**XYZ Company
Driver Safety Program Outline**

**Introduction**

Your drivers pose a significant risk to your organization. Their ability, their background, your commitment to safety, your vehicles and the manner in which all of these components work together expose your business to a variety of risks. To lessen these risks and exposures, you need to use a variety of risk management strategies and best practices to implement and manage your driver safety program.

This driver safety program outline has been provided to you as a tool to help you start documenting how you manage your driver safety program for your organization. It does not provide the detail, but it DOES provide you with an outline of those components we consider important.

A word of caution about this outline – even though we have included components that are considered to be important in a driver safety program, the information provided is generic and not all information will apply to every organization. It needs to be read carefully so you can select what does and what does not apply to your business. Also, not every safety concern and procedure that may apply to your organization may be covered in this outline guide. Many safety and risk management related concerns will come from specific instances that may have occurred in the past or from distinctive factors associated with the operation of your business so this outline guide should not be considered as all encompassing, or suitable for all situations, conditions, and environments. It is intended to provide an outline and a way to document your safety program based on components and best practices we have found to be present among organizations with a good safety record. Please contact us, your agent or your attorney if you have any questions.

How to use this guide:

1. For ease you can easily replace “XYZ Company” with your company name by using the “find and replace” function.
2. Directions and suggestions for this outline are provide in **blue ink** and can be deleted once you’ve “filled in” the outline
3. Develop and state your company’s viewpoint or describe how your organization accomplishes each of the components.
4. Include any components that are unique to your organization’s driver safety program that are not included in this outline. When you are done, you will have documented your driver safety program. Afterwards, on a regular basis, you should review this program to determine if any updates or changes are needed and make revisions accordingly.
5. Please refer to the guide “Managing Vehicle Risks” from among Markel’s safety guides and several related documents from the “Driving safety” risk management section of your Markel website for additional information.

**Conclusion**

Implementing risk management strategies effectively for your organization will get you off to a great start in managing many of your driving exposures. As a manager you have a responsibility to your employees, to your customers, and the general public to know who is driving for your company and that they meet the driver guidelines you’ve established. You have a responsibility to have sound business procedures in place and to train your drivers so they know and can follow these procedures safely. And you need to assure the vehicles you have on the road are safe and well maintained.

Of course there can be many other components to managing all of your organization’s driving exposures. You should also consider talking to your insurance agent to discuss your specific circumstances and what else you might do to lessen your driving risks.

XYZ Company Driver Safety Program

Date of Implementation:

1. **XYZ Company Driver Safety Policy**
2. Safety Policy Statement

(Begin your Driver Safety Program here by developing your written safety policy statement describing your commitment to safety to your drivers, to reducing traffic related accidents injuries and deaths.

1. Driver safety program responsibilities

(List here what your drivers ARE expected to do and what they are NOT to do – define their responsibilities when working for your company.)

1. \_\_\_\_\_\_ \_\_\_\_\_\_\_\_ is responsible for managing driver safety.

(List the name of the person you are assigning the important responsibility of overseeing driver safety and your driver safety program.)

1. **Driver selection**

Hiring only qualified drivers who drive for work purposes from the start can go a long way to help your organization maintain a good safety record. By doing this you can screen out anyone with a poor driving record as they are the ones most likely to cause problems in the future.

* 1. Driver selection criteria

 Describe what criteria you are going to use to select your drivers.

Your driver selection standards should be in writing and include:

* + 1. Background checks
		2. Drug screening
		3. A review of each applicant’s past work records (to screen out those with unexplainable gaps or “job hoppers”)
		4. Checking motor vehicle records (MVR’s) for each driver - MVR’s should demonstrate good driving records (MVR’s should not contain ANY disqualifying offenses – see next section below).
1. **Driver evaluation**

Describe what criteria you are going to use to determine if your driver candidates are acceptable drivers. Included you should:

* 1. Driver Evaluation Criteria
		1. Verify that their driver’s license is valid.
			1. Photocopy both sides and place in a drivers file
			2. Note any driving restrictions
				1. Corrective lenses, no nighttime driving, etc., i.e.
		2. Hire only experienced drivers with a minimum of five years driving experience
		3. Hire only drivers 25 years and older
		4. Disqualify drivers with three (3) or more violations in 3 years
		5. Disqualify any driver with the following violations regardless of the time period:
			1. Violation in connection with a fatal accident
			2. Using a vehicle to elude an officer
			3. Hit and run
			4. Driving under a suspended, revoked or expired license
			5. Felony with vehicle
			6. False report to police department
			7. Permitting an unlicensed driver to drive
			8. Reckless, negligent, careless driving or racing
			9. Speeding in excess of 20 mph over speed limit
			10. Two (2) or more preventable accidents\* in 3 years
			11. Any driver convicted of any alcohol or drug related offenses including, but not limited to, driving while under the influence of alcohol or drugs within the past five years
		6. Utilize a drug and alcohol testing program
		7. Conduct road tests, driver ride-along evaluations, etc.
		8. Test drivers on rules, knowledge of safety precautions, and other elements important to your organization
		9. Once you have identified eligible drivers, establish (and maintain) an up to date driver’s list of all personnel who would ever be authorized to operate a vehicle on behalf of your organization. This should include full-time, part-time, infrequent, or incidental drivers. Record driver information as it appears on the driver’s license.

\* A preventable accident is any traffic accident which results in property damage and/or personal injury, regardless of who is injured, what property was damaged, to what extent, or where it occurred, in which the driver in question failed to exercise every reasonable precaution or action to avoid the accident. Driving to avoid preventable accidents is defensive driving. The fact that the driver was not charged with a traffic violation by law enforcement is not relevant to this definition.

1. **Written policies, procedures and safety rules**

In today’s business environment, you need to proactively serve your own organization’s operation by documenting how you expect your business to be run. In this section you should include:

1. Safety rules
	* (List here all of your driver safety rules. Include your rules for seat belt use, rules prohibiting distracted driving, and reporting any accidents and moving violations.)
	* Your driver safety policies, procedures, and rules should be comprehensive and written in a clear, concise and enforceable manner with sufficient detail.
	* You should communicate these policies, procedures, and rules to all of your employees.
	* You should distribute copies of your policies, procedures, and rules in an organized, neat, and easy to use format and talk about them regularly.
	* These should be readily available and easy to obtain.
	* All of your drivers should thoroughly review your policies, procedures, and rules and should be rigorously tested on them.
	* You should effectively communicate any updates to your policies, procedures, and rules.
	* You should rigorously enforce all of them.
	* You could also include here any other policies or procedures required of your drivers.
2. **Orientation, on-boarding and training programs**

In this section you need to describe how you go about training your drivers.

New driver orientation

Describe here what training you provide to your new drivers. Do you send them to school? Do you place them with an experienced driver? For how long? How do you teach them about your rules? When and how do you decide when they are ready to drive a vehicle by themselves? How do you document this training?

On-going driver training

Describe here what on-going driver training you provide your drivers. How often do you do this training? How do you select the topics? How long are your training sessions? What do you do when a driver misses a training session? How do you document this training?

Annual driver training

Describe here what annual driver training you provide for your drivers? Do you do this training or do you bring someone else in to do the training? What topics to you cover? How often do you provide Defensive Driver Training? How do you document this training?

1. **Incident reporting process**

It is important that your drivers know what to do (and what not to do) in the event of an accident. All accidents, regardless of severity should be reported to the driver’s supervisor as soon as possible.

Incident reporting requirements

Clearly describe what you expect your drivers to do if they are involved in an accident.

* Who should they call?
* Who should/can they talk with?
* What should they say (or not say)?
* What information should they gather?
* Any additional steps they should take?
1. **Selection, inspections and maintenance of vehicles**

“What gets inspected gets dealt with” is a management saying often stated and one that may serve your organization well in preventing accidents and related accidents.

Inspections and maintenance

Describe below how often your vehicles are inspected.

Describe the inspection process.

Who does the inspections?

How were they trained to do these inspections?

How are needed repairs processed? How long does this take? Who does repairs?

How often are thorough inspections completed? By whom?

Describe any preventative maintenance work done on your vehicles.

Describe how vehicle inspection and maintenance records are maintained.

Having a well maintained fleet will give your organization the confidence that your vehicles are more reliable and not at a great risk of being the cause of an incident due to a mechanical failure.

1. **Incentives and disciplinary action**

Describe any incentives and disciplinary action that are included as part of your driver safety program. Are any rewards provides for good driving records? When and how and for what reason(s) is disciplinary action administered?