

# Fleet Safety Program Toolkit

You can help protect your employees and others on the road from getting hurt or killed in motor vehicle accidents by developing a fleet safety program.

The Ohio Bureau of Workers' Compensation truly cares about the safety of all Ohioans. That's why we're focused on reducing injuries and fatalities on the job and outside of work by creating a culture of safety among all Ohioans. We created this toolkit to help you develop and implement a fleet safety program to encourage your employees to stay safe while driving, on and off the job.

On the following pages, you'll find tips and resources related to the four components of an effective fleet safety program:

- o **Component 1:** Company leaders commit to safety
- o **Component 2:** Written policies and procedures guide employees' actions
- o **Component 3:** Driver selection, training and evaluation is a top priority
- o **Component 4:** Vehicles are safe and well-maintained

*This toolkit is advisory in nature, informational in content and intended to assist employers in creating and implementing a fleet safety program. Please note, this toolkit does not include all local, state or federal regulations and guidelines. The following tips and resources include information from the Ohio Bureau of Workers' Compensation, Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health, Network of Employers for Traffic Safety, National Highway Traffic Safety Administration and Occupational Safety and Health Administration.*

## Component 1: Company Leaders Commit to Safety

The safety of employees as they drive for work and to and from work is directly influenced by you and your actions. You have the ability to provide leadership, set policies and allocate resources, including staff and budget, to create a safety culture.

Did you know motor vehicle accidents are the leading cause of deaths among workers in the U.S.?

- o Every five seconds a crash occurs
- o Every 10 seconds an injury occurs
- o Every 12 minutes a death occurs

Employers bear the cost for injuries that occur both on and off the job. By implementing a fleet safety program in the workplace, you can greatly reduce the risks faced by your employees and their families while protecting your company's bottom line.

- o The average crash costs an employer \$16,500.
- o An on-the-job crash resulting in injury costs an employer \$74,000.
- o Costs can exceed \$500,000 when a fatality is involved.

By creating a fleet safety program, you can:

- o Save lives and reduce the risk of life-altering injuries.
- o Protect your organization's human and financial resources.
- o Help guard against company and personal liability associated with work-related crashes.

As you begin to develop your fleet safety program, remember:

- o It's important to let everyone know road safety is a priority at your company and you expect them to drive in a safe and responsible way.

- o You should always serve as a role model for road safety.
- o Actively encouraging employee participation and involvement at all stages, including the initial planning phase, is a good practice and will help the effort to succeed.

## Component 2: Written Policies and Procedures Guide Employees' Actions

A written statement emphasizing the commitment to reducing traffic-related deaths and injuries is essential to a successful program. Within your written statement, detailing your safety policies and procedures, you should identify hazards your drivers face and detail the steps you will take to eliminate or reduce those hazards. Topics may include journey management, seat belt use, distracted driving, drowsy driving and impaired driving.

Below are sample policies that can be adapted for use by your company.

### Sample Journey Management Policy

(Name of Company/Organization) cares about the safety of its employees and vehicles. Therefore, all employees of (Name of Company/Organization) must complete a pre-trip vehicle inspection form and have their supervisor review and sign it before operating their work vehicle at the start of their shift. Supervisors will be responsible for giving employees their route, destination and/or travel schedule and employees are to check-in (insert frequency). In case of an emergency, employees are to call 911, if needed, and their supervisor once it is safe to do so.

### Sample Seat Belt Use Policy

(Name of Company/Organization) recognizes that seat belts are extremely effective in preventing injuries and loss of life. It is a simple fact that wearing your seat belt can reduce your risk of dying in a traffic crash by 45 percent in a car and by as much as 60 percent in a truck or SUV. We care about our employees and want to make sure no one is injured or killed in a tragedy that could have been prevented using seat belts. Therefore, all employees of (Name of Company/Organization) must wear seat belts when operating a company-owned vehicle, or any vehicle on company premises or on company business; and all occupants are to wear seat belts or, where appropriate, child restraints when riding in a company-owned vehicle, or in a personal vehicle being used for company business. All employees and their families are strongly encouraged to always use seat belts and the proper child restraints whenever they are driving or riding in any vehicle, in any seating position.

### Sample Cell Phone Policy

(Name of Company/Organization) recognizes that distracted driving dramatically increases one's likelihood for a motor vehicle injury or fatality. Therefore, (Name of Company/Organization) requires all employees to follow the below rules regarding cell phone usage during work:

- o Employees are prohibited from texting while driving.
- o Employees are prohibited from talking on the phone while driving, including with the use of hands-free devices.
- o If an employee must make a call, they must find a safe place to pull off of the road in order to do so.
- o If an employee receives a call while driving, the employee must let the call go to voicemail and only listen to the message when they are not operating the vehicle.

### Sample Alcohol and Drug Use Policy

(Name of Company/Organization) has a vital interest in maintaining safe, healthful and efficient working conditions for its employees. Therefore, the consumption of alcohol or illegal drugs by any employee during "duty hours" is prohibited. Duty hours consist of all working hours, including break periods and on-call periods, whether on or off company premises. The consumption of alcohol or illegal drugs while performing company business or while in a company facility is prohibited.

### Recognition Programs and Disciplinary Action Systems

Driving safely is a company expectation and you should recognize drivers who consistently follow safe driving practices. At the same time, you should ensure all drivers are aware of the consequences of disregarding the rules and operating unsafely. You may wish to include these points in your written statement.

### Driver Agreements

These are the cornerstones of an effective fleet safety program, so you should give each employee a copy of your company's policies upon hire (or policy creation) and have the employee sign a contract agreeing to your company's policies.

*A sample driver agreement can be found in the back of this toolkit.*

### Component 3: Driver Selection, Training and Evaluation is a Top Priority

Your drivers are the stars of your fleet, so selection, training and evaluation are extremely important for an effective fleet safety program. Not only does this help to save lives and reduce the risk of life-altering injuries, but it also helps guard against company and personal liability associated with work-related crashes.

#### Decide who is eligible to drive for your company.

- o Make sure every worker you assign to drive has a valid state driver's license.
- o Review motor vehicle records for all employees.
  - o You must screen out drivers with poor driving records since they are most likely to cause problems in the future. You should clearly define the number of violations an employee/driver can have before losing the privilege of driving for work, and provide training where indicated.
- o Be aware of federal and state limitations for workers under 18.

#### Provide driver safety training as soon as possible after hiring and remember to provide continuous driver safety training and communication.

- o Driver training should include behind-the-wheel evaluation of driving skills and behaviors. Supervisors should give training on any deficiencies.
- o Provide corrective training to drivers who are involved in a crash where they are at fault.

*A sample tip sheet to share with new hires or as a refresher for current employees can be found in the back of this toolkit.*

#### Evaluate drivers on a regular basis.

- o Review motor vehicle records at least once a year for every driver.
- o Do regular on-the-road evaluations of every driver's driving skills.
- o Consider using in-vehicle monitoring systems to continuously evaluate drivers' performances.
- o Develop a driver recognition program to make safe driving an integral part of your business culture.

#### Your company should also have a reporting and investigation process in place for driver accidents and traffic violations.

- o All accidents and traffic violations, regardless of severity, should be reported to a supervisor as soon as possible after they occur, and this policy should be detailed in your company's written safety statement.
- o All accidents and traffic violations should be reviewed to determine their cause and whether or not they were preventable. Understanding why these accidents and violations are happening, regardless of fault, forms the basis for eliminating them in the future.

*Want another great reason to establish a reporting and investigation process? Read about House Bill 207 and non-at-fault motor vehicle accident claims at [info.bwc.ohio.gov](http://info.bwc.ohio.gov).*

## Component 4: Vehicles Are Safe and Well-Maintained

Selecting, properly maintaining and routinely inspecting company vehicles is an important part of preventing crashes and related losses.

- o Provide vehicles that come with high safety ratings based on crash testing.
- o When buying or leasing company vehicles, look for advanced safety features such as lane departure warning systems, collision warning systems, rear-facing cameras and adaptive cruise control.
- o Have a routine preventative maintenance schedule for checking and servicing company vehicles. A mechanic should do a thorough inspection of each vehicle at least annually, with documented results placed in the vehicle's file. Personal vehicles used for company business are not necessarily subject to the same criteria and are generally the responsibility of the owner. However, personal vehicles used on company business should be maintained in a manner that provides the employee with maximum safety and reflects positively on the company. It's recommended supervisors remind drivers of this.
- o Instruct drivers to conduct a pre-trip vehicle inspection before each shift with supervisor sign-off.

*A sample pre-trip vehicle inspection form can be found in the back of this toolkit.*

### For more information

- o Schedule a safety consultation at [info.bwc.ohio.gov](https://info.bwc.ohio.gov) (click the link under "safety")
- o Call 1-800-644-6292
- o Visit [BeSafeOhio.com](https://www.besafeohio.com)

### Additional resources

Fleet safety program development and management

- o <https://www.cdc.gov/niosh/docs/2015-111/pdfs/2015-111.pdf>
- o [https://www.osha.gov/Publications/motor\\_vehicle\\_guide.html](https://www.osha.gov/Publications/motor_vehicle_guide.html)
- o <https://www.nafa.org/About/About-NAFA/Contact-Us.aspx>
- o <https://osha.oregon.gov/OSHAPubs/pubform/vehicle-safety-sample-program.pdf>

### NIOSH safety website

- o <https://www.cdc.gov/niosh/motorvehicle>

### OSHA safety website

- o <https://www.osha.gov/SLTC/motorvehiclesafety>

### NHTSA safety website

- o <https://www.nhtsa.gov>

### NETS safety website

- o <https://trafficsafety.org>

# Sample Documents

**Driver Agreement**

I acknowledge that I have been informed and given a copy and access to the company's fleet safety policy.

I have reviewed the procedures contained in the documents and understand it is my responsibility to operate a vehicle safely.

I agree to the following conditions laid out in the current fleet safety policy; however, 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.

Driver's name: \_\_\_\_\_

Driver's signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supervisor's name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Tip Sheet: Top Five Tips for Driving Safely

### Don't drive distracted.

Distracted driving is the No. 1 cause of crashes. We hear a lot about texting and driving, but eating, shaving, putting on makeup and even sleeping are types of distracted driving. So, use this rule: If you do something in the kitchen, bedroom or bathroom, don't do it in the car.

Distractions include:

- o Visual distractions
  - o Reading maps/notes/newspaper
  - o Applying makeup/shaving
  - o Other occupants in the vehicle
  - o Snow/ice on windows/windshield
  - o Sun glare
  - o Billboards and signs
  - o Pedestrians
  - o Animals
  - o Accidents or other events
- o Manual distractions
  - o Programming a GPS
  - o Talking on a cell phone
  - o Selecting phone numbers
  - o Texting/emailing
  - o Adjusting climate controls/radio/seat/mirrors/steering wheel/safety belt
  - o Changing/adjusting clothes
  - o Reaching for cargo/objects
  - o Smoking
  - o Consuming food or drink
- o Cognitive distractions
  - o Talking with the use of a hands-free device
  - o Inattention/daydreaming
  - o Fatigue/drowsiness
  - o Stress from work, home, family, finances, etc.
  - o Physical and emotional conditions, such as anger, anxiety, grief



## Tip Sheet: Top Five Tips for Driving Safely

### Slow down

Speeding is always one of the top contributors to car crashes. And it's a double whammy. Not only does it reduce the time you have to react, it increases the severity of any resulting injuries.

### Leave early

Sounds silly, right? But worrying about being late distracts you and increases the likelihood you'll speed. Remember the tips about not speeding and not being distracted? So, leave early and stay safe.

### Stay awake

Sleep or drive. Pick one. Losing focus, yawning, heavy eyelids, drifting out of your lane - these are all signs you may be too tired to drive.

Keep these tips in mind:

- o Nap before you leave.
- o Take a friend - It's easier to stay awake when you're chatting. Plus, they can take a turn driving.
- o If you're still sleepy, find a safe place to pull over and take a short nap.

### Drive defensively

Even if you're the best driver out there, you have to contend with the rest of the world. Be your own guardian angel and take steps to always be safe.

We suggest the four A's:

- o **Anticipate.** Drivers must remain alert at all times to what is going on around them and in the distance ahead.
- o **Adjust.** Drivers must continually adjust to changing circumstances. The extremely changing nature of driving requires constant attention to detail and adjustment.
- o **Assume nothing.** Drivers should take nothing for granted.
- o **Allow no distractions.** Drivers need to stay focused on their job of driving safely and arriving at their destination without incident.

**If you don't care about your safety, who will?**

### Pre-trip Vehicle Inspection Form

Driver must complete this checklist before operating their work vehicle.

Driver's name: \_\_\_\_\_

License plate number: \_\_\_\_\_

Vehicle mileage: \_\_\_\_\_

Component 1: Safe driver	Yes	No
I have a valid copy of my driver's license.		
I have considered factors that may impair my safety while driving, such as medication.		

Component 2: Safe journey	Yes	No
I have read the safe driving tips provided by my supervisor and will keep them in mind while driving.		
A vehicle manual is available, if needed.		
The time of day, weather, road conditions and public events have been identified and addressed.		
I have a charged cell phone in case of an emergency.		
Emergency items (first aid kit, reflective vest, jumper cables, etc.) are available should I encounter any in-route or destination hazards.		
I have all needed work items and they are properly secured, either inside the vehicle or on the back of my truck/trailer, so as not to cause further damage during an accident or be the cause of one.		

Component 3: Safe vehicle	Yes	No
There are no fuel/oil leaks.		
The windshield is clean.		
The windshield wipers and washers are working.		
The tires (including the spare) have adequate tread and are fully inflated.		
All doors are working and closing properly.		
All mirrors are in good condition and adjusted.		
The license plate is clean and undamaged.		
The horn is working.		
The brakes are working.		
All seat belts are in good condition.		
All lights and indicators are working.		
Music/radio, climate controls and GPS are set prior to driving.		
There is sufficient fuel for the journey.		

#### Comments:

I have completed the above form and found myself and the vehicle to be in good condition for driving – if not, I have discussed all concerns with my supervisor.

Driver's name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supervisor's name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supervisor only: All vehicle defects have been rectified:    Yes    No    N/A