



FLEET SAFETY



Fleet Safety Best Practices Self-Audit Checklist

QUESTION	YES	NO
Human Resources department evaluates annual Motor Vehicle reports (MVR) for all drivers: pre-hire and annually thereafter for current drivers.		
MVRs are evaluated using written criteria such as a points system.		
Company has a written drug free workplace policy and conducts drug screenings for: pre-hire, post-incident, reasonable suspicion, and screens employees on a random basis.		
Management is prepared to restrict driving privileges and, if needed, terminate employees that do not meet minimum point requirements identified during MVR evaluations.		
All drivers receive drivers training a minimum of annually (not just DOT drivers)..		
All drivers involved in accidents, near-misses, or observed to be operating in an unsafe manner will receive remedial training.		
Company has a detailed new hire orientation training process to include documented ride-a-longs with experienced drivers.		
Defensive driving techniques is incorporated into all drivers' training sessions.		
Company has a designated fleet safety manager that conducts regular ride-a-long or ride behind evaluations for all fleet drivers (a minimum of annually for each driver).		
Use of electronic devices such as cell phones while driving and other forms of distracted driving is restricted via company policy.		
All vehicle accidents are investigated by a manager or supervisor.		
Fleet vehicles are equipped with accident kits to include required investigation forms and procedures of what to do when involved in an accident.		
Vehicles are equipped with electronic monitoring devices and management monitors drivers for safe driving metrics: routes, speed, hard stopping, etc...		
Management reviews electronic device data and provides regular feedback to drivers.		
Reward or participation program is available for drivers and positive recognition is given by management for top performers.		

- This self-assessment tool provides a list of best practices that can be used to establish a comprehensive fleet safety program.
- If your organization needs assistance with implementing any of the questions listed above or if you have questions, please contact your R.A.M.P. Risk Management Consultant or email us at ramp@berkindcomp.com.





Best Practices & Tips for Success

- New Hire Screening
- Annual MVR
- Points Screening System
- Drug Screening

- Awards
- DOT Compliance
- Electronic Devices (GPS)
- How's My Driving
- Incident Investigations



- Safety Pledge
- Distracted Driving
- Company Expectations

- Defensive Driving
- Ride-a-Longs
- Annual Training
- Mentorship
- DOT

Driver Selection

Selecting safe and qualified drivers is one of the most important steps for an effective safety program. The following resources will be beneficial to assist HR and management to identify safe and qualified drivers. This means the drivers are drug-free and have acceptable driving histories that meet pre-defined written criteria.

- 1 Establish screening criteria for reviewing current and potential new hires' driving records (this is applicable for both DOT or Non-DOT). You will need defined POINTS OR NOGO criteria to determine if you will hire or retain drivers. An example of a POINTS screening tool is available by contacting you R.A.M.P. Risk Management Consultant.
- 2 Open an online Employer account with the state DMV that is applicable to where your organization operates. The state DMV Employer account will allow you to access an employee's state driving records commonly known as Motor Vehicle Report (MVR) or Drivers Licensing Record (DLR) with ease. The MVR or DLR will not show the employee's DOT driving records, but is an important screening tool for both DOT and non-DOT regulated drivers. You will need to contact the applicable DMV to open this account. MVR will need to be screened for all potential new hires that drive company vehicles and at a minimum, annually for current drivers.
- 3 If the company hires DOT-regulated drivers, open a Pre-Employment Screening Program (PSP) with the FMSCA. This account will allow you to access 3 to 5 years of current or potential drivers DOT history. You will need this account to properly acquire the histories of DOT-regulated drivers. Link for this tool is provided below:

[**PSP Program**](#)

- 4 Implement a Drug-Free workplace policy that includes the following (Mandatory for DOT drivers):
 - Pre-hire screening
 - Random screening
 - Reasonable suspicion screening
 - Post-incident screening
 DOT-regulated accounts will be required to participate in the FMCSA Drug & Alcohol clearinghouse. For more information, click the link below.

[**Clearinghouse**](#)

Driver Awareness

Driver Safety Pledge: After the drivers have passed the screening criteria, have them undergo a short training that covers company expectations of all drivers. This training can be effectively documented by having all drivers sign a "FLEET SAFETY PLEDGE." This document will include all the foundational rules of operating a vehicle for the company. An example can be sent to you by your Risk Management Consultant.

Distracted Driving: Electronic devices such as cell phones and other technology have created a road environment full of drivers that are not focused on driving. It is imperative that employers address distracted driving in a formal written policy and driver training. This can be part of the safety pledge process. FREE employer resources regarding distracted driving can be found using the link below.

[**Nation Safety Council \(NSC\)**](#)





Driver Training



Master Driver: Providing training for your drivers is extremely important. Management formally assigning master driver duties to the appropriate supervisor or supervisor(s), depending on how many drivers you have, is the first step to implementing an effective driver training program. The duties of this position are illustrated above; this person will ensure training is completed, documented, and archived.

This will also bolster your overall DOT compliance program if applicable.

New Hire Training: This will consist of the following:

- Driver safety pledge/company expectations as previously discussed.
- Assign new drivers to experienced driver for hands-on training; document process with ride-a-long form and checklists. Be sure to customize this process to the type of trucks and trailers your employee will be operating. A new driver checklist is available by contacting your R.A.M.P. Risk Management Consultant.

Regular Safety Messages that are related to driving can be incorporated into a “toolbox talk” safety program. Materials for driver training are available in the Risk Management Center available to all Berkley Industrial Comp policyholders. Access to RMC is available by contacting your assigned RAMP Risk Management Consultant.

Driver Evaluations should include at least an annual ride-along and document the overall performance of the driver.

Ideas to include in the evaluation are:

- Number of safe miles driven
- Participation in safety meetings and training
- Participation in-vehicle pre and post-trip inspections
- GPS/Telematics data if available
- MVR Violations
- DOT Violations

Remedial Training: Following accidents, near misses, or identification of unsafe driving behaviors should result in the driver undergoing some form of remedial training. This training will be situational dependent and at the discretions of the assigned master driver.

Defensive Driving: This is the practice of using defensive driving strategies that minimize the risk and help avoid accidents by predicting hazards on the road. There are defensive driving training programs that are beneficial to incorporate into the overall driver training program. The links below are for defensive driving programs that are worth exploring for your fleet program. Defensive driving training will give your drivers the skills needed to avoid accidents and not take unnecessary risks.

SMITH

Nation Safety Council
(NSC)





Overall Fleet Program & Tips



DOT Compliance

- Require drivers to conduct documented pre and post-trip vehicle inspections
- Implement a documented vehicle maintenance plan which includes defined service intervals by vehicle mileage or hours of operation
- DOT vehicles require an annual documented inspection
- DOT drivers are required to undergo a process to acquire medical fit for duty cards

Due to the abundance of DOT regulatory requirements, it is important to have select staff members that are formally educated on these items and capable of assisting the company in becoming compliant. Executive management and the safety team should regularly review the company's DOT performance records known as the SAFER report. It is highly recommended that the SAFER report be accessed monthly and reviewed by executive management to determine the report's accuracy and to also identify compliance issues the company can improve upon.

[Access to SAFER Report](#)

Investigate Accidents

It is important to be prepared for an accident before it occurs. Have a defined response plan on which supervisors will respond to the scene to investigate accidents. Supervisors that will respond to vehicle accidents will need additional training. Equip all vehicles with "accident kits".

The kits will need to include:

- 1 Instructions of who the driver should contact following the incident
- 2 Instructions for the driver of what to do following the incident
- 3 Forms for the company driver to complete following the incident

Other accident planning considerations are HAZMAT spill response, properly reporting incidents to DOT as required by regulations, a drug-screening process for drivers involved in the incident, and a committee review of the accident after the investigation has been concluded. Please contact your R.A.M.P. Management Consultant to get a copy of a Vehicle Accident Form.

Fleet Related Technology



GPS Monitoring / Telematics: Technology has offered management effective tools to better monitor their vehicles and driver performance. Telematics devices collect and transmit data on vehicle use, maintenance requirements, vehicle idle, times, automotive servicing, vehicle/equipment locations, safety compliance (speeding, seat belt use, hard stopping, swerving, etc..) If on the road driving is a major exposure for your organization, exploring the various telematics products on the market could prove to be extremely beneficial to the organization and applies to several aspects of the business to include: safety, production efficiency, cost savings, maintenance, and performance.

Dash Cameras: Record notable events including accidents.

Vehicle Sensors: Technology that assists driver with lane changes and backing up vehicles.

How's My Driving Services: Allows the general public to report concerns regarding vehicles and company drivers to management.



There are dozens of moving pieces to an effective fleet safety program and all of them are important. The purpose of this article was to provide a short synopsis of techniques and methods that will lead to success. If the major components of this article are fully implemented your organization will be able to state the following in regards to a severe vehicle incident:

- Driving record of the driver was assessed by the employer within last year
- Random & regular drug screenings were passed
- Employee signed "Drivers Safety Pledge" addressing distracted driving
- Employee passed hands-on driver assessment when hired
- 8 hour defensive driving course was attended (within last 5 years)
- Driver related training was attended within the last year
- Driver completed pre-operational checklist before operating vehicle today
- Employee underwent ride-a-long evaluation within last 2 years

