

(INSERT YOUR MUNICIPALITY/AUTHORITY HERE)

Fleet Safety Program

This document is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization's policies and procedures as presented by your manager or supervisor. For further information regarding this document, contact your Safety Director at 877.398.3046.

Governmental entities often have large fleets of vehicles and can significantly reduce accident rates by following basic management techniques. There are seven management strategies that make a substantial difference in any organization's vehicle safety record. These strategies should be included in a written fleet safety policy that is specifically adapted to your operation. Specifically:

1. **Monitor safety performance.** Managers communicate their priorities by what they monitor. Managers that are aware of their safety performance are far more likely to make sure the safety program is being conducted properly. Statistics should be maintained comparing vehicle accident frequency to previous years and benchmarks. At least quarterly (monthly in the case of large fleet operators) the person responsible for the safety program should prepare a report to top management that summarizes the accident rate and specific accidents. This report should include both occupational accidents and vehicle accidents.

2. **Include all drivers in the safety program.** Employers may not be aware of the full extent of their non-owned vehicle exposure. Identify everyone who drives on behalf of the operation, even those individuals who use personal and/or rented vehicles.

3. **Screen and select drivers carefully.** Establish clear hiring standards and a thorough screening process for anyone who drives on business.

4. **Require all personnel to complete a safety orientation and periodic refresher training.** Organizations where all workers are up to date on their safety training average 46% fewer reportable accidents. Large fleet operators often have in house training resources while smaller operators depend on contractors or resources provided by their insurer.

5. **Discuss safety with employees at the start of each shift.** Organizations where supervisors and crew leaders discuss safety with their associates each morning average 54% fewer accidents. Managers and supervisors have the responsibility to make sure each operation is properly planned and that each employee is reminded of the critical safety procedures required for each day's activities.

6. **Review all accidents to determine if they were preventable.** Fleet operators should establish a formal accident review committee that includes representation from senior management. The National Safety Council publishes guidelines for these deliberations. Where applicable, a representative of the bargaining unit should be included in the committee.

7. **Establish a formal plan for vehicle inspection, repair and maintenance.** Fleet operators should develop a preventative maintenance program for vehicles and equipment that includes a pre-trip inspection to identify deficiencies and preventative maintenance based on manufacturers' recommendations that is completed and documented by qualified persons.

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Purpose

The purpose of this Fleet Safety Program is to detail the policies and procedures to minimize the frequency and severity of vehicle accidents. Any deviations from this program must be immediately brought to the attention of _____.

Scope

This policy applies to:

- All drivers of owned, leased, rented or borrowed vehicles.
- All drivers of non-owned vehicles while being operated on **(INSERT YOUR MUNICIPALITY/ AUTHORITY HERE)** business.

_____(Title) _____ is responsible for the program's implementation, management and recordkeeping requirements.

Program Responsibilities

_____(Title) _____ is responsible for oversight of this program. All driver selection, vehicle maintenance, training and other program components will be coordinated under their direction. Additional duties include:

- Evaluates applicants to determine if they are eligible to drive our vehicles or other vehicles on Municipal/Utility business
- Authorizes those persons who are allowed to operate vehicles
- Oversees annual review of MVRs
- Ensures vehicles are maintained in safe condition
- Develops and enforces fleet safety rules and policies
- Define policy regarding use of personal vehicle on municipal business
- Investigates all vehicle accidents and recommends any necessary corrective actions
- Ensures that a supervisor's incident report is completed and submitted
- Coordinates driver training programs
- Annually reviews this written program and makes any changes needed. Documents the annual review on the proper forms (found in **Appendix A**) and submits the report to upper management

Driver Selection

(INSERT YOUR MUNICIPALITY/AUTHORITY HERE) will check the driving history of all applicants through the use of a Motor Vehicle Record (MVR) before they are granted driving privileges. An updated MVR for all approved drivers will be obtained and reviewed annually thereafter. A driver list is maintained and updated annually, and includes the date of the last MVR obtained for each driver. The approved drivers' list will be recorded on the proper form found in **Appendix B** and maintained by the Program Administrator.

Employees will be prohibited from operating vehicles on Municipal/Utility business under any of the following conditions:

- Employee does not have a valid driver's license, or the license has been suspended or revoked
- Employee does not have at least one year of verifiable driving experience.

- Employee’s MVR indicates more than three moving violations and/or preventable accidents in the past three years, or more than 2 moving violations and/or preventable accidents within the most recent year. **<Suggested >modify to reflect your current policy**
- Employee’s MVR indicates any one of the following major violations within the past three years:
 - Driving under the influence
 - Reckless driving
 - Vehicular manslaughter/homicide
 - Leaving the scene of an accident
 - Operating with a suspended or revoked license
- **<enter any additional driver selection criteria used by your organization>**

Authorized Vehicle Use

_____ (Title) _____ determines who is authorized to operate vehicles on Municipal/Utility business. No employee or nonemployee (for example, an employee’s spouse or child) is allowed to operate a Municipal/Utility vehicle, or their own vehicle on Municipal/Utility business, unless the Program Administrator has authorized that person to drive. Before any non-employee is permitted to use a Municipal/Utility vehicle, he or she must meet the same qualifications as employees. Use of Municipal/Utility vehicles by employees and nonemployees under the age of 18 is prohibited.

Vehicle Maintenance

Regular inspections and maintenance will be completed on all Municipal/Utility owned and operated vehicles per the manufacturer’s recommendations. If during an inspection any of the items are found deficient, the vehicle will be removed from service until it can be repaired or replaced. All problems must be promptly reported to the Program Administrator. Each driver will inspect the vehicle before each use. The inspection will consist of all items listed in the Vehicle Self-Inspection Report (form located in **Appendix C**).

Driver Safety Rules

All motor vehicle operators must obey all state laws and posted signs when operating vehicles. In addition, the following rules must be followed at all times.

Cell Phones and Other Distractions

The use of handheld or hands-free cell phones, or other devices that take attention away from the driving task, are prohibited when driving Municipal/Utility vehicles. Passengers may use devices only if the use will not be distracting to the driver. Cell phone calls should be made prior to or at the completion of a trip. If a call must be made during a trip, drivers must pull into a safe location and stop before making the call. If the driver receives an incoming call while driving, they must allow the call to go to voicemail and return the call when stopped in a safe location.

Police – Officers on duty will restrict Phone use to department related calls or calls directly pertaining to law enforcement issues.

Eating while driving is prohibited. Non-alcoholic drinks may be consumed with great discretion and only in situations where driving hazards are minimal (i.e., not in traffic, through road construction, etc.)

Seat Belts

Seat belts must be properly worn by all drivers and passengers while the vehicle is in operation. Children being transported must remain properly secured in a child safety seat or booster seat according to state law.

Fatigued Driving & Driving Under the Influence

Drivers will not operate a motor vehicle at any time when his/her ability is impaired, affected or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

It is the employee's responsibility to notify his/her supervisor of their inability to drive a vehicle.

Severe Weather

Extreme caution must be exercised when driving in severe weather conditions. If a driver has any doubt about the safety of travel, they must contact their supervisor for guidance.

Radar Detectors

The use of radar detectors or any other device with the purpose of detecting or interfering with police radar is prohibited.

Glass & Mirrors

All damaged glass should be reported immediately. To reduce windshield damage, and maintain good visibility, drivers will:

- Keep a safe distance between vehicles, especially on gravel roads
- Use clean, greaseless, dry cloths to wipe the windshield
- Replace worn wiper blades as soon as they begin to streak
- Use plastic or rubber ice scrapers, never metal
- Keep all glass & mirrors free of dirt, mud and snow

Towing

Only vehicles specifically approved for towing may be used to tow trailers of any size or type.

<Enter any additional driver safety rules used by your organization>

Traffic Violations and Citations

Drivers are responsible for all citations received. Traffic citations must be reported to _____(Title) _____ as soon as possible who will review the driving privileges of any employee charged with a serious offense. Disciplinary action may include warnings, probation or suspension of driving privileges. For those jobs that require operation of a Municipal/Utility owned vehicle, loss of driving privileges may result in termination.

Vehicle Accident Investigation

Vehicle accident investigations are handled internally and may utilize external documents such as police reports. Vehicle accident reports are to be filled out by the driver and returned to _____(Title) _____ as soon as reasonably possible. _____(Title) _____ will determine accident preventability and the proper course of disciplinary action that may be necessary. This person will also determine if additional training is needed to prevent similar accidents from occurring in the future. Trends in types of accidents or multiple accidents by the same driver will receive additional scrutiny, as they may signal the need for additional training or changes to driver selection procedures.

If you are involved in an accident, perform the following steps:

- Stop your vehicle and protect the scene. You do not want a secondary accident to occur.
- Call for medical assistance and assist any injured people, if necessary.
- Call the police and _____(Title) _____ or a supervisor as soon as possible.
- Locate any witnesses and get important information from them. If possible, get names, addresses and phone numbers.
- Exchange pertinent information with other drivers.
- Take photos of the accident.
- Fill out a vehicle accident report form and send it to the Program Administrator (forms are in **Appendix D**).

When in an accident, drivers must:

- Never admit fault or apologize. Apologies could be interpreted as an admission of fault.
- Never argue with other drivers or witnesses.
- Never argue with the police.
- Never make a statement to the media. Refer them to _____(Title) _____.
- Never discuss details of the incident with anyone except a representative of **(INSERT YOUR MUNICIPALITY/AUTHORITY HERE)** or the police.
- Report every accident no matter how small to the _____(Title) _____.

Vehicle Accident Report forms must be kept in each vehicle for use after an accident. If the vehicle you are driving does not have a Vehicle Accident Report form in it, contact the Program Administrator.

Driver Training

Upon initial assignment of driving privileges, each driver will be required to attend a training session that outlines the rules and procedures in our Fleet Safety Program. Ongoing training will be offered to all drivers, at least annually, to ensure they are kept up-to-date with defensive driving techniques and changes to the policies and program. Driver ride-alongs may also be conducted upon initial hire and periodically thereafter as deemed appropriate by _____(Title) _____. Training and retraining will be documented (Training Record/Certification forms are in **Appendix E**).

Periodic Program Review

At least annually, the Program Administrator will conduct a program review to assess the progress and success of the Fleet Safety Program. The review will consider the following:

- Evaluation of all training programs and records
- The frequency and severity of vehicle accidents during the previous year
- The need for changes to the Fleet Safety Program, based on evaluation of the program and results
- The need for changes to the driver selection/disqualification criteria

Record Retention

All records will be retained for **XX** years. <Refer to Public record retention requirements>

Revision History

<Revision XX – March 2012>

Appendix A – Annual Evaluation Report

Date of Evaluation:	Evaluated by (list all present):
Written Program Reviewed: Yes No	
Comments on Written Program:	
Do vehicle accident records indicate a need for additional employee training on the program? Yes No	
The following content was added/modified/removed from the written program:	
Comments:	

Appendix B – Driver List

Those listed below have been authorized to operate motor vehicles on Municipal/Utility business and have received instruction regarding the **(INSERT YOUR MUNICIPALITY/AUTHORITY HERE)** Fleet Safety Program.

Employee Name	Date of Last MVR Check

Appendix C – Vehicle Self-Inspection Report

VEHICLE SELF-INSPECTION REPORT

Inspection Completed By:					Date:	
Vehicle Make:		Model:		Year:		No.:
Beginning Mileage:				Ending Mileage:		
Not OK	OK	Before Starting Engine		Not OK	OK	After Starting Engine
		Body				Brakes
		Brake/head/tail/clearance lights				Parking brake
		Direction signals/emergency flashers (4-way)				Engine/drive train
		Mirrors (inside and outside)				Gauges (oil/fuel/temp/air)
		Windows/windshield				Heater/defroster/air conditioner
		Wheels and tires				Speedometer
		–Air pressure to manufacturers recommendation				Steering
		–Minimum of $\frac{3}{16}$ inch tread depth				Transmission
		–No visible sign of the tire deterioration				Other:
		Windshield wipers and washers				
		Horn				
		Seat belts (all seating positions)		Remarks:		
		Seats securely fastened to the floor				
		Battery				
		Belts/hoses				
		Fluid levels/leaks				
		Muffler and exhaust system				
		License plate(s)				
		Suspension system				
		Fire extinguisher				
		First aid kit				
		Reflectors/flags/flares				
		Other:				

Condition of above vehicle is Satisfactory Unsatisfactory

Signature: _____

TO PASSENGERS AND OTHERS

My employer requires that I report details of all accidents. If you witnessed this one, please assist me by writing your name below. Write a brief description of your version of the accident on the reverse side, even if you consider me at fault.

Name _____

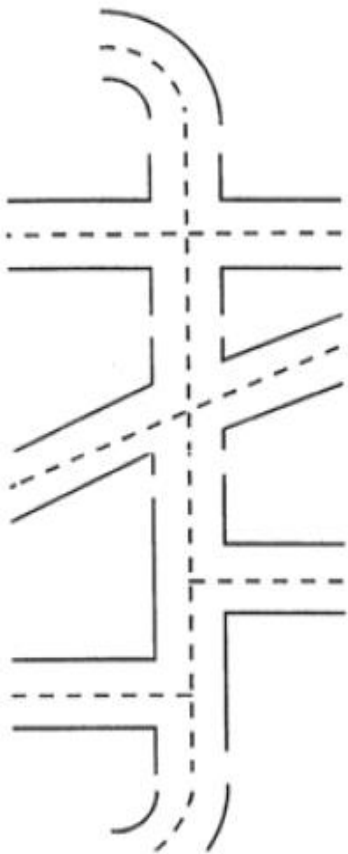
Home Address _____ Tel. _____

Business Address _____ Tel. _____

Date _____

ACCIDENT DIAGRAM

Show names of streets, locations of vehicles, travel directions of vehicles, and prominent objects. Clearly indicate the direction of North.



INSTRUCTIONS:

1. Use solid line to show path of vehicle before accident. _____
2. Use dotted line to show path of vehicle after accident. * * * * *
3. Number each vehicle and show direction of travel with an arrow. _____ 1
4. Show pedestrians with an X.

Police Officer Information

Accident Report Number _____

Officer Name(s) & Badge Number(s) _____

3005E (2-09)

ACCIDENT REPORT FORM

Keep this form in your vehicle. Complete the report in case of accident and return promptly to:

DRIVER'S RESPONSIBILITY

Any driver involved in a traffic accident is responsible for completing an accident report. Following an accident, the driver must contact the Fleet Manager and collect all information requested on the accident report form. Even minor incidents should be brought quickly to management's attention in order to protect against potential claims.

Your accident report and conduct at the accident scene is very important. What is said and done at the accident scene can either help or hinder the successful settlement of an accident case. All drivers must know and understand what to do and say, and be equipped to handle situations as they arise.

The following steps should be taken at the scene of a traffic accident in which you are involved:

1. Stop the vehicle immediately and shut off engine. Failure to stop at the scene of an accident in which you are involved is a criminal offense which may subject you to the penalty of the law in addition to disciplinary action by your employer.
2. Turn on the 4-way flashers and (if available) set out emergency markers (reflectors or flares) in accordance with DOT regulations — one marker 100 feet in each direction from the scene and one near the scene. If the accident occurs near a curve or hill crest, set the markers further away, but not further than 500 feet from the scene.
3. Assist any injured person, but DO NOT move them unless absolutely necessary to prevent further injury (i.e., from fire). Keep any injured person as warm and quiet as possible while waiting for the arrival of emergency personnel.
4. See that help, such as police and ambulance are summoned to the scene.
5. If you are the victim of a hit-and-run, or if the other party of an accident refuses to remain at the scene or give you information, notify the police and give them all the details you can. This way, your report is kept on the police log and protects you if the other party tries to make a claim against you at a later date.
6. Be polite. Provide only the information on your drivers license and the insurance card in your accident packet. Do not offer information concerning the accident to anyone except the police.
7. Complete the accident report form and return it to the Fleet Manager as promptly as possible. The following information must be recorded:

THE ACCIDENT

Date: _____ Hour: _____ A.M. P.M.

Location: _____

On which side of the street were you? _____

Driving which way? _____

How far from curb? _____

Did you sound horn? Yes No

Were your lights lit? Yes No

Condition of weather: _____

Road conditions: _____

Describe how accident occurred: _____

DAMAGE TO PROPERTY OF OTHERS

Name of owner: _____

Address: _____

Name of driver: _____

Address: _____

Driver's License No.: _____

Name of Insurance Company: _____

Policy Number: _____

Nature of Damage: _____

Name of owner: _____

Address: _____

Name of driver: _____

Address: _____

Driver's License No.: _____

Nature of Damage: _____

INJURED PERSONS

Name: _____

Address: _____

Nature of injuries: _____

Where taken after accident: _____

By Whom: _____

Attending Physician: _____

Address: _____

Name: _____

Address: _____

Nature of injuries: _____

Where taken after accident: _____

By Whom: _____

Attending Physician: _____

Address: _____

