



AUDITING TOOL

Evaluate your Motor Vehicle Operations Program

Listed below are several fleet safety program components safety professionals recommend, along with questions designed to guide motor vehicle owners and managers in safety program development. If you employ motor vehicle operators you should work towards creating a motor vehicle program that list all those elements scoring 5-points.

Scores are credited only if the program includes all those elements listed in a given section. Example: to get a score of 5-points for a section the program must include each element listed under the 5-points column.

Many workers are at high risk of injury and death from traffic-related motor vehicle crashes. About three workers die from these crashes each day.

Source: The National Institute for Occupational Safety and Health (NIOSH) *Preventing Worker Injuries and Deaths from Traffic-Related Motor Vehicle Crashes*

Motor Vehicle Policy

5 points	3 points	1 point
<ul style="list-style-type: none"> • Management communicates to drivers the importance of driving safely • Policy identifies fleet goals each year • Process in place to measure critical risk factors or activities known to contribute to accidents 	<ul style="list-style-type: none"> • Company has a written policy statement in their written fleet safety program 	<ul style="list-style-type: none"> • Driver safety is addressed in the employee handbook and employees have signed off

Comments



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Written Motor Vehicle Program

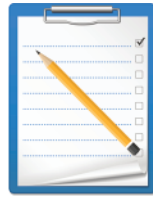
5 points	3 points	1 point
<ul style="list-style-type: none"> • Procedures developed to select only competent drivers and safe vehicles • Program explains how drivers will be evaluated, through MVRs, ride-alongs, etc. • Training evaluates drivers' skills, knowledge, and awareness of hazards • Rules and regulations are defined for drivers, to include seat belt and cell phone use • Written process for driver infractions • Procedures are established for Accident Investigations • Audits conducted periodically to evaluate program 	<ul style="list-style-type: none"> • Rules and regulations are defined for drivers, to include seat belt and cell phone use • Written process for driver infractions • Written program references Drug & Alcohol Policy 	<ul style="list-style-type: none"> • Rules and regulations are defined for drivers • Written process for driver infractions

Comments

Accident Reporting and Investigations

5 points	3 points	1 point
<ul style="list-style-type: none"> • Vehicles equipped with accident response kits that include instructions, accident report forms with diagrams, witness cards, and disposable cameras • All accidents investigated to determine causes • Management reviews all accidents • Solutions are provided for prevention of accidents • Investigation findings are used in future training 	<ul style="list-style-type: none"> • Company has an accident investigation form • Serious accidents are investigated but not minor incidents 	<ul style="list-style-type: none"> • Serious accidents are reviewed by management

Comments



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Driver Hiring and Retention

5 points	3 points	1 point
<ul style="list-style-type: none"> • Written hiring and qualification criteria is established • Job descriptions are developed • Management thoroughly reviews previous employment history of each applicant and contacts previous employers • Motor Vehicle Records (MVR) reviewed annually • Criteria in place for evaluating these records 	<ul style="list-style-type: none"> • Company keeps a copy of a valid driver's license for all drivers • Motor Vehicle Records (MVR) reviewed at hire only 	<ul style="list-style-type: none"> • Company keeps a copy of a valid driver's license for all drivers

Comments

Motor Vehicle Safety Training

5 points	3 points	1 point
<ul style="list-style-type: none"> • Completion of training to include a review of company safety programs, regulatory requirements, seat belt use, cell phone policy and defensive driving concepts • All drivers complete a road test to assess their level of skill and safety awareness • Training completed annually • Annual ride-along completed • Annual measurements are in place to evaluate driver's skill and knowledge • Designated route used to test drivers' skills • Specific measurements that identify need for retraining 	<ul style="list-style-type: none"> • Drivers watch a safety video • Training completed at hire only • Training includes discussion for cell phone and seat belt use • Drivers pass a quiz 	<ul style="list-style-type: none"> • Driver training is discussed through toolbox talks or company safety meetings

Comments



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Performance Evaluation

5 points	3 points	1 point
<ul style="list-style-type: none"> • Performance evaluations are conducted periodically to review driver safety performance • A vehicle-monitoring program (i.e., GPS system etc.) is used to provide feedback on the safe driving habits of drivers • Is it used to help develop objectives for defensive driving training programs • There is a process for recognizing safe driving milestones and achievements • Employees are recognized for outstanding performance 	<ul style="list-style-type: none"> • Driver evaluated after an accident • Supervisors make on the spot corrections and document corrective actions • Drivers complete a written test each year 	<ul style="list-style-type: none"> • Driver completes accident report

Comments
