



SAMPLE FLEET MANAGEMENT POLICY

TABLE OF CONTENTS

- I. Motor Vehicle Safety Policy
- II. Organization and Responsibilities
- III. Vehicle Use
- IV. Driver Selection
- V. Accident Recordkeeping, Reporting and Analysis
- VI. Employee Accident Reporting Procedure
- VII. Company Accident Review Committee
- VIII. Vehicle Selection, Inspection and Maintenance
- IX. Driver Training
- X. Driver Safety Regulations
- XI. Additional Resources
- XII. APPENDIX
 - Vehicle Assignment Agreement
 - Application Addendum For Employment Requiring Driving
 - Driver Selection – Criteria (Sample)
 - Guide For Preventable and Non-Preventable Accidents
 - Vehicle Inspection Report

MOTOR VEHICLE SAFETY POLICY

1. Policy

Many employees operate company owned, leased, rental or personal vehicles as part of their jobs. Employees are expected to operate vehicles safely to prevent accidents which may result in injuries and property loss. It is the policy of *(INSERT COMPANY NAME HERE)* to provide and maintain a safe working environment to protect our employees and the citizens of the communities where we conduct business from injury and property loss. The company considers the use of automobiles part of the working environment. The company is committed to promoting a heightened level of safety awareness and responsible driving behavior in its employees. Our efforts and the commitment of employees will prevent vehicle accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities outlined in the Motor Vehicle Safety Program. Elements of this program include:

- Assigning responsibilities at all levels of employment
- Vehicle use and insurance requirements
- Employee driver's license checks and identification of high risk drivers
- Accident reporting and investigation
- Company Accident Review Committee
- Vehicle selection and maintenance
- Training standards
- Safety regulations

2. Responsibility

Management is responsible for successful implementation and on-going execution of this program. Supervisors and employees are responsible for meeting and maintaining the standards set forth in this program.

3. Scope

This policy applies to employees who operate vehicles on company business and will be reviewed by managers and supervisors to ensure full implementation and compliance.

Signed

Date

ORGANIZATION AND RESPONSIBILITIES

1. Company President:

The company president is responsible for directing a proactive vehicle safety program.

2. Management will:

- A. Implement the Motor Vehicle Safety Program in their areas of responsibility
- B. Establish measurement objectives to ensure compliance with the program
- C. Provide assistance and the resources necessary to implement and maintain the program

3. Supervisors will:

- A. Investigate and report all accidents involving a motor vehicle used in performing company business. Forward all accident reports to the Vehicle Safety Coordinator
- B. Be responsible for taking appropriate action to manage high risk drivers as defined by this program
- C. Provide driver training either internally or through external means for high risk drivers

4. Vehicle Safety Coordinator:

- A. Issue periodic reports of losses for the president's review
- B. Review motor vehicle accident reports as part of the Company Accident Review Board
- C. Revise and distribute changes to the Motor Vehicle Safety Program to managers, supervisors and drivers as necessary
- D. Maintain appropriate records

5. Drivers will:

- A. Always operate a motor vehicle in a safe manner as explained under the section titled, "Driver Safety Regulations"
- B. Maintain a valid driver's license and minimum insurance requirements on personal vehicles used in company business
- C. Maintain assigned vehicles according to established maintenance standards

6. Accountability for Supervisors and Drivers:

There should be a disciplinary procedure in place addressing driver accidents, moving violations and maintaining appropriate documentation to comply with standards. Supervisor and Employee driver performance should be evaluated and included in their performance reviews.

VEHICLE USE

1. Company Owned Vehicles

A. Passenger Cars

Employees authorized by their supervisors will be permitted to operate a passenger car. When the vehicle is driven for personal use, only the employee will be permitted to operate the vehicle.

B. Commercial Vans and Trucks

Employees with appropriate commercial driver's license (if required by the state), authorization from their supervisor and qualified by state and Federal DOT when applicable will be permitted to operate the vehicle.

2. Personal Vehicles on Company Business

A. Employees who drive their personal vehicles on company business are subject to the requirements of this program including:

1. Maintaining auto liability insurance with minimum limits of \$_____ for bodily injury and \$_____ for property damage with combined single limit of \$_____
2. Maintaining current state vehicle inspections as required
3. Maintaining their own vehicle in a safe operating condition when driven on company business
4. Proof of insurance (copy of declaration page) will be sent to _____
5. An Acceptable Motor Vehicle Report (MVR)

NOTE: IN THE EVENT OF AN ACCIDENT WHILE DRIVING YOUR PERSONAL CAR ON COMPANY BUSINESS, DAMAGES TO YOUR VEHICLE MAY NOT BE COVERED UNLESS YOU HAVE A BUSINESS USE ENDORSEMENT ON YOUR PERSONAL AUTO POLICY.

3. Rental Vehicles

- A. Rental vehicles will be leased from (*INDICATE VENDORS SUCH AS HERTZ, AVIS, ETC..*)
- B. Collision damage waiver will be refused

4. Unauthorized Use of Vehicles

Assigned drivers and other authorized employees will not allow an unauthorized individual to operate a company vehicle. No exceptions! Disciplinary action may be taken. Additionally, if unauthorized use results in an accident, the responsible employee will be required to make restitution for all damages.

5. Contractors and Temporary Hire Employees

Contractors and temporary employees will be treated as company employees and will comply with the requirements of this program. Failure to meet all requirements will result in the immediate loss of driving privileges.

DRIVER SELECTION

1. Driver Evaluation:

Employees will be evaluated and selected based on their driving ability. To evaluate employees as drivers, management will:

- A. Review past driving performance and work experience through previous employers reference checks. All new employees and current employees recently assigned to driving duties will be required to complete the "Application Addendum For Employment Requiring Driving"
- B. Review the employee's Motor Vehicle Record (MVR) annually and more frequently if reasons warrant (See Resource for Samba Safety for continual monitoring)
- C. Ensure the employee has valid driver's license
- D. Ensure the employee is qualified to operate the type of vehicle he/she will drive.

2. Driver Qualification:

Effective driver qualification controls are important elements of a successful motor vehicle safety program. Management developed and incorporated standards into this program, which reflect the skills necessary for satisfactory job performance while taking into consideration applicable Federal and state regulations.

- A. The company has implemented three levels of driver qualification criteria. Use of any or all of these criteria is dependent upon the nature and scope of the driving requirements.
 - 1. State-regulated driver qualification parameters must be met. Regulatory information will be obtained from applicable state departments of transportation and motor vehicle services
 - 2. Where applicable, drivers will comply with DOT Commercial Driver License (CDL) regulations
 - 3. Drivers involved in interstate or foreign commerce in vehicles with Gross Motor Vehicle Weight Rating (GMVR) of 10,001 pounds or more, designed to transport 16 or more passengers, including the driver, or used in the transportation of hazardous materials in a quantity requiring placarding under the DOT Hazardous Materials Regulations, are subject to the requirements of the DOT Federal Highway Administration's Federal Motor Carrier Safety Regulations
 - 4. Drivers involved in intra or interstate operations with GMVR of 26,001 pounds or more must have a CDL license and be enrolled in a DOT Drug and Alcohol Testing Program

- B. The following criteria was established to identify high risk drivers. A driver is unacceptable if the driver's accident/violation history in the past three years, includes one or more of the following moving violation convictions:
1. Driving under the influence of alcohol or drugs (DUI/DWI)
 2. Hit and run
 3. Failure to report an accident
 4. Negligent homicide arising out of the use of a motor vehicle
 5. Operating during a period of suspension or revocation
 6. Using a motor vehicle for the commission of a felony
 7. Operating a motor vehicle without the owner's authority
 8. Permitting an unlicensed person to drive
 9. Reckless driving
 10. Speeding (3 or more in a 3 year period)
 11. Two preventable accidents in a 12 month period

Drivers who are identified as high risk or in violation may be subject to several actions from management including, but not limited to:

1. Driver may be required to attend a Defensive or Safety Driving course on their own time & expense
2. Driver may be required to operate their own personal vehicle on company business
3. Driver may have their driving privileges suspended or revoked

See Appendix for Driver Selection – Criteria (Sample)

ACCIDENT RECORDKEEPING, REPORTING AND ANALYSIS

1. This company considers elimination of motor vehicle accidents as a major goal. To meet this objective, all accidents will be reported to management, investigated, documented and reviewed by the Company Accident Review Board. The investigation identifies need for:
 - A. A more intensive driver training and/or remedial training
 - B. Improved driver selection procedures
 - C. Improve vehicle inspection and/or maintenance activities
 - D. Changes in traffic routes

2. Motor vehicle accident recordkeeping procedures consist of the following components:
 - A. Documentation of causes and corrective action
 - B. Management review to expedite corrective action
 - C. Analysis of accidents to determine trends, recurring problems and the need for further control measures

3. Responsibility:

Implementation of these procedures remains the responsibility of both the driver and manager.

 - A. Driver

Since the driver is the first person at the accident scene, he/she will initiate the information-gathering process as quickly and thoroughly as is feasible
 - B. Management

Management will obtain accident data from the driver through the Transportation Accident Report form and/or by verbal communication. It is important for management to determine the extent of the accident, especially if it involves injury or death to the driver, passengers, or other parties.
 - C. Management will immediately proceed with a formal investigation to determine the underlying causes as well as what can be done to prevent similar occurrences. The accident report will be forwarded to the insurance claims office along with any additional support data (e.g., witness statements, photographs, police reports, etc.).

4. Driver Participation In Repair Costs: *Consult with legal counsel if this is permissible in your state.*

If a vehicle is involved in an accident which is determined preventable, driver reimbursement to the company should be as follows:

 - A. The first 50% of the repair cost, up to a maximum reimbursement of \$XXX per accident, if the vehicle is repairable, will be the responsibility of the driver.
 - B. If the vehicle is a total loss, the driver will be charged \$XXX.

5. Preventable/Non-Preventable Accidents:

The following definitions relate to motor vehicle accidents:

- A. A motor vehicle accident is defined as "any occurrence involving a motor vehicle which results in death, injury or property damage, unless such vehicle is properly parked. Who was injured, what property was damaged and to what extent, where the accident occurred, or who was responsible, are not relative factors".
- B. A preventable accident is defined as "any accident involving the vehicle, unless properly parked, which results in property damage or personal injury and in which the driver failed to act reasonably to prevent or avoid the accident".

NOTE 1: A properly parked motor vehicle is one that is completely stopped and parked where it is legal and prudent to park such a vehicle or to stop to load/unload property. Vehicles stopped to load/unload passengers is not considered parked.

NOTE 2: Parking on private property will be governed by the same regulations that apply on public streets and highways. A vehicle stopped in traffic in response to a sign, traffic signal or the police is not considered parked.

- C. The determination of preventability of an accident is the function of the Company Accident Review Board.

NOTE 3: See attached "Guide For Preventable and Nonpreventable Accidents" in Appendix.

EMPLOYEE ACCIDENT REPORTING PROCEDURE

Employees will take the following actions when there are injuries to persons and/or damage to other vehicles or property:

1. If possible, move the vehicle to a safe location out of the way of traffic. Contact police, and if there are any injuries call 911 immediately.
2. Secure the names and addresses of drivers and occupants of any vehicles involved, their operator's license numbers, insurance company names and policy numbers, as well as the names and addresses of injured persons and witnesses. Record this information on the Accident Report form (in the reporting packet). Do not discuss fault with, or sign anything for anyone except an authorized representative of (*INSERT COMPANY NAME HERE*), a police officer, or a representative of the (*INSERT THE COMPANY INSURANCE COMPANY NAME HERE*).
3. Immediately notify the Vehicle Safety Coordinator (*INSERT NAME AND TELEPHONE NUMBER HERE*). If any injuries were involved and the Vehicle Safety Coordinator is not available, contact your supervisor immediately.
4. You will be contacted by the Vehicle Safety Coordinator to advise you how to arrange for repairs to the vehicle. Do not have the vehicle repaired until you receive authorization from the Vehicle Safety Coordinator.

The PLM “In Case of Accident Report” can be found at <http://www.plmins.com/loss-control/loss-control-guides/>

When there is theft of or damage to your vehicle only:

1. If you did not witness the damage to the vehicle, you must notify the local police department immediately.
2. Immediately notify Vehicle Safety Coordinator (*INSERT NAME AND TELEPHONE NUMBER HERE*).
3. You will be contacted by the Vehicle Safety Coordinator to advise you how to arrange for repairs or replacement of the vehicle. Do not have the vehicle repaired until you receive authorization from the Vehicle Safety Coordinator.
4. Send a copy of the police report along with a memo outlining any additional information to the Vehicle Safety Coordinator.

Note: Accident reporting kits: every company vehicle should have an accident reporting kit in the glove box. This should include an accident report form, pen or pencil, and an inexpensive or disposable camera.

COMPANY ACCIDENT REVIEW COMMITTEE

All vehicle collisions should be analyzed, and a written report submitted to management for review. A determination of accident preventability should be made. Where the collision was preventable by the company driver, the driver should be counseled, given additional training, given time off without pay, placed on probation, transferred to non-driving duties, disciplined in other ways, or employment (or services for independent contractors) terminated according to corporate, union, and governmental guidelines.

However, this does not absolve management from improving safety of the work and driving environment. The Vehicle Safety Coordinator, drivers and management personnel should each participate in the analysis. Management deficiencies and/or lack of management action should also be part of the accident review. Management has the legal obligation not only for driver safety but the safety of the general public as well.

All driving related accidents should be reviewed by the accident review committee. The committee is comprised of members of upper management, supervisors and employee drivers. The driver involved in an accident and their supervisor will discuss the details regarding their accident and ways to prevent the accident in the future. The committee should not be adversarial, the purpose is to learn from the loss and identify preventative measures moving forward. Management will ultimately determine whether the accident was preventable or non-preventable.

The committee will report to the Vehicle Safety Coordinator within 3 working days the results of their review. The Vehicle Safety Coordinator will take the appropriate steps and communicate the results to the affected driver and supervisor.

VEHICLE SELECTION, INSPECTION AND MAINTENANCE

1. Introduction:

Proper selection and maintenance of equipment are important aspects of this program. Reduced operational costs and accidents from vehicle defects are the direct result of a well implemented maintenance policy.

2. Vehicle Selection:

Selection of vehicles begins with understanding the wrong equipment can result in excessive breakdowns, create hazards to personnel, incur costly delays and contribute to poor service and customer complaints. The company will purchase vehicles designed for their intended use.

3. Vehicle Inspection:

The employee responsible for the vehicle will inspect the vehicle semi-annually using the Vehicle Inspection Report form (see appendix) and forward the report to the Vehicle Safety Coordinator. More frequent inspections and reports may be required based on heavy use.

4. Vehicle Maintenance:

Vehicle maintenance can take the form of three distinct programs: preventive maintenance, demand maintenance, and crisis maintenance. While all three types have their role in the Motor Vehicle Safety Program, the most cost effective control is preventive maintenance. The groundwork for a good preventive maintenance program starts with management. A review of manufacturer's specifications and recommendations for periodic preventive maintenance should be integrated with the actual experience of the vehicles.

- A. Preventive maintenance (PM) is performed on a mileage or time basis. Typical PM includes oil/filter changes, lubrication, tightening belts and components, engine tune-ups, brake work, tire rotation, hose inspection/replacement and radiator maintenance.
- B. Demand maintenance is performed only when the need arises. Some vehicle parts are replaced only when they actually fail. These include light bulbs window glass, gauges, wiring, air lines, etc. Other "demand maintenance" items involve vehicle components that are worn based on information from the vehicle condition report. These include tires, engines, transmissions, universal joints, bushings, batteries, etc. Since these situations are identified through periodic vehicle inspection, they can actually be classified within the PM program.

C. Crisis maintenance involves a vehicle breakdown while on the road. While situations of this type may happen regardless of the quality of the PM program, it is an expensive alternative to not having an effective preventive maintenance program at all. Crisis maintenance situations should be minimized through proper PM procedures.

5. Recordkeeping:

This company's vehicle selection, inspection and maintenance program is only as good as its recordkeeping procedures. Employees will forward all vehicle maintenance records for maintenance performed each quarter to the Vehicle Safety Coordinator.

All State and Federal motor vehicle inspection laws should be followed

DRIVER TRAINING

1. Drivers hired by this company to operate a motor vehicle will have the basic skills and credentials necessary to perform this function as confirmed through the driver selection process.
2. New employees, contractor, and temporary hires will receive a copy of this program as part of their initial orientation. A formal orientation program is established to help assure all drivers are presented with the company policy, understand their responsibilities and are familiarized with their vehicle. Areas that must be addressed, with the driver, include:
 - a. Review and provide a copy of the Fleet Safety Program
 - b. Signed acknowledgment by the driver of the Vehicle Assignment Agreement
 - c. Review individual Motor Vehicle Report (MVR)
 - d. Review of accident reporting & emergency procedures
 - e. Review operation and controls of vehicle being assigned
 - f. Proper usage of the Vehicle Inspection Form
 - g. Initial defensive driver training for new employees and routine follow-up training for existing drivers.
 - h. Supervisor should routinely observe drivers and provide feedback on their driving habits.

A copy of this program will be kept in the vehicle.

3. License Suspension:

Drivers must notify the Vehicle Safety Coordinator if their license is suspended or revoked immediately. Drivers must refrain from operating a motor vehicle on company time (including their personal vehicle) if their license is suspended or revoked.

4. Remedial Training:

Drivers may be required to attend a safe driving school (National Safety Council Defensive Driving course of equivalent) or an alcohol/drug abuse program on their own time and at their own expense if a review of the driver's MVR indicates:

- A. One or more violation convictions within any one-year period, or
- B. A conviction for driving while under the influence of alcohol or drugs

Also, depending on the severity of the conviction, the employee's driving privileges may be revoked and/or may result in employment termination.
(See Additional Resources for Distracted Driving, Vehicle Loading & Unloading and Business Auto Standard Checklist)

DRIVER SAFETY REGULATIONS

1. Safety Belts:

The driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The driver is responsible for ensuring passengers wear their safety belts. Children under four years of age or under 40-pounds in weight must be secured in a DOT approved child safety seat.

2. Impaired Driving:

The driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.

3. Traffic Laws:

Drivers must abide by the federal, state and local motor vehicle regulations, laws and ordinances.

4. Vehicle Condition:

Drivers are responsible for ensuring the vehicle is maintained in safe driving condition. Drivers of daily rentals should check for obvious defects before leaving the rental office/lot and, if necessary, request another vehicle if the first vehicle is deemed unsafe by the employee. Drivers are encouraged to rent vehicles equipped with air bags and ABS brakes, where available.

5. Cellular Telephones, GPS Devices and Headphones:

The following procedures apply to employees driving on company business, including the use of their personal vehicle

- A. WHILE OPERATING A MOTOR VEHICLE, THE USE OF CELLULAR PHONES FOR CALLS AND TEXTING IS STRICTLY PROHIBITED.
- B. THE USE OF HANDS-FREE DEVICES IS STRICTLY PROHIBITED
- C. The use of headphones or ear buds are not permitted
- C. Drivers are only permitted to make phone calls or text when the vehicle is parked in a safe place off of the road
- G. GPS devices should only be programmed when the vehicle is parked

6. Motorcycles:

Employees are prohibited from using motorcycles when traveling on company business.

7. General Safety Rules:

Employees are not permitted to:

- A. Pick up hitchhikers
- B. Accept payment for carrying passengers or materials
- C. Use any radar detector, laser detector or similar devices
- D. Push or pull another vehicle
- E. Transport flammable liquids or gases unless a DOT or Underwriters' Laboratories approved container is used, and only then in limited quantities.
- F. Use burning flares (Employees should use reflective triangles).
- G. Assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well being is to be protected at all times.

8. Company and Personal Property:

Employees are responsible for company property such as computers, work papers and equipment under their control. The company will not reimburse the employee for stolen personal property.

RESOURCES

Guides

- PLM Business Auto Standard Checklist – www.plmins.com/wp-content/uploads/2018/01/BA_standardchecklist-min.pdf
- PLM Vehicle Loading and Unloading Guide – www.plmins.com/wp-content/uploads/2016/02/Loading_Unloading.pdf
- PLM Distracted Driving Guide – www.plmins.com/wp-content/uploads/2016/03/Distracted-Driving.pdf

Partnership Programs

- Samba Safety - www.plmins.com/loss-control/samba-safety/
- Drivers Alert - www.driversalert.com/

Additional resources can be found on PLM's website - www.plmins.com/additional-resources/

APPENDIX

- Vehicle Assignment Agreement
- Application Addendum For Employment Requiring Driving
- Driver Selection – Criteria (Sample)
- Guide For Preventable and Nonpreventable Accidents (possibly remove)
- Vehicle Inspection Report

VEHICLE ASSIGNMENT AGREEMENT

The undersigned hereby acknowledges receipt of a company-owned or leased automobile. I understand this vehicle is to be regularly maintained and serviced, according to the service schedule outlined in the Owner's Manual or the instructions issued by the Vehicle Safety Coordinator, whichever is appropriate.

Further, it is agreed this vehicle will be operated in a safe manner. I agree to wear my seat belt whenever the vehicle is in motion and will require other occupants to do so. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me.

I understand articles of this agreement apply regardless of who is operating this vehicle. I may authorize others to drive this vehicle according to the following guidelines:

- Licensed spouse except if under 21 years of age.
- Licensed employees of (*INSERT COMPANY NAME HERE*) or its subsidiaries or affiliates.
- Other licensed drivers as I so designate in emergency situations only.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant (*INSERT COMPANY NAME HERE*) the right to investigate my motor vehicle driving record any time. My current driver's license is issued from the State of (*STATE NAME*) and is No._____. I understand that I am responsible for my own license plate renewal, the cost of which will be reimbursed by the company. (Optional)

If my driving record contains two moving violations within one-year period, my record will be brought up before the Company Accident Review Committee for consideration of remedial training and/or loss of driving privileges.

I will be required to attend a safe driving class on my own time and at my expense, and to provide the Vehicle Safety Coordinator with confirmation of attendance within thirty days of notification if decided by the review board.

I understand I am not to modify the vehicle in any way without written permission. This specifically applies to the installation of cellular telephones, radios, CBs, speakers, etc. Further, trailer hitches and towing trailers are specifically prohibited. Further, I will not take this vehicle out of the United States without written permission from the Vehicle Safety Coordinator.

I agree to reimburse the company for damages done to this vehicle because of my negligence. In the event of an accident, which has been determined to have been my fault by citation, traffic court conviction, by my own admission, or determination by management, I recognize that I am responsible for the first 50% of the repair cost, up to a maximum reimbursement of \$250 per

accident, if the vehicle is repairable. If the vehicle is a total loss, I agree to be responsible for \$250 as reimbursement for the loss. *Subject to applicable state law.*

I understand the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my supervisor immediately.

I read and agree to the provisions of this Vehicle Assignment Agreement and the requirements of the Motor Vehicle Safety Program.

SIGNATURE **DATE**

VEHICLE ASSIGNED: _____
VIN NUMBER: _____
PLATE NUMBER: _____
MILEAGE: _____

OTHER DRIVERS

The undersigned agree to comply with the requirements of this Agreement, The Vehicle Safety Rules and the Vehicle Safety Program. (This section is to be completed by the employee's spouse and any other employees of the Company who seek eligibility to operate the Company vehicle.)

<u>Name (Print)</u>	<u>Signature/Date</u>	<u>License #</u>	<u>ST</u>	<u>Birthdate</u>	<u>SS #</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

APPLICATION ADDENDUM FOR EMPLOYMENT REQUIRING DRIVING

COMPANY _____

ADDRESS _____

NAME _____ PHONE: (_____) _____
First Middle Last

DRIVER LICENSES: (list all licenses held in past 3 years and indicate those that are current)

STATE	LICENSE NUMBER	CLASS	ENDORSEMENT(S)	EXPIRATION

Have you ever been denied, or had revoked or suspended any license, permit, or privilege to operate a motor vehicle? Yes _____ No _____

Have you ever been convicted of a DUI/DWI or drug-related charge? Yes _____ No _____

If you answered YES to the above questions, give details: (if additional space is needed, attach sheet)

TRAFFIC CONVICTIONS AND FORFEITURES FOR PAST 3 YEARS: (Other than parking)

LOCATION (CITY & STATE)	DATE	CHARGE	PENALTY

DRIVING EXPERIENCE:

CLASS OF EQUIPMENT	DATES		APROX. NO. OF TOTAL MILES
	FROM	TO	
Automobile			
Van/Pickup			
Truck/Tractor			
Bus			
Other (Specify)			

ACCIDENT RECORD FOR PAST 3 YEARS: (if additional space is needed, attach sheet)

<u>DATE</u>	<u>LOCATION</u>	<u>NATURE OF ACCIDENT</u>	<u>FATALITIES</u>	<u>INJURIES</u>

GENERAL:

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever been refused bond Yes _____ No _____

If you answered YES to either question, give details: (if additional space is needed, attach sheet)

LIST SPECIAL TRAINING RELATED TO TRANSPORTATION:

(If additional space is needed, attach sheet)

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 (*INSERT COMPANY NAME HERE*) 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 controlled substances and alcohol misuse test.

DATE _____ APPLICANT'S SIGNATURE _____

DRIVER SELECTION - CRITERIA (SAMPLE)

Since over 90% of vehicle accidents can be attributed to driver error according to the National Highway Traffic Safety Administration, the most important aspect of any fleet safety program is the selection of drivers. The following elements should be incorporated into a driver selection policy and kept in each driver’s personnel record file:

- Completion of a written application. It should include a place to list all driving violations or accidents within the past 3 years.
- Verification of a current and valid driver’s license
- Motor Vehicle Record (MVR) checks completed at time of hire and updated annually. This is a tool that management can use to evaluate whether the employee is “fit” to operate a vehicle while on company time and whether remedial driver training is needed. Depending on the review of MVR’s, action plans may be developed for addressing drivers with multiple violations and or/ accidents. This could include counseling, remedial training, company probation, suspension of driving privileges and/or possible termination from the company.
- Drug Testing Program to include pre-hire, post-accident, random and reasonable suspicion drug testing

According to the Occupational Safety & Health Administration, statistics have shown that drivers with a poor driving record can carry these bad habits to their job related driving. MVR’s will be used to qualify new hires, while annual reviews will be used to determine whether existing drivers have developed problems or bad habits. Each driver’s record should be reviewed at the time of hire and on an annual basis to review moving traffic violations, accident history, suspensions and revocations.

Fair Credit Reporting Act/Federal Driver’s Protection Act

Many organizations rely on their insurance agent and insurance company to provide feedback relating to their employee’s driver eligibility. Due to federal and state laws, insurance agents and companies are not permitted to share the specifics of MVRs. To adopt a more proactive role in fleet safety risk management, your organization should independently collect and evaluate employee MVRs against established criteria. Prior to ordering and evaluating MVRs, an authorization agreement form should be signed by each employee authorizing consent. This form should be utilized to comply with state and federal laws such as the Fair Credit Reporting Act and the Federal Driver’s Protection Act. The signed agreement form should be kept in each employee’s personnel file.

MVR Evaluation Criteria Sample

This is a simple grading system for use in evaluating driver Motor Vehicle Records (MVRs). There are four classifications of drivers based on their most recent three year driving record. The criterion is based on a point system in which points are assigned to accidents and moving violations. New hires should not have more than 3 points and ideally should have clean MVRs.

Type C Violations:

- Parking tickets, financial responsibility, seat belts or faulty maintenance One (1) point

Type B Violations:

- Speeding (≤ 10 m.p.h. over limit) Two (2) point
- Speeding (≥ 11 m.p.h. over limit) Three (3) points
- Failure to yield the right of way, traffic signal or sign Two (2) points
- Improper lane change Two (2) points
- Other general moving violations Two (2) points

- License suspension Two (2) points
- At-fault accident Two (2) points

Type A Violations:

Six (6) points

These are DWI, DUI, OUI, and OWI, refusing a substance test, driving with an open container of alcohol, reckless driving, hit and run, fleeing a police officer, racing, driving while license is revoked or suspended, manslaughter or vehicular homicide. Any driver with a Type A violation within the prior three years is not acceptable.

Driver Classifications (rolling 3-year period):

New Hires

- Acceptable - 0 to 2 points
- Marginal - 2 to 3 points
- Unacceptable - Over 3 points

Existing Drivers

- Acceptable - 0 to 3 points
- Marginal - 4 points
- Probation - 5 points
- Unacceptable - 6 points or more

Action Plan

The following courses of action are suggested for each driver classification:

1. Acceptable: employee may drive without qualification; in some cases, Counseling and a plan for MVR improvement may be developed
2. Marginal: employee may drive, remedial training required, their updated MVR will be re-evaluated every six (6) months and any increase in points will result in their being placed on probation or removed from a driving position.
3. Probationary: employee may drive, remedial training required, their updated MVR will be re-evaluated every three (3) months and any increase in points will result in their immediate removal from a driving position.
4. Unacceptable: employee is not permitted to operate a company vehicle under any circumstance. Any unauthorized use is grounds for immediate dismissal.

Additional Requirements:

- Management should be notified of any moving violation or accident as soon as possible after the event, but not later than 24 hours from the occurrence.
- Management should conduct a verbal counseling session with the driver as a standard procedure after notification of every moving violation or at fault accident.

- Drivers who reach the “Marginal” classification should be required to attend a mandatory Defensive Driving Course (or the equivalent remedial training program). They should also be given a written warning with regards to the company’s Driver Criteria and the implications of additional violations and accidents.
- Drivers who reach the “Probationary” classification should be given a written reprimand and notification that any future moving violations or at fault accidents will result in their removal from driving status. The only exception is if a previous violation or accident has rotated off of their three-year driving record in the meantime.
- Two (2) points will be removed from each employee’s point accumulation for every 12 months without a violation. An “Unacceptable” classification could become a “Probationary” classification and have their company driving privileges restored after 12 months violation free. When an employee is reclassified, all of the new classification criteria will apply.

GUIDE FOR PREVENTABLE OR NON-PREVENTABLE ACCIDENTS

An accident is preventable if the driver failed to act reasonably to prevent or avoid the accident. Drivers are expected to drive defensively. Which driver was primarily at fault, who received a traffic citation, or whether a claim was paid has absolutely no bearing on preventability.

If a stationary object is struck, then it is usually a preventable incident. If the driver rearends another vehicle then it is usually a preventable incident. It should be noted there are exceptions to any rule, but they are just that - exceptions!

It should be the objective of any person discussing or judging accidents to obtain as many facts as possible and to consider all conceivable conditions. If procedures, scheduling, dispatching, or maintenance procedures out of the control of the driver were found to be factors, that should be taken into account. The company must take responsibility for the work environment and recognize that drivers cannot control some aspects. It is critical that drivers have the ability to refuse to operate an unsafe vehicle without reprisal from management.

Professional drivers are expected to drive in a manner which allows them to avoid conflicts when they arise. Whether a driver has a 25-year safe driving record, or started driving the day before has no bearing on whether an accident is or is not preventable. Taking a fair attitude does not mean leniency. If an accident is judged nonpreventable and the drivers know the accident could have been avoided, they will lose respect for the safety program.

QUESTIONS TO CONSIDER - GENERAL

When judging or discussing preventable accidents, these are some questions to consider:

1. Does the report indicate that the driver considers the rights of others or is there evidence of poor driving habits which need to be changed?
2. Does the report indicate good judgment? Such phrases as "I did not see," "I didn't think," "I didn't expect," or "I thought" are signals indicating there is something wrong. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.
3. Was the driver under any physical handicap which could have been contributory? Did the accident happen near the end of a long and/or hard run? Does the driver tend to overeat? Did the driver get sufficient sleep before the trip? Is the driver's vision faulty?
4. Was the vehicle defective without the driver's knowledge? A gradual brake failure, a car which pulls to the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout may be considered

defects beyond the driver's knowledge; however, the inspection and maintenance program should work to prevent these hazards.

5. Would taking a route through less congested areas reduce the hazardous situations encountered?

QUESTIONS TO CONSIDER SPECIFIC TYPES OF ACCIDENTS

Intersection Collisions

Failure to yield the right-of-way, regardless of stop signs or lights, is typically preventable. The only exception to this is when the driver is properly proceeding at an intersection protected by lights or stop signs and the driver's vehicle is struck in the extreme rear, side, or back.

A professional driver is expected to know the turning radius of the vehicle and be able to avoid damaging others. These accidents are normally considered preventable.

1. Did the driver approach the intersection at a speed safe for conditions?
2. Was the driver prepared to stop before entering the intersection?
3. At a blind corner, did the driver pull out slowly, ready to apply the brakes?
4. Did the driver operate the vehicle correctly to keep from skidding?

**IF THE ANSWER TO ANY QUESTION IS NO,
THE DRIVER WAS NOT DRIVING DEFENSIVELY.**

Sideswipes

Sideswipes are often preventable since drivers should not get into a position where they can be forced into trouble. A driver should pass another vehicle cautiously and pull back into the lane only when he or she can see the other vehicle in the rearview mirror. A driver should also be ready to slow down and let a passing vehicle into the lane. A driver should not make a sudden move that may force another vehicle to swerve. Unless the driver is swerving to avoid another car or a pedestrian, sideswiping a stationary object is typically preventable.

Drivers are expected to be able to gauge distances properly when leaving a parking place and enter traffic smoothly.

A driver is expected, whenever possible, to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable.

The doors of a vehicle should never be opened when it is in motion, and should not be opened on the traffic side, unless clear of traffic, when it is parked.

1. Did the driver look to front and rear for approaching and overtaking traffic immediately before starting to pull away from the curb?
2. Did the driver signal before pulling away from the curb?
3. Did the driver look back rather than depend only upon rearview mirrors?
4. Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his or her vehicle?

**IF THE ANSWER TO ANY QUESTION IS NO,
THE DRIVER WAS NOT DRIVING DEFENSIVELY.**

Skidding

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazard of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous condition during the first minutes of a rainfall.

Loss of traction on a grade can be anticipated, and these accidents usually are often preventable. Chains or other suitable traction devices should be used, if they are available.

1. Was the driver operating at a safe speed considering weather and road conditions?
2. During inclement weather was the driver keeping at least twice the safe following distance used for dry pavement?
3. Were all actions gradual?
4. Was the driver anticipating ice on bridges, gutters, ruts, and near the curb?
5. Was the driver alert for water, ice or snow in shaded areas, loose gravel, sand, ruts, etc.?
6. Did the driver keep out of other vehicle tracks or cross them at wide angles?

**IF THE ANSWER TO ANY QUESTION IS NO,
THE DRIVER WAS NOT DRIVING DEFENSIVELY.**

Pedestrian and Animal Collision

Pedestrian accidents, including collision with pedestrians coming from between parked cars, can be preventable. In some instances the action of pedestrians unreasonable to the extent that the operator could not be expected to anticipate such an occurrence.

Collisions with animals can be preventable, unless the movement on the part of an animal was unusual and unexpected.

1. Did the driver go through congested sections without expecting that pedestrians could step in front of the vehicle?
2. Was the driver prepared to stop?
3. Did the driver keep as much clearance between his or her vehicle and parked vehicles, as safety permitted?
4. Did the driver stop when other vehicles has stopped to allow pedestrians to cross?
5. Did the driver wait for the green light or stop for the caution light?
6. Was the driver aware of children and prepared to stop if one ran into the street?
7. Did the driver give all pedestrians the right-of-way?
8. Did the driver stop for a school bus which was stopped and properly signaling that passengers were loading or unloading?

**IF THE ANSWER TO ANY QUESTION IS NO,
THE DRIVER WAS NOT DRIVING DEFENSIVELY.**

Parked or Stopped

Accidents occurring when vehicles are properly and legally parked are considered nonpreventable. Accidents occurring while the vehicle was double parked or in a "No Parking" zone are typically preventable.

1. Was the vehicle parked on the proper side of the road?
2. Was it necessary to park near the intersection?
3. Did the driver have to park on the traveled part of the highway, on the curve, or on the hill?
4. When required, did the driver warn traffic by emergency warning devices?
5. Did the driver park parallel to the curb?
6. Was it necessary to park so close to an alley or directly across from a driveway?

**IF THE ANSWER TO ANY QUESTION IS NO,
THE DRIVER WAS NOT DRIVING DEFENSIVELY.**

Noncollision Vehicle Damage, Mechanical Failure, and Miscellaneous Problems

The accident may be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or the driver caused by rough and abusive handling.

When a mechanical failure is sudden or unexpected, not resulting from abuse or ordinary wear, it may be considered nonpreventable. Bad brakes should not be considered a mechanical failure unless the failure was sudden and the driver could have had no previous knowledge of the condition. However, this type of failure cannot excuse a driver who does not know how to properly pre-trip inspect the vehicle or did not do the inspection correctly.

It is the driver's responsibility to be sure that his or her load is secure. It is a driver's should keep the cargo in mind and be aware of any sudden vehicle movements which may cause damage to the cargo or danger to other motorists. The load should be checked from time to time to be sure that no dangerous shifting has occurred. Driving off the highway to avoid a collision may be preventable. Drivers should try not to place themselves in such a position.

1. Was the driver's speed safe for conditions?
2. Did the driver obey all traffic signals?
3. Was the driver's vehicle under control?
4. Did the driver properly monitor their load?
5. Did the driver follow the routing and delivery instructions?

**IF THE ANSWER TO ANY QUESTION IS NO,
THE DRIVER WAS NOT DRIVING DEFENSIVELY AND MAY BE RESPONSIBLE.**

VEHICLE INSPECTION REPORT

This report is due during the month of **April** and **October** each year. A separate report must be completed for each unit. After completion this report should be forwarded to: _____

Date: _____
 Vehicle unit number: _____ License number: _____ Mileage: _____
 Branch and Department number: _____ Driver: _____
 Reporting office: _____ Department: _____
 Year: _____ Make: _____ Model: _____
 Serial number: _____

4 cylinder 6 cylinder _____ other Cruise Tilt wheel

INSPECT AND CHECK ONE:

Lights

Head: OK Out Back-up: OK Out
 Parking: OK Out Side: OK Out
 Tail: OK Out Flashers: OK Out
 Directional: OK Out

Tires

Front left: Good Fair Poor Front right: Good Fair Poor
 Rear left: Good Fair Poor Rear right: Good Fair Poor
 Conventional spare: Good Fair Poor Snow tires: Yes No
 Mini spare: Yes No Good Fair Poor

Note and explain uneven wear: _____

Brakes

Check for master cylinder leaks. If unusual conditions, explain: _____

Check brake pedal: High Low

Comments: _____

Check brake fluid: Full Low

Exterior

- Paint, overall condition: Good Fair Poor
 Chrome, overall condition: Good Fair Poor
 Glass, overall condition: No damage Damage

Explanation of overall exterior condition: _____

Nonstandard ornamentation or equipment? (decals, trailer hitch, etc.) Yes No

If "Yes," describe: _____

Exterior damage? Yes No

If "Yes," note and explain estimated cost of repairs: _____

If "Yes," was claim submitted? Yes No

If "No," why not: _____

Interior

- Overall appearance: Clean Worn Dirty
 Condition of seats: Good Springs broken Sagging
 Condition of upholstery: Clean Worn Dirty Torn Burn holes
 Condition of carpets: Clean Worn Dirty Torn
 Floor mats: Yes No
 Windshield wipers: Good Fair Poor
 Knobs, handles, etc.: Good Broken Missing

Accessories:

- Flash light: Yes No
 Horn working: Yes No
 Safety belts: Working Nonworking
 Windshield scraper: (if applicable) Yes No
 Rear window defroster: Working Nonworking
 Accident report kit: Yes No
 Driver's manual: Yes No

Condition of trunk: Clean Dirty

Accessories:

- Jack: Yes No
 Handle and base: Yes No
 Lug wrench: Yes No
 Reflectors (2-6): Yes No

Under Hood

Engine: Clean Dirty

Note apparent leakage: _____

Engine oil: Full Low

Condition: _____

Mileage of last oil change: _____ Mileage of last filter change: _____

Mileage of last lubrication: _____

Windshield washer fluid: Full Low

Battery water level: Full Low

Nonfillable: Yes No

Transmission fluid condition: Full Low Color: Red Black

Power steering fluid: Full Low

Overall Rating of Car

Excellent Good Fair Poor

Driver's comments: _____

Inspector's comments and recommendations: _____

Inspector's signature: _____

Branch/Fleet Coordinator signature: _____

Driver's signature: _____

Scheduled completion date of corrective action: _____

All State and Federal Motor Vehicle Inspection Laws Should Be Followed