

An Outline For Developing A Fleet Safety Program For Small Fleets



1. Develop a Company Policy: This should include a policy statement emphasizing the goal of reducing accidents. Designate responsibility.
2. Driver Selection:
 - a. Proof of a valid drivers license.
 - b. Motor vehicle record review.
 - c. Driver should demonstrate the ability to operate the vehicle under normal traffic conditions.
3. Driver Training:
 - a. Defensive driver training
 - b. Company procedures for maintenance, accident reports, seat belt usage, cell phones.
4. Vehicle Maintenance & Safety:
 - a. Documented maintenance schedule
 - b. Annual inspection report by driver given to supervisor.
 - c. Maintenance of service records
5. Vehicle use agreement:
 - a. Review of conditions in which employee may operate a vehicle and should be signed by employee.
 - i. Use of vehicle by family members
 - ii. Personal use of vehicle
 - iii. Storage
 - iv. Operating expenses such as parking, car wash, etc.
 - v. Penalties for preventable accidents.
 - vi. If driving a personal vehicle for work the driver should provide a certificate of insurance on an annual basis.
6. Accident Reporting:
 - a. Reporting kit in the glove box.
 - b. Information regarding who to report an accident to.

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- c. Specific procedures for handling an accident.
 - d. Timely reporting to the insurance company
7. Driver File:
- a. Drivers license
 - b. MVR information
 - c. Penalty or warning letters
 - d. Accident reports
 - e. Maintenance
 - f. Insurance info.
8. Designated accident review committee:
- a. Written disciplinary procedures developed