



The cost of motor vehicle accidents to human life and corporate bottom lines is staggering. OSHA estimates the annual cost to employers at USD 60 Billion. The cost is reflected in higher automobile liability, workers' compensation insurance premiums along with business disruptions and employee injuries. A 2015 NETS study estimated on the job vehicle collisions accounted for 293,000 injuries and 1,620 fatalities. Today, automobile accidents account for 40 percent of all job-related deaths.

The magnitude of the problem demands a sound loss control effort to minimize its impact whenever vehicle operations are part of a business. The guidelines below are used to develop a program that will meet your particular needs.

**Point 1: Written Fleet Safety Program**

Companies should develop a written fleet safety program with clearly defined roles and responsibilities for job positions throughout the organization. Top management should support the program with a system of accountability. Safe driving practices should be defined in the program and reviewed during initial and ongoing training.

**Point 2: Driver Selection**

- **Hiring Criteria** – Clearly defined hiring criteria should be in place to ensure you select the best drivers. The criteria should address acceptable driving experience, motor vehicle records, drug screening and the physical condition of the prospective driver.
- **Employment Application** – All new drivers should be required to complete an application that provides employment history, driving experience, necessary personal information, medical history, etc.
- **Reference Checks** – Documented reference checks must be made with previous employers to verify past driving experience.
- **Motor Vehicle Records** – Motor vehicle records should be obtained for all driver applicants. MVR's should be reviewed at least annually and after a driving incident. Uniform criteria should be established to determine the acceptability of driving records.

- **Road Tests** – Drivers should be tested in a vehicle of the type they'll be required to operate. This is to determine familiarity with equipment, ability to operate it under the various conditions that will be encountered, driving attitude, and awareness of motor vehicle laws.

**Point 3: Driver Education and Training**

- **Orientation Period** – Drivers should be advised that they are on a probationary status until motor vehicle records and reference checks are accepted and until their driving abilities are considered adequate.
  - Initial training should include a combination of classroom and behind the wheel training to ensure drivers are familiar with their vehicle, routes and general defensive driving techniques.
  - Ongoing training can include periodic classroom sessions as well as educational materials that can be presented on-line, as webinars, posters or hand out materials.
- **High Risk Drivers** – Motor vehicle record review, telematics systems, and driver observations are ways to identify drivers that may be at risk for involvement in motor vehicle collisions. Speeding, tailgating, not using turn signals, weaving in traffic are some examples of high risk behavior. These drivers should be targeted for re-training and advised that continued unsafe driving practices may result in disciplinary action.

- **Distracted Driving Program** – The National Safety Council reports at least nine Americans die and 100 are injured in distracted driving crashes every day. A policy should be established prohibiting the use of cell phones, dashboard touchscreens, and other in-vehicle technologies while driving.

#### Point 4: Preventive Maintenance

- **Assigned Vehicles** – Drivers should be assigned to specific vehicles to establish familiarity and to instill a sense of pride and care for the assigned vehicle.
- **Driver Inspection** – Prior to a vehicle leaving the terminal, the driver should conduct a pre-trip inspection to ensure that it is in safe operating condition. Any deficiencies found should be reported to the maintenance department for correction before the vehicle leaves the terminal. Upon returning to the terminal, the driver should sign-off, indicating any changes in the condition of the vehicle.
- **Vehicle Replacement** – Criteria should be established and strictly followed for replacement of vehicles due to mileage, maintenance cost, age, or other valid criteria. A cost benefit analysis should be performed to determine the impact collision avoidance systems will have on reducing vehicle collisions. Automatic braking systems can have a significant impact on reducing vehicle collisions.
- **Scheduled Maintenance** – A systematic inspection and maintenance schedule should be established based on mileage, hours of operation, or some other designated time. Individual vehicle records should be kept and should readily indicate when the next scheduled inspection and/or service is due.

#### Point 5: Accident Reporting and Investigation

- **Reporting** – The driver must report collisions and complete an accident report form immediately after an accident.
- **Investigation** – All accidents should be investigated by a fleet safety manager to determine the cause of the accident and to:
  - Retrain the driver to prevent recurrence.
  - Identify poor maintenance procedures.
  - Identify extra-hazardous routes and consider alternate routing.
  - Identify accident trends.
  - Serve as a basis for a driver disciplinary action program.

#### Point 6: Driver Management

- **Disciplinary Action Program** – A program should be established providing criteria for determining preventability of accidents and appropriate disciplinary action for preventable accidents. The program could include:
  - Number and type of violations and accidents in a given period.
  - Types of disciplinary action such as restriction of driving privileges, job re-assignment, suspensions, termination of employment, etc.

- **Monitoring Driving Activities** – A method to monitor the driving activities of the vehicle operator should be developed. Based upon the operation, one or more of the following may be appropriate:










- GPS Monitoring
- Telematics Systems
- In Cab Video Surveillance
- Electronic Logging Devices (ELD)
- Radio Dispatch/Call in Systems
- Checkpoints
- Road observations

- **Incentive Program** – Recognition for driving safely should be an integral part of the loss control effort. This can range from personal recognition within the organization, to special privileges, merchandise or cash awards.
- **Promotion Program** – The organization should attempt to stress the importance of driving safely through:
  - Safety meetings
  - Supervisory contacts
  - Posters
  - Driver handout material
  - Benchmark company performance against prior years and similar industries
  - Publishing Accident Statistics and Trends

#### Publications

American National Standards Institute ANSI/ASSE Z15.1 – 2017 Safe Practices for Motor Vehicle Operations

#### References / Additional Resources

-  [ANSI/ASSP Z15.1-2017 – Safe Practices for Motor Vehicle Operations](#)
-  [Network of Employers for Traffic Safety \(NETS\)](#)
-  [National Safety Council \(NSC\) – On The Road](#)
-  [National Safety Council \(NSC\) – Distracted Driving Awareness Month](#)
-  [National Highway Traffic Safety Administration \(NHTSA\) – Risky Driving](#)
-  [National Highway Traffic Safety Administration \(NHTSA\) – Technology & Innovation](#)
-  [Federal Motor Carrier Safety Administration \(FMCSA\)](#)
-  [Federal Department of Labor \(OSHA\) – Trucking Industry](#)
-  [Federal Department of Labor \(OSHA\) – Motor Vehicle Guide \(pdf\)](#)

#### Contact

Please send requests for additional information to:  
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