



MODEL FLEET SAFETY PROGRAM

Employees are our most valuable asset. The goal of our fleet safety program is to keep the driver and those with whom he/she shares the road safe. You can help us:

- To save lives and to reduce the risk of life-altering injuries within the workforce.
- To protect our organization's human and financial resources.
- To guard against potential company and personal liabilities associated with crashes involving employees driving on company business.

All applicants for employment (“Applicants”) are required to complete a written application that will include professional references and previous employers. Applicants may also be required to pass a pre-hire drug test. Anything less than a clean report is not acceptable by

(Your Company Name) _____

Driver Selection - Motor Vehicle Record Review Criteria

The success of our business rests partly upon our ability to select and maintain a pool of efficient and safe drivers. Therefore, applicants are required to sign a consent form allowing his/her Motor Vehicle Record (MVR) to be pulled before he/she is hired and allowed to drive for the company. MVRs will be kept in the applicant’s/employee’s file. Each applicant’s driving record is required to meet the following criteria:

- Any applicant with a Type “1” driving violation in the last five years is undesirable for a driving position.
- Any applicant with three or more Type “2” driving violations or at-fault accidents in a three-year period is undesirable for a driving position.
- Any applicant with two moving Type “2” driving violations or driving accidents in a three-year period will be put on warning from a company monitoring standpoint. MVRs may be ordered more frequently on these applicants, if hired.

Type 1 Violations	Type 2 Violations
<ul style="list-style-type: none"> • Driving under influence of alcohol or drugs • Refusing to take a substance test • Driving with an open container (alcohol) • Reckless/careless driving • Hit and run • Fleeing or evading police or roadblock • Resisting arrest • Racing/speed contest • Driving with license suspended or revoked • Vehicular assault • Homicide or manslaughter or using vehicle in connection with a felony 	<ul style="list-style-type: none"> • Speeding: 1-14 mph over posted limit • Speeding: In excess of 14 mph over posted limit • Improper lane change • Failure to yield • Failure to obey traffic signal or sign • Accidents • Having a license suspended in the past related to moving violations • Driving while texting



A new driver may be required to complete a road test with an experienced company driver. The experienced driver will evaluate the new driver's performance and document the road test. These tests will be kept in the new driver's employee file.

Post-hire Requirements

During an employee's trial period, he or she may ride with an experienced company driver, who will observe driving behaviors, routes and loading/unloading procedures of the new driver.

Motor Vehicle Record checks

Annual record evaluations will be performed on all drivers, including the following:

- All drivers of company owned or leased vehicles.
- Salespeople or anyone driving their personal car on company business.
- Spouses or family members with access to company vehicles.
- Anyone who may be required to drive a company car or personal car for company business.

Non-owned Vehicle Requirements

Employees driving personal cars for company business must meet the following requirements:

- MVR checked pre-hire and annually.
- Have minimum limits of \$300,000.
- Provide Certificates of Insurance to management on an annual basis.

Personal Use of Company Vehicle Policy

Company vehicles taken home at night or used for non-business activities must be given extra attention in terms of defining personal use restrictions. A personal use policy should include the following:

- Define driver eligibility (authorized driver, appropriate age, acceptable MVR, etc.).
- Management approval of personal use, and the right to withdraw such approval.
- Requirement to follow company substance abuse policy and accident reporting policy.
- Restricted use of company vehicles (no towing, over-loading, giving rides to hitchhikers, for loan or hire to others, travel to other countries, attaching equipment, etc.).
- Accountability for not adhering to **(Your Company's Name)** personal use policy.

Safety Rules While Driving

(Your Company Name) requires all drivers to comply with state and Federal transportation safety rules and speed limits. In addition, all employees are required to adhere to the following rules as set by management while driving:

- Mandatory seatbelt use for driver and all passengers.
- Appropriate in-vehicle behaviors.
- Absolutely no alcohol or controlled substances allowed.
- Always look out for pedestrians, and give them the right of way.



- No minors or unlicensed persons may drive the vehicle.
- Never attempt to exercise the right-of-way.
- Hands-free and emergency cell phone use only. No texting while driving.
- Secure any tools, equipment, laptops or other loose items in the trunk.
- Never engage in aggressive driving or “road rage”.
- Never tailgate another driver.

Maintenance Inspections

All drivers of regulated vehicles (greater than 10,000 pounds GVWR) are required to complete a documented pre/post-trip maintenance inspection that will be filed. All drivers of personal passenger vehicles or non-regulated vehicles are required to submit their vehicles for a maintenance inspection at least quarterly. These maintenance inspections will be filed.

Accident Reporting and Investigation

Every accident is to be reported, investigated and reviewed by management.

- Each vehicle should be equipped with a Vehicle Accident Report Kit. The kit should include an accident report, emergency contact numbers, an instructions on taking photos with cell phone or include disposable camera in the kit. Drivers are required to submit the written accident report to management immediately following their involvement in a vehicle accident.
- A police report should be obtained for all accidents. Drivers are expected to call the police from the accident scene (or the nearest safe location) in all cases where the company vehicle comes into contact with another vehicle, person, stationary object, or is forced off the road.

A primary purpose of investigating an accident is to find out its cause and initiate action to prevent similar vehicle accidents. Another purpose is to determine whether the accident is “preventable”. A preventable accident is one in which the driver fails to exercise reasonable precautions to prevent the accident from occurring. Each driver’s supervisor is required to investigate all vehicle accidents. Drivers may be held accountable for preventable accidents in which they failed to exercise reasonable precautions.

Commercial Driver’s License (CDL) required vehicles

Driver Qualification Files following the Federal Motor Carrier Regulations will be maintained on all drivers with their CDL. A file will be maintained on each driver operating a vehicle in excess of 26,000 pounds GVWR engaged in interstate commerce and/or drivers of vehicles in intrastate commerce, if the registered gross weight of the vehicle or combination of vehicles exceeds 26,000 pounds.

(Your Company Name) will maintain records for the following requirements:

- Application Form (FMCSR Part 391.21).
- Inquiry to Previous Employers – 3 years (FMCSR Part 391.23).
- Motor Vehicle Records (MVR) Check – 3 years (FMCSR Part 391.23).
- Motor Vehicle Records (MVR) annually (FMCSA Part 391.25).



- Annual Driver’s Certificate of Violations (FMCSR Part 391.27).
- Annual Review of Driving Record (FMCSA Part 391.25).
- Driver’s Road Test and Certificate or Equivalent (FMCSR Part 391.31) (FMCSR Part 391.33).
- Medical Examiner’s Certificate (FMCSR Part 391.43).
- Alcohol and Controlled Substances Testing Information and Results (FMCSR Part 382 & Part 40).

Non-Commercial Driver’s License (CDL) required vehicles

DOT states that drivers of vehicles 10,001 pounds GVWR to 26,000 pounds GVWR do not need a Commercial Driver’s License (CDL) or to be in a substance testing program. However, DOT requires the employer maintain the following file for each driver of the vehicle:

- Application Form (FMCSR Part 391.21).
- Inquiry to Previous Employers – 3 years (FMCSR Part 391.23).
- Motor Vehicle Records (MVR) Check – 3 years (FMCSR Part 391.23).
- Motor Vehicle Records (MVR) annually (FMCSA Part 391.25).
- Annual Driver’s Certificate of Violations (FMCSR Part 391.27).
- Annual Review of Driving Record (FMCSR Part 391.25).
- Driver’s Road Test and Certificate or Equivalent (FMCSR Part 391.31) (FMCSR Part 391.33).
- Medical Examiner’s Certificate (FMCSR Part 391.43).

Depending on the type of commercial vehicle and its intended use, additional requirements may be necessary. Information is also available at the FMCSA website: <http://www.fmcsa.dot.gov>.

This policy is mandated and supported by the management of:

Company Name

President/CEO/Management Signature

Date

(Sample acknowledgement to be kept in employee’s personnel file):

I have read and understand my obligations as listed above concerning the possession and use of a company vehicle. Further, I understand that failure to abide by this agreement may result in suspension/revocation of my company vehicle privileges and/or disciplinary action.

Employee Signature

Date