

FLEET SAFETY PROGRAM

Provided by Harleysville's Risk Control Department
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TABLE OF CONTENTS

SECTION	PAGE
FLEET POLICY STATEMENT	1
DRIVER SAFETY RULES	2
DRIVER QUALIFICATION	4
DRIVER QUALIFICATION CHECKLIST	6
EVALUATING MOTOR VEHICLE RECORDS	7
AUTHORIZATION TO OBTAIN MOTOR VEHICLE REPORTS	9
DRIVER SCREENING ORIENTATION	11
WRITTEN DRIVER TEST	15
DRIVER ROAD TEST	19
DRIVER ORIENTATION AND TRAINING	20
VEHICLE INSPECTION & MAINTENANCE	23
INCIDENT REPORTING & INVESTIGATION	25
APPLICATION ADDENDUM FOR LIGHT VEHICLES	28

FLEET POLICY STATEMENT

1. This program describes the concern from top management for all employees to drive safely. It covers all assigned drivers of company vehicles, and includes employees who operate their own cars for company business.
2. We consider our assigned drivers to be valuable employees and a key factor in our success in the marketplace. The primary and essential purpose of our driver safety program is to keep our drivers from painful and disabling injuries. A traffic collision is an extremely violent event that we would all like to avoid. Traffic collisions often result in death and serious and disabling injuries that can change a person's life forever. Even if you escape unharmed, you may be responsible for serious injury to other people and horrible consequences to their families.

There is no excuse for driving unsafely. There is no delivery, repair, installation or sales call that is more important than the life and health of our employees.

3. Each driver is responsible to operate their vehicle safely and will be held accountable for their performance. Driving performance will be considered in each employee's performance evaluation and will impact the employee's salary and other incentives.
4. We have established this driver safety program to reduce the potential for injury to our employee drivers. The program will also help us to avoid:
 - a. Costly damage to our vehicles and vehicles and property of others.
 - b. Disruption of schedules and service to our customers
 - c. Injuries to members of the public
 - d. Damage to the company's reputation
5. I expect all drivers to maintain a high standard of safe driving despite the actions of other drivers and the varying conditions that they experience every day on the road. I further expect all employees to support our drivers in any way feasible to maintain these high standards.
6. Our goal is to prevent all vehicle collisions. The human, legal and financial costs of a single collision are too high to strive for anything less.

(Print Name) **President**

(Signature) **President**

DRIVER SAFETY RULES

Assigned company drivers are responsible for operating their vehicles safely at all times. The following rules cover basic safe driving principles, which should always be followed.

1. Drivers must maintain an acceptable motor vehicle record (MVR). This record will be judged based on written criteria established in this program.
2. Assigned drivers involved in a third (3rd) preventable accident may have their company driving privileges revoked.
3. Drivers should immediately notify the company of any and all major and minor motor vehicle accidents and violations. This notification should be within 48 hours of occurrence.
4. Driving under the influence of alcohol or restricted drugs is **prohibited** and will subject the employee to disciplinary action, up to and including termination. Drivers must also be aware of the effects that prescription and over the counter medications have on their level of alertness and must take appropriate action.
5. Drivers must drive defensively and obey all traffic laws. Turn signals must be properly used. Know the right-of-way rules and always assume that the other drivers do not know them or will ignore them.
6. Speed shall never be faster than posted speed limits and should be reduced as road, traffic and weather conditions dictate.
7. Always maintain a safe following distance to avoid rear-end collisions. This should be at least 3-seconds (when driving private passenger cars) and at least 4-seconds (when driving vans and light trucks). Increase your following distance for fog, wet weather, snow / icy road surfaces, or other hazardous driving conditions. Always slow down in school zones and congested areas.
8. If your vehicle is covered with snow or ice, clean off all windows, lights, turn signals and your roof. Remember that if you don't clean off the hood, the snow will melt and fly onto your windshield.
9. Plan your trip each day. Plan your route before you start out to avoid making sudden turns. If you do get lost and fall behind schedule, resist the temptation to "make up time" on the road.
10. Keep to the right except when overtaking slow-moving vehicles, or when getting into a position to make a left turns. Never pass another vehicle on the right.
11. Seat belts shall be worn at all times by drivers and passengers.
12. Check your vehicle daily before each trip, and check the vehicle visually each time before driving. Check lights, tires, brakes, and steering. An unsafe vehicle should not be operated until repairs are made.
13. Drivers must report all accidents and traffic convictions as soon as possible.

14. Cell phone use, except hands free equipped, may not be used while the vehicle is in motion.
15. Unauthorized passengers are not allowed in the vehicles.
- 16 Share the road with other vehicles, drive with courtesy.
17. Vehicles shall not be driven when the driver is fatigued or ill.
18. Vehicles shall be properly loaded with the use of tie downs when needed.
- 19 Unless granted permission, only qualified company drivers are allowed to operate the vehicles.
20. Vehicles must be kept clean and orderly at all times.

DRIVER QUALIFICATION

Selection of the best employee among the available applicants is a critical objective for our company. The proper selection of drivers is even more important since drivers are normally operating without direct supervision. Drivers must have a high degree of self-discipline to operate their vehicles safely at all times.

The amount of time and resources devoted to the selection process will vary based on the nature of the job. A more extensive process is required for full time drivers and operators of large vehicles, including CDL (commercial driver's license) operators.

A less extensive process may be sufficient for salesmen, field representatives and other employees where driving is not their primary job and they are not subject to regulatory requirements. However, it is important that all drivers of company vehicles are properly selected and their driving performance monitored. A single serious traffic collision can undo years of good work.

Company drivers are entrusted with highly valuable company assets, including the vehicles and cargo. An unsafe or discourteous driver can have an enormous effect on the company's reputation. Of course, the liabilities incurred from a serious collision can impact the company's bottom line. A single lapse in judgment can result in death, serious injury and extensive property damage.

*(Many interstate motor carriers are subject to the Federal Motor Carrier Safety Regulations that require pre-qualification of applicants. If your company falls under these regulations, refer to Title 49 of the Code of Federal Regulations, **Part 391, and/or Part 383**, for the actual driver qualification requirements or to applicable state regulations. Drivers of vehicles with a gross vehicle weight rating of 26,001 pounds or more, vehicles designed to transport 16 or more passengers (including the driver) or vehicles used in the transportation of hazardous materials, must have a single, state-issued Commercial Drivers License (CDL))*

Employment Application

Each applicant will be required to complete a standard job application. The application provides basic information about the applicant and is needed to complete reference checks and verify that the applicant has the minimum qualifications and background.

Interview

An interview should be conducted with the driving candidate to verify the information provided in the application and to judge the applicant's overall acceptability. Since drivers represent the company to our clients, an evaluation of their attitude towards clients should be attempted. The interview should also include a discussion of the applicant's past driving record and performance. Familiarity with our equipment and procedures should also be discussed.

License Validity Check

A check should be made of each candidate's drivers license. The license should be current. A copy of the applicant's license should be kept on file. A Commercial Drivers License (CDL) is required for operators of our delivery trucks.

Reference Checks

Reference checks should be completed as they would be for any applicant. Key aspects for a potential driver include previous employers' opinions about the candidate's ability to handle our equipment and his/her overall attitude toward safe driving. Additional details on past traffic collisions or violations can offer considerable insight into the applicant. Drivers subject to the Federal Motor Carrier Safety Regulations should have their employment record investigated for the preceding three years. Drivers required to have a Commercial Drivers License should have their employment record investigated for the preceding ten years.

Motor Vehicle Records Evaluation

A review of an applicant's Motor Vehicle Record (MVR) is essential to the selection process for all drivers. The applicant's past driving performance is a good indication of their ability to drive safely. An MVR must be completed in all states in which the driver held a license for the past three years. MVRs must be completed before a person may drive a company vehicle or use their vehicle for company business. For guidelines, see the MVR criteria section.

Road Tests

All drivers shall successfully complete a road test before being assigned a company vehicle. The following employees are qualified to conduct the road test (**Provide list of Employees**).

A standard route should be used that includes street and highway driving. The route should be chosen so that it will give a good indication of the driver's ability to handle the vehicle in a variety of conditions. The driver should be evaluated on their compliance with basic traffic regulations, company fleet policies and defensive driving techniques.

Written Tests

A brief written test should be provided to test the applicant's knowledge of traffic laws and defensive driving techniques. The results of the written test should be carefully evaluated. While it is not necessary for every applicant to answer all of the questions correctly, the overall performance should be considered. We can discuss incorrect answers with the drivers and reinforce the need to follow established safe practices. A very low score may indicate basic flaws which we will not be able to correct.

Physical Exams

Due to the nature of the driver's responsibility, a basic physical exam will be required after an offer of employment is made and before starting work.

Substance Abuse Tests

Drug tests will be required for all drivers who are required to hold a valid Commercial Drivers License. In accordance with Federal Motor Carrier Safety Regulations, other drivers will be subject to our substance abuse policy, as are all of our employees.

DRIVER QUALIFICATION CHECKLIST

JOB REQUIREMENTS REVIEWED	<input type="checkbox"/> YES <input type="checkbox"/> NO
APPLICATION REVIEW	<input type="checkbox"/> YES <input type="checkbox"/> NO
VISUAL LICENSE CHECK	<input type="checkbox"/> YES <input type="checkbox"/> NO
INTERVIEW	<input type="checkbox"/> YES <input type="checkbox"/> NO
REFERENCE CHECK	<input type="checkbox"/> YES <input type="checkbox"/> NO
MVR EVALUATION	<input type="checkbox"/> YES <input type="checkbox"/> NO
WRITTEN TEST	
ROAD TEST	<input type="checkbox"/> YES <input type="checkbox"/> NO
PHYSICAL EXAM	<input type="checkbox"/> YES <input type="checkbox"/> NO
SUBSTANCE ABUSE TEST	<input type="checkbox"/> YES <input type="checkbox"/> NO
DRIVER FILE DOCUMENTED	<input type="checkbox"/> YES <input type="checkbox"/> NO
QUALIFIED BY	NAME _____ DATE _____
ORIENTATION COMPLETED BY	NAME _____ DATE _____

EVALUATING MOTOR VEHICLE RECORDS

Part of a company’s overall risk management plan includes assessing employee driving performance. The Motor Vehicle Record or MVR can be obtained from state motor vehicle information databases after employee authorization. Since driving a company car is a privilege after all, it’s a wise investment to keep track of driving performance and address any substandard or dangerous driving activity as soon as possible. Part of any effective program includes communicating expectations relative to driving performance to your employees. To drive the point home, we suggest that everyone acknowledge the process by providing authorization for the annual review of MVRs and recommitting to your company driving standards.

The guidelines below provide your company with a road map to determine next steps when reviewing driving performance. Making this information a part of your company handbook will make it easy to access in the future. We suggest maintaining signed copies of your agreements in employee files.

Number of Moving Violations Within Past Three Years	Number of Accidents Within Past Three Years				DUI or DWI Violations
	0	1	2	3	
0	Clear	Acceptable	Borderline	Prohibited	Prohibited
1	Acceptable	Acceptable	Borderline	Prohibited	Prohibited
2	Acceptable	Borderline	Prohibited	Prohibited	Prohibited
3	Borderline	Prohibited	Prohibited	Prohibited	Prohibited
4	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
5	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited

Recommended Actions When Driving Performance Falls Below Expectations

Borderline	Aggressive driving has become a major problem on our roadways. The National Highway Traffic Safety Administration (NHTSA) publishes statistics on traffic crashes and fatalities. Speeding is one of the most prevalent factors contributing to traffic crashes. NHTSA research shows that speeding was a contributing factor in 30% of all fatal crashes. So, be cautious about overlooking speeding infractions or other driving infractions. Incorporate driving awareness training, defensive driving techniques, in-vehicle testing and coaching or consider reassignment to assure safe and healthy working environment.
Prohibited	Revoke driving privileges/personal vehicle use on company business. You will <i>not</i> be permitted to drive until you bring written notification from the Motor Vehicle Department stating your driving privileges are reinstated.

Want More Information?

Check with your State Motor Vehicle Department to obtain Motor Vehicle Records; be sure to have employees complete the Fair Credit Reporting Authorization form and sample driver agreement.

SAMPLE Employee Sign-off sheet

The company expects its drivers to operate in a safe, legal and professional manner at all times. Drivers convicted of moving traffic violations jeopardize their livelihood and the company’s safety standards. All drivers for the company are expected to maintain an acceptable driving record. Moving traffic violations include speeding, improper lane changes, driving too fast for conditions, following too close, failure to yield, etc.

Motor Vehicle Records (MVRs) will be obtained after a signed MVR privacy protection waiver (Sample 1) is received from the employee. Management will review the MVR using the criteria outlined in Evaluating MVR Criteria to assure that company safety standards regarding driving are upheld.

(Company Name) believes that our employees are our most valuable assets and the success of the company is determined by the quality of our employees and their actions. Because of these beliefs, the personnel selections of the company are extremely important. (Company Name) is committed to retaining the most qualified employees and that extends to driving privileges.

I acknowledge that I have been informed and given a copy and access to (Company Name)’s driving policy. I have and understand the procedures contained in the documents including the practice of obtaining and reviewing my motor vehicle record as it relates to driving performance. I accept the policy as a working document that I will support and follow in my daily work and for as long as the employment relationship lasts.

Signature: _____ Date: ____ / ____ / _____

Supervisor Signature: _____ Date: ____ / ____ / _____

Employer Best Practices Timeline of Events

- 1st Distribute Fair Credit Reporting Authorization form authorizing your company to obtain MVR: Communicate company expectations regarding driving for company business using driver agreement.
- 2nd Obtain Motor Vehicle Records from the State Dept. of Motor Vehicles; your agent can provide additional insight. Review MVRs using Evaluation Criteria and determine next steps for borderline or prohibited driving performance. Require attendance at a defensive driving course; suspend driving privileges or implement other disciplinary actions.
- 3rd Incorporate driving awareness training, in-vehicle testing and coaching or defensive driving techniques as well as periodic vehicle maintenance to optimize performance.
- 4th Check industry and governmental resources for assistance with your programs.

Federal Drivers' Privacy Protection Act

Authorization to Obtain Motor Vehicle Report

For the sole purpose of determination and evaluation of my motor vehicle operating record and pursuant to the State and Federal regulations of compliance, I,

_____ authorize
(Name of assigned driver/employee)

(Name of Company or Agency)

to obtain my Motor Vehicle Record. I understand that this record may contain personal information* in addition to any/all driver violations and/or accidents, which may be on record through the _____ (Name of State) State Department of Motor Vehicles. I also authorize release of this information to my employer (or proposed employer).

(Signature of Employee)

(Social Security Number)

(Driver License Number)

(State)

(Date of Birth)

(Street Address & Mailing Address)

(City)

(State)

(Zip Code)

Date Signed

**Personal information means information that identifies an individual including an individual's photograph, social security number, driver identification number, name, address, and telephone number. It does not include information on vehicular accidents, driving violations or driver status.*

Summary

Distribute the Fair Credit Reporting Authorization form and a driver agreement to your employees.

Collect signed copies and store them in personnel files for future reference.

Now, you can access driving records and evaluate them using your established criteria.

As a business owner, there are several ways to access the records. You may locate your own provider, or check with the following sources to assist with obtaining motor vehicle records:

- ChoicePoint: <http://www.choicepoint.com/business/industry/staffing.html?l2is=es>

- Unofficial Guide to the DMV: <http://www.dmv.org/>

DRIVER SCREENING ORIENTATION

Introduction

A "preventable accident" is one in which the driver failed to exercise every reasonable precaution to prevent the accident. This is irrespective of the extent of property damage and/or personal injury, to whom it occurred, or the location of the incident. Accident, as used in this report, is any motor vehicle related incident that results in a fatality, injury, or property damage. Currently, multiple terms are used to describe a mishap involving a motor vehicle, including incident, crash, and collision. Rather than try to blend these terms, the description "accident" will be used in this report and may include incidents where a vehicle collision did not occur.

In order to avoid being involved in a preventable accident, it is necessary for a driver to understand the concept of and practice "defensive driving". Defensive driving is driving so as to prevent accidents in spite of the incorrect actions of others or adverse driving conditions such as weather, traffic, lighting, vehicle or road conditions, or the driver's physical or mental state.

Determining Preventability

The following examples should assist in the determination of types of accidents which are preventable.

Intersections

It is the responsibility of all drivers to approach, enter, and cross intersections prepared to avoid accidents that might occur through the actions of other drivers. Complex traffic movement, blind intersections, or failure of the "other driver" to conform to law or traffic control devices will not automatically determine an accident to be not "preventable." Intersection accidents may be preventable even though the driver has not violated any traffic regulations. Failure to take precautionary measures prior to entering the intersection is a factor to be studied in making a decision. When a driver crosses an intersection and the obvious actions of the "other driver" indicate possible involvement, either by reason of excessive speed, crossing the lane in turning, or coming from behind a blind spot, the resultant accident should be considered preventable.

Vehicle Ahead

Regardless of the abrupt or unexpected stop of the vehicle ahead, a driver can prevent collisions by maintaining a safe following distance at all times. This includes being prepared for possible obstructions on the highway, either in plain view, or hidden by the crest of a hill or a curve of the roadway. Over-driving headlights at night is a common cause of this type of collision. Night speed should not be greater than that which will permit the vehicle to come to a stop within the forward distance illuminated by the vehicle's headlights.

Vehicle Behind

Investigation often discloses that drivers risk being struck from behind by failing to maintain a margin of safety in their own following distance. Collisions involving the rear of the vehicle, that are preceded by a roll-back, an abrupt stop at a grade crossing or when a traffic signal changes, or when the driver fails to signal a turn at an intersection, should be charged as preventable. Failure to slow down gradually should also result in the accident being considered preventable.

Passing

Failure to pass safely indicates faulty judgment and possible failure of the driver to consider one or more of the important factors that must be observed before attempting the maneuver. Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident; however, the entire passing maneuver is voluntary and the driver's responsibility.

Being Passed

Accidents from sideswipes and cut-offs, involving a driver being passed, are preventable if the driver fails to yield to the passing vehicle by slowing down or moving to the right where possible.

Oncoming

It is extremely important to check the action of a driver involved in a head-on or sideswipe accident with a vehicle approaching from the opposite direction. The exact location of vehicles prior to and at the point of impact must be carefully verified. Even though an opposing vehicle enters a driver's traffic lane, it may be possible for the driver to avoid the collision by slowing down, stopping, or moving to the right. Failing to signal the opposing driver, by flashing the headlights or sounding the horn, should also be taken into account.

Fixed Objects

Collisions with fixed objects are preventable. They usually involve failure to check or properly judge clearances. New routes, strange delivery points, resurfaced pavements under viaducts, inclined entrances to docks, marquees projecting over a traveled section or road, and similar situations are not, in themselves, valid reasons for excusing a driver from being involved. A driver must be constantly on the lookout for such conditions and make the necessary allowances.

Pedestrians

Traffic regulations and court decisions generally favor the pedestrian hit by a moving vehicle. An unusual route of a pedestrian at mid-block or from between parked vehicles does not necessarily relieve a driver from taking precautions to prevent such accidents. Whether speed limits are posted or the area is placarded with warning signs, speed too fast for conditions may be involved. School zones, shopping areas, residential streets, and other areas with increased

pedestrian traffic must be traveled at reduced speeds equal to the particular situation. Bicycles, motor scooters, and similar equipment are generally operated by young and inexperienced operators. The driver who fails to reduce speed when this type of equipment is operated within sight distance has failed to take the necessary precautions to prevent an accident. Keeping within posted speed limits is not taking the proper precaution when unusual conditions call for voluntary reduction of speed.

Private Property

When a driver is expected to make deliveries at unusual locations, e.g. construction sites or on driveways not built to support the weight of the vehicle, it is the driver's responsibility to discuss the operation with the proper authorities and to obtain permission prior to entering the area.

Passenger Accidents

Passenger accidents in any type of vehicle are preventable when they are caused by the faulty operation of the vehicle. Even when an incident does not involve a collision of the vehicle, it must be considered preventable when a driver stops, turns, or accelerates abruptly. Emergency action by the driver to avoid a collision that results in passenger injury should be checked to determine if proper driving prior to the emergency would have eliminated the need for the evasive maneuver.

Non-Collision

Many accidents, such as overturning, jackknifing, or running off the road, may result from emergency action by the driver to preclude being involved in a collision. Examination of events prior to the incident may reveal speed too fast for conditions or other factors. The driver's actions prior to involvement should be examined for possible errors or lack of defensive driving practice.

Miscellaneous

Damage to the vehicle, cargo, or other property, or injury to persons, such as from loose objects falling from the vehicle, loose tarpaulins or chains, and doors swinging open, are preventable when the driver's actions or failure to act are evidenced. Cargo damage resulting from unsafe vehicle operation is preventable by drivers.

Parking

Unconventional parking locations, including double parking and failure to put out warning devices, generally constitute evidence for judging an accident preventable. Roll-away accidents from a parked position normally should be classified preventable. A properly parked vehicle should be locked, with the engine off, parking brake set, manual transmission in lowest gear, multi-speed axle in low range, and wheels blocked or turned toward a curb to prevent vehicle movement (Note: A driver should not use the trailer hand valve or set the emergency braking control to hold a parked vehicle).

Backing

Practically all backing accidents are preventable. A driver is not relieved of responsibility to back safely when a signaler is involved in the maneuver. A signaler cannot control the movement of the vehicle. Therefore, a driver must verify all clearances.

Conclusion

Defensive drivers make no driving errors themselves and allow for the lack of skill or improper driving practices of other drivers. They adjust their own driving to compensate for unusual weather, road, and traffic conditions, and recognize the need for caution in situations conducive to accident involvement.

It is impossible to describe in detail the many ways a driver might prevent an accident without being primarily or legally responsible. The accident situations outlined in this report are examples of those most frequently represented.

WRITTEN DRIVER TEST

1. A driver approaching a flashing red traffic signal must:
 - slow down at the light
 - drive carefully without stopping
 - sound his/her horn
 - stop before entering the intersection
2. Two solid lines in the center of the road mean:
 - passing is not legal
 - the road is a limited access roadway
 - passing is allowed only if safe
 - you are approaching an unregulated intersection
3. When driving at night in heavy fog, you should use:
 - parking lights
 - low beams
 - high beams
 - interior lights
4. The privilege of the immediate use of the highway is:
 - rite of passage
 - right of way
 - rule of impedance
 - not granted to pedestrians first
5. Using parking lights for night driving is:
 - allowed during twilight
 - optional
 - illegal and dangerous
 - allowed in urban areas
6. An 8-sided (octagonal) traffic sign means:
 - MGs only
 - Stop
 - Yield
 - Rail crossing
7. In ideal weather conditions maintain a safe following distance of:
 - 25 feet for cars, 50 feet for vans or light trucks
 - 2 car lengths for cars, 4 car lengths for vans or light trucks
 - 50 feet for cars, 100 feet for vans or light trucks
 - 3 seconds for cars, 4 seconds for vans or light trucks

8. If a vehicle traveling towards you veers over into your lane, you should:

- drive as far to the right as possible
- drive as far to the left to avoid the other car
- weave past to outmaneuver the driver
- slow down and stop

9. On a multi-lane highway, you should **never** pass another vehicle

- 2 lanes over
- 3 lanes over
- on the left
- on the right

10. In an emergency stop for roadside maintenance, you should place safety cones / reflector triangles

- one or two around your vehicle
- 50 feet in front of your vehicle and 10 feet behind
- 10 feet and 100 feet behind your vehicle
- behind the trunk of your car

11. When driving, you should scan ahead for changing traffic patterns

- at the next vehicle
- in the rear view mirror
- about ¼ mile or 2 blocks ahead
- on the sidewalk

12. Total driver time needed to stop requires

- time to view accident, plus motion time to steer away
- time to glance in rear view mirror / side view mirror
- perception time, plus reaction time, plus distance during stopping
- time to check seatbelts

13. When approaching a sustained green light at an intersection, you should

- maintain your speed
- speed up to avoid a yellow light
- proceed cautiously to check for pedestrians and opposing traffic
- come to a complete stop

14. If involved in a minor vehicle accident, you should

- keep going, if no injury or vehicle damage occurs
- fill out a police report and accident report
- offer to pay for the damage out of pocket
- call the fire department

15. A preventable accident is one where:

- the other driver was wrong
- a multi vehicle accident

the driver failed to take all reasonable measures to prevent the accident

ANSWER KEY FOR WRITTEN DRIVER TEST

1. Stop before entering the intersection
2. Passing is not legal
3. Low beams
4. Right of way
5. Illegal and dangerous
6. Stop
7. 3 seconds for cars, 4 seconds for vans or light trucks
8. Drive as far to the right as possible
9. on the right
10. 10 feet and 100 feet behind your vehicle
11. About ¼ mile or 2 blocks ahead
12. Perception time, plus reaction time, plus distance during stopping
13. Proceed cautiously to check for pedestrians and opposing traffic
14. Fill out a police report and accident report
15. The driver failed to take all reasonable measures to prevent the accident

DRIVER ROAD TEST

Driver:		Department:	
Vehicle Year/Make/Model:		Vehicle Number:	
Date of Test:		Passed	Failed
Preparation			
	Sat.	Unsat.	Comments
Clean inside vehicle			
Adjusted Seat			
Adjusted Mirrors			
Adjusted Steering Wheel			
Put on Seat Belt			
Vehicle Inspection Conducted			
Test lights, brakes			
Operation			
	Sat.	Unsat.	Comments
Smooth starting / stopping / turns			
Speed Appropriate for Conditions			
Obedied All Traffic Laws			
Braking Smooth			
Drives defensively			
Allows adequate follow distance			
Scans the Road Ahead			
Checks Mirrors Frequently			
Courteous to other drivers			
Uses Turn Signals			
Comments:			
Driver Signature:	Date:	Examiner Signature:	Date:

DRIVER ORIENTATION AND TRAINING

Driver Orientation:

All new drivers are required to successfully complete our driver orientation program. Even experienced drivers need to become familiar with our company, our personnel, our equipment and our policies and procedures. Time spent on a thorough orientation of new drivers, and in fact any new employee, will be rewarded with a safer and more productive employee.

In addition to the normal orientation completed by Human Resources, driver orientation should include:

- A review of our company Mission Statement and Statement of Safety Policy. Our company policy is within this safety program.
- Company safety rules. Our company policy is within this safety program.
- Defensive driving techniques.
- Conducting vehicle inspections. A "Vehicle Inspection Checklist" is contained within this written policy.
- Emergency procedures and vehicle accidents.
- Review of our types of vehicles and their unique operating characteristics.
- Federal Motor Carrier Safety Regulations as they apply.
- Cargo handling and load securement, as applicable.

Driver Training:

Even experienced drivers sometimes fall into bad habits or become complacent. Driver safety meetings will be held quarterly for all drivers. The safety meetings may include a presentation on safe driving techniques, a discussion of recent incidents and how they could have been prevented, and/or a discussion of new hazards in our area. For example, road construction increases in traffic density, or deteriorated road conditions.

Policy on Use of Company Owned Vehicles:

The assignment and use of a Company Vehicle is a privilege and it is ABC Enterprise's policy to insist that employees operate in a safe and economical manner all vehicles owned or used by ABC enterprises. This document is intended to help you comply with that policy and summarize the controls that make up the program.

Controls

- You may operate your vehicle on company business and to and from work only.
- OR**
- *You may operate your vehicle for personal business, provided . . . [outline any limitations such as geographical limits, etc.]*

- Only ABC employees who have been pre-approved by the office may operate a company vehicle.

OR

- *Only you and your spouse may operate your company vehicle provided he or she has also met the qualifications outlined below.*
- The vehicle must be in safe mechanical condition and its operation must not damage it.
- You must be mentally and physically able to drive safely.
- You must conform to all traffic laws, signals, and markings, and make proper allowance for adverse weather and traffic conditions.
- You must be courteous at all times, respecting the rights of other drivers and pedestrians.
- You and all passengers must wear seatbelts and all other available active restraints.

OPTIONAL

- *You may not smoke in a company vehicle or permit others to do so.*

Driver Qualification

- You must have a valid license for the vehicle you are operating from the state in which you live.
- You must have and keep a favorable driving record and be willing to permit a periodic review of your driving record (MVR).

IF APPLICABLE

- *Your spouse must have and keep a favorable driving record and be willing to permit a periodic review of his/her driving record (MVR).*

Accidents

If your company vehicle is involved in an accident (regardless of who is driving) *you must notify ABC Enterprises immediately and follow the procedures established and required by our insurance carrier.*

If the accident is determined to be preventable, you will be required to reimburse the company the sum of \$500 [or another amount] to help cover the cost of repairs to our vehicle and you will be required to complete a recognized Driver Training Course (i.e. "Traffic School") within 60 days, at your own expense.

I CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE PROVISIONS.

EMPLOYEE SIGNATURE

WITNESS

DATE

DATE

VEHICLE INSPECTION AND MAINTENANCE

Mechanical defects in vehicles can result in serious collisions. Driving in today's environment requires all of a driver's concentration to operate the vehicle safely. Even minor vehicle problems can distract a driver for the split second that leads to a collision.

We are committed to maintaining all of our vehicles in safe operating condition at all times. Drivers are responsible for promptly identifying maintenance needs and having them corrected.

Drivers are required to complete a daily vehicle inspection to ensure that their vehicle is in safe operating condition before they begin their day. If the inspection reveals any safety-related defects, they must be corrected immediately. Safety related defects might include lights, brakes, tires, steering and suspension problems. If there are any doubts, contact your supervisor for guidance. Minor problems should be reported promptly and repairs scheduled as soon as feasible.

All of our vehicles should be serviced in accordance with the manufacturer's recommended service program. Each driver should familiarize him/herself with the vehicle manual and maintenance schedule. It is the driver's responsibility to ensure that the vehicle is available for routine preventive maintenance. Proper maintenance will help to reduce the exposure to vehicle collisions, improve drivability and reduce expensive vehicle downtime. A clean and well-maintained vehicle also improves our company image with clients and the general public.

A record of the preventive maintenance should be maintained in the maintenance shop and in the vehicle. Complete, up to date records help to identify whether drivers are keeping up with required preventive maintenance and to identify trends in vehicle repair needs and costs.

VEHICLE INSPECTION CHECKLIST

Assigned Driver:						Department:					
Vehicle Year/Make/Model:						Vehicle Number:					
License/Tag Number:						Mileage:					
Fluid Levels		Mon.		Tues.		Wed.		Thurs.		Fri.	
		OK	Low	OK	Low	OK	Low	OK	Low	OK	Low
Coolant Level											
Engine Oil Level											
Transmission Fluid Level											
Brake Fluid Level											
Washer Fluid Level											
Power Steering Fluid Level											
Battery											
Vehicle Components		Mon.		Tues.		Wed.		Thurs.		Fri.	
		OK	Fix	OK	Fix	OK	Fix	OK	Fix	OK	Fix
Auto Body Condition											
Windshield condition											
Rear View, Side View Mirrors											
Brakes											
Tires and Treads											
Engine											
Cooling System											
Instrument Panel											
Seat Belts											
Interior Lights											
Head lights											
Upper Beams											
Fog Lights											
Tail lights											
Brake lights											
Turn signals											
Emergency Flashers											
Steering											
Transmission											
Wipers/Washers Fluid											
Horn											
Emergency Kit											
Accident Reporting Kit											
Comments:											
Driver Signature:						Date:		Supervisor Signature:			Date:

INCIDENT REPORTING AND INVESTIGATION

Drivers are required to report any collision immediately. Failure to report even minor collisions may result in disciplinary action, including a verbal warning, written warning and dismissal. Even a relatively minor incident may result in severe legal consequences for the company.

We consider every incident as an opportunity to improve ourselves. Every incident should be promptly reported and investigated. Most traffic collisions are preventable and we need to learn from our mistakes. A prompt and thorough investigation will often identify the need to retrain the driver or modify the equipment to prevent future similar losses.

We have established an accident review committee to review all incidents. The committee will investigate each incident and determine whether the collision was preventable on the part of our driver. The committee will also seek to identify what the driver should have done differently. The driver will be advised of the findings. The committee may develop corrective actions including driver counseling, restriction of driving and disciplinary action.

If you are involved in a collision, keep calm. Your actions can significantly affect the ultimate consequences of the incident.

Your first priority is to prevent further damage. Pull off the road as far as you can. The best choice is to pull off the road into a parking lot or a side road. Turn on your four-way flashers and place warning signals promptly and properly.

Call the police or emergency service personnel. If qualified, assist any injured person, but don't move them unless they are in danger of further injury.

Write down the facts of the incident as soon as feasible, so that they are fresh in your mind. The accident reporting kit in your glove box provides a convenient way to record the information. Exchange information with other involved parties and secure the names and addresses of any witnesses.

Call the company immediately in the event of any collision. Complete an incident report as soon as feasible. The company will report the incident to the insurance company.

TO BE FILLED OUT BY SUPERVISOR		
Accident was First Reported (Day) (Hour)	Did You Investigate Accident? <input type="checkbox"/> Yes <input type="checkbox"/> NO	Name of Body Shop
Type of Vehicle Damage / Type of Repairs Needed		
Reason for Accident: (Check One)		
<input type="checkbox"/> Lack of Knowledge/Experience/Training	<input type="checkbox"/> Improper Attitude	
<input type="checkbox"/> Human Limitation	<input type="checkbox"/> Unsafe Condition	
Corrective Action (Check One)		
<input type="checkbox"/> Qualification	<input type="checkbox"/> Routing/Scheduling	<input type="checkbox"/> Supervision
<input type="checkbox"/> Training	<input type="checkbox"/> Disciplinary Action	
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Recommend Long Term Solution to Management	
Have you Any Suggestions for Changes to Avoid a Similar Accident? (Do not say "drive more carefully")		
Signed:		Date:
TO BE FILLED OUT BY MANAGER		
The Suggestions are:	Suggestions Should:	
<input type="checkbox"/> Feasible	<input type="checkbox"/> Be Implemented Immediately	<input type="checkbox"/> Be Implemented Before _____
<input type="checkbox"/> Not Feasible	<input type="checkbox"/> Be Evaluated by Safety Committee	<input type="checkbox"/> Considered in Budget Planning
	<input type="checkbox"/> Not Be Implemented at This Time	
Additional Comments:		
Signed:		Date:
Corrective Action Completed:		Date Completed:
This Report Reviewed By: (Title)		Date:

TO BE READ AND SIGNED BY APPLICANT

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge. I understand that, if hired, any misrepresentation of information in this application is cause for immediate dismissal. I authorize this company to investigate my background to ascertain all information of concern to my employment history, whether same is of record or not, and release those providing such information from all liability for any damages resulting from furnishing this information. Further, I understand that I may be asked to demonstrate my ability to perform the essential functions necessary to complete the job and, if offered the job, that it may be conditioned on results of a physical examination, and testing for the use of controlled substances and alcohol misuse.

DATE: _____

APPLICANT'S SIGNATURE: _____