Commercial Vehicle Evaluation Checklist

Company name:_____ **Date:**_____

Commercial vehicle administrator:_____

	Yes	No	N/A
Management:			
• Written Commercial Vehicle Use Policy			
• Management Policy Confirmation			
Driver selection:			
• Is driving employee's only responsibility?			
• Completed application on file			
• Interview completed			
• Job references checked			
• MVR evaluation / report on file			
• Any physical exams			
• Written driver knowledge test			
• Field driver test with instructor			
• Records maintained			
• Driver license copy on file			
Ongoing driver training:			
• New driver orientation			
• Practice trips prior to transporting passengers			
• Passenger loading and unloading training			
• Route planning and familiarity			
Supervision:			
• Cell phone use restricted while driving			
• Driver Communication with office			
• Non driving passenger supervisor			
Accident investigation & recordkeeping:			
• All accidents investigated			
• Accident review policy			
• Driver accountability for at fault accidents			
• Detailed Accident records kept			
• Cameras kept in accident investigation packets			
Vehicle maintenance:			
• Scheduled vehicle maintenance			
• Pre-trip or other regular inspections			
• Tire maintenance program / inspections			

If you have a safety or risk management question or a suggestion for a topic, please contact Markel's Risk Management Department at safety1st@markelcorp.com.

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