The checklist will include various maneuvers to be performed by the driver.

Preparing to Conduct a Road Test

Select a vehicle and test route that is the same or similar to the one the applicant may drive if hired.

Practice conducting the road test before actually administering it, to become familiar with the route and scoring procedure. Be certain it is representative of the actual driving tasks the driver will perform.

Each applicant examined will be rated in accordance with the established standard.

Points to Include During the Road Test

Observe and note the following abilities.

Parking Lot and/or Dock Test

Remembering to walk around the vehicle before moving it

Ability to maneuver the vehicle in tight spaces

Ability to judge the width and length of the vehicle

Ability to back up in a straight line (using mirrors only if a van or straight truck)

Ability to successfully judge spaces and distance using spotters for backing

Communicating with dock personnel to pre-plan maneuvering and hookup (if applicable)

Stabilizing vehicle after connection (if applicable)

Road Test

Remembering to walk around the vehicle before moving it to determine if there are obstructions

Controlling speed and flow with traffic

Using mirrors effectively when maneuvering through traffic

Stopping smoothly and accurately judging distances

Anticipating and reacting to situations before they become critical

Observing all traffic laws

Procedures to Follow in a Vehicle Crash

(Use this as a guide and customize to your organization's needs.)

- Protect the scene of the crash and take action to prevent additional collisions or injuries.
- Pull off the roadway as far as possible, unless otherwise directed.
- Place reflectors or flares in front of and to the rear of your vehicle. Follow applicable federal or state laws.
- Contact emergency authorities immediately.
- Administer emergency first aid if trained to do so, following any applicable state or local guidelines.
- Obtain and record the following information at the scene of the crash:
 - Name and address of each driver, passenger, and/or witness to the crash.
 - License number of each vehicle involved.
 - Name and policy number of the insurance company for each vehicle involved.
- Complete a vehicle crash reporting form, including a diagram of the crash.

What to Do

Be courteous. Do not argue. Keep calm.

Give your name and address to the injured person or a police officer before leaving the scene. If police respond to the crash, do not leave the scene until you are told you may leave by the officer(s) responding.

What Not To Do

Do not talk about the crash except to a police officer, your employer, or your insurance claim adjuster.

Make no settlements or offers of settlements to anyone.

Do not sign any statements or reports other than official police reports.

Do not admit fault.

Our fleet coordinator will conduct a review of each vehicle crash.

Vehicle Maintenance and Inspections

Employees operating company vehicles are expected to make a safety check on their vehicle before driving. The inspection should include, at a minimum, lights, horn, turn signals, brake lights, oil level, coolant level, tire pressure and condition, and adjustment of rearview mirrors. The operator should complete a vehicle condition report according to the schedule required by the driver's manager.

_____ (Our company's) Fleet Vehicle Condition Report records must be maintained by the operator assigned to company vehicles for regular inspections and for recording maintenance or repair needs. (Also see Liberty Mutual's Risk Control Reference, *Company Vehicle Inspection Checklist*, RC 875).

All maintenance including oil changes, lubrication, repair, parts, etc., will be recorded on an up to date vehicle maintenance log, which will be kept in the glove compartment of each vehicle. All scheduled maintenance will be in accordance with the vehicle manufacturer's recommendations. All repair needs must be highlighted and brought to the immediate attention of the fleet coordinator.

Maintenance of personal vehicles used for company business is the responsibility of the owner. The company reserves the right to inspect a personal vehicle at random, and will subject that vehicle to the same safety criteria as with company owned vehicles. Reports will be retained by the company and kept in the personnel file of the owner/driver.

Sample Safe Driving Performance Expectations

(Use this as a guide and customize to your organization's needs.)

- Seat belts must be used by driver and all passengers.
- Properly installed child safety seats or booster seats must be used for all children under 80 lbs.
- Keys must never be left in the vehicle. Spare keys are to be kept in the office or at your home.
- Materials and inventory must not be left in plain view where they may be susceptible to theft or damage. Drivers are responsible for the security of vehicles and cargo.
- Lock an unattended vehicle.
- Observe posted speed limits and rules of the road.
- Maintain company vehicles in accordance with our company policy and specifications. You will be responsible for damage to company vehicles resulting from reckless or abusive handling or operation.
- Be courteous to other drivers and pedestrians. Observation reports may be utilized to identify your driving habits and will be used in your evaluation.
- Do not use controlled substances or alcohol prior to or when operating a motor vehicle. Be aware of possible adverse effects of prescription drugs.
- Only the assigned driver or other company personnel engaged in the course of their employment are permitted to drive company vehicles.
- Keep windows clean inside and out to reduce glare
- Remove snow accumulation prior to driving. Removal includes snow from on top of the vehicle and all windows and lights so visibility is maximized.
- Maintain 4 seconds of following distance between your vehicle and other vehicles (passenger vehicles), 5 to 8 seconds in heavy/long combination vehicles and move slightly slower than the flow of traffic in heavy traffic
- Maintain awareness of what is in front of your vehicle, on both sides and behind it to reduce the need for sudden stops or quick lane changes which can make it more likely other vehicles will strike your vehicle.
- Do not drive when fatigued and plan trips to avoid fatigue.

(If commercial training materials or presentations are used for driver training the concepts or theories presented in the material should be included as expectations in your program)

Driver Signature

Company fleet coordinator

Company Name

Date

New Driver Training and Education

(Use this as a guide and customize to your organization's needs.)

Drivers will undergo a preliminary new employee orientation for new hires or transferred employees who now have driving responsibilities. Our fleet coordinator will determine a schedule of topics for regular continuing education.

Topics can include, but are not limited to:

- Company policies and procedures for operation of company-owned vehicles
- Safe driving objectives and company expectations
- Vehicle use and limitations for personal use
- Annual MVR checks and methods for management evaluation
- Cargo handling and security precautions
- Driver training and crash reporting/response procedures
- Vehicle maintenance and inspection requirements
- Concepts of safe driving
- Territory and routes of expected travel
- License requirements (CDL, verification of physical/visual exams, etc.)

Additional Fleet and Vehicle Safety Program References and Tools

The following Liberty Mutual materials may be used in administering a vehicle safety program.

- *Company vehicle inspection checklist*, RC 875
- *Driver selection*, RC 284
- *Driving through construction zones*, RC 5124
- *Getting prepared for winter driving*, RC 5159
- *Glove box accident report form*, RC 3058
- *In-vehicle distractions*, RC 5412
- *Mirrors for cars*, RC 5317
- *Mirrors for heavy trucks and tractor trailers*, RC 226
- *Mirrors for light and medium duty trucks*, RC 280
- *Mobile phone safety*, RC 281
- *Motor vehicle records*, RC 5338
- *Road rage*, RC 6105
- *Road test principles*, RC 124
- *Supervisors vehicle crash incident report*, RC 953
- *Vehicle maintenance*, RC 285
- *Vehicle use agreements*, RC 5184

