



Sample Written Program

CORPORATE AUTO/FLEET PROGRAM

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Statement of Safety Policy

We the undersigned, do hereby declare our full and unqualified commitment to safety in every facet of our business. The safety of all personnel, our customers, and other highway users is of the highest priority. Therefore, safety will be an integral part of operations and the policies, procedures, and programs governing our corporation's business.

We further recognize that it is the responsibility of every level of management from the Chief Executive Officer to the first level supervisor to:

- ✓ Provide a safe working environment
- ✓ Abide by all applicable safety rules and regulations
- ✓ Insist upon an unqualified commitment to safety from all personnel

In furtherance of this policy it is our goal to:

- Maintain our Vehicle Accident Frequency at or below 3.0 Accidents per million miles
- Maintain our Vehicle Maintenance Cost per Mile below 3 cents per vehicle per mile

Adopting and following this safety policy will contribute to the improved efficiency of our operations, enhance the profitability of our corporation and benefit our customers, our personnel, and our community.

President

In witness whereof, we the undersigned who comprise the management do hereby commit ourselves to safety according to this policy.



Responsibilities for Safety

The Safety Officer/Fleet Coordinator, _____, is solely responsible for facilitating the company's fleet loss control program and its objectives, and has full authority to make the necessary decisions to ensure success of the program.

The Safety Officer/Fleet Coordinator's responsibilities include, but are not limited to, the following:

- Plan, implement, monitor, revise, and maintain the fleet safety program
- Develop a procedure for vehicle safety inspections to ensure that the vehicles are in safe operational condition
- Select vehicles and equipment
- Stay current on applicable laws and regulations
- Coordinate the selection and training of newly hired drivers, as well as retrain accident repeaters and problem drivers
- Ensure that drivers are trained on safe driving techniques and proper safety behavior
- Perform accident investigations
- Report and analyze loss data

Safety is also the responsibility of every employee of (*company name*). All employees must carry out proper safety behaviors on a daily basis consistent with company policy.



Federal Motor Carrier Safety Regulations

It is our corporate objective to maintain compliance with the Federal Motor Carrier Safety Regulations (FMCSRs) on all vehicles where it is required. In keeping with this objective, it will be the responsibility of the Safety Officer/Fleet Coordinator or other assigned safety coordinator to monitor this compliance effort, and to disseminate information to drivers in the event of changes in these Federal regulations.

Management and drivers are responsible for maintaining a working understanding of these regulations.

We are expected to comply with the FMCSRs. You will find these regulations in the DOT handbook provided to you. Violations of these regulations will subject the employee to disciplinary action up to and including discharge.

If you need assistance with compliance, please contact the Safety Officer/Fleet Coordinator, _____.



Operating Rules

Drivers must comply with the following rules and policies covering the use of company vehicles:

- Only drivers approved by management may operate a company vehicle
- Company-owned vehicles are to be used for company business only
- No passengers other than company employees, unless approved by an authorized company official
- Drivers must follow all federal, state, and local traffic laws
- No alcoholic beverages to be transported or consumed while on duty or eight hours prior to going on duty
- No illegal substances to be transported. Driver may not be under the influence of any illegal substances while on duty or driving.
- Drivers must conduct pre and post-trip inspections using supplied inspection forms
- Drivers must report any problems with the vehicle as soon as possible
- Seat belts must be worn
- Radar detectors are forbidden from use in any DOT-regulated vehicle. All drivers are expected to operate their vehicles in a safe and prudent manner, and not exceed posted speed limits.
- Drivers may only use a “hands-free” type phone system when the vehicle is in use



Driver Selection & Hiring Criteria

Driver Selection

The selection process for drivers of vehicles that are subject to FMCSRs includes several steps to determine which applicant is most qualified to fill the position. These steps include, but are not limited to, the following:

1. Application for Employment
2. Interview
3. Driver's License Verification
4. Reference Check
5. Motor Vehicle Record (MVR)
6. Physical Examination
7. Road Test
8. Written Test (optional)

Steps for drivers of company vehicles that are not subject to FMCSRs include items 1-5.

MVRs will be obtained and reviewed after a conditional job offer has been presented to the applicant in accordance with federal, state, and local law, as well as annually thereafter.

A Driver Qualification File will be maintained for all drivers of vehicles subject to FMCSRs.

Driver Hiring Criteria

Employees with required driving responsibilities must maintain a driving record that meets the requirements of our company's insurance carrier. In the absence of such criteria, company name will use the following criteria as applicable:

- ✓ Minimum age of 21 years
- ✓ Valid current state license without restrictions
- ✓ Valid CDL with necessary endorsements for commodity to be transported
- ✓ No more than 3 moving violations in the previous three years
- ✓ No DUI in previous five years
- ✓ No more than 2 at-fault accidents in the past three years, the most recent being within the past 12 months
- ✓ No combination of 3 or more at-fault accidents and violations within the past three years



- ✓ No accident involving a lawsuit that has not been settled
- ✓ No license suspension or restrictions in previous three years
- ✓ Must pass a DOT substance abuse screen and/or alcohol screen as applicable
- ✓ Has completed all the necessary forms and documents to complete a driver qualification file

Driver Training

(Company name) is committed to a program of driver skills training and the development of responsible drivers. To this end, the following elements are incorporated into this program:

- Initial training – new employee orientation, including company rules and policies, equipment, routes, cargo, etc.
- Refresher training – defensive driving skills, regulations, equipment
- Remedial training – as needed when problem with substandard performance

The driver training program will address the following topics as applicable:

- Company rules and policies
- Equipment familiarization
- Routes and schedules
- Defensive driving techniques
- Government regulations
- Cargo handling
- Emergency procedures and warning devices

Training will be conducted by internal trainers, vehicle leasing company, insurance company, outside training classes, etc. Choose one or more as applicable.



Vehicle Maintenance & Inspection Practices

Vehicle Maintenance

The maintenance of company-owned vehicles is the responsibility of (*company name*). All vehicle maintenance and repair work will be completed by _____.

Employees who drive company vehicles will ensure that the inside is clean at the end of each shift or upon completion of a trip. "Clean" is interpreted to include the removal of all tools and equipment not standard in the vehicle, trash, and personal items (unless the vehicle is to be subsequently used by the same individual).

Vehicle Inspections

Drivers of company vehicles are responsible for performing the following inspections on a daily basis:

- ✓ Pre-trip inspection using a Pre-Trip Inspection Checklist to ensure that tires, lights, brakes, horn, windshield wipers, etc. are in safe operating condition. The driver must be satisfied that the vehicle is in safe operating condition, review the last DVIR to be sure that any defects have been corrected, and sign the last report only if it noted any deficiencies to acknowledge that repairs have been completed.
- ✓ Post-trip inspection at the completion of each day's work using a Driver Vehicle Inspection Report to record any deficiencies or problems with the vehicle that need attention or repair. The previous day's DVIR should be kept in the vehicle.

Drivers of company vehicles that are not subject to FMCSRs should still conduct a daily pre-trip inspection of the vehicle using a vehicle condition report.



Substance Abuse Policy

For details on a Substance Abuse Program, refer to FMCSRs Title 49, Part 382. Part 382 can serve as an outline for the program.



Professional Driver Recognition

(Company name) wishes to recognize drivers for their outstanding effort and professionalism. We wish not only to recognize driver safety performance through our Safety Awards Program, but to also let other drivers know that we are proud of them, and support their efforts in making safety a number one priority.

Awards are based on goals such as # of accident/injury-free miles driven, zero DOT citations, fuel economy, etc. over a period of time. Awards may include cash, caps, jackets, t-shirts, a framed certificate for accident-free driving, "award points" to purchase merchandise, etc.

** Reword as applicable. Choose one or more goals or awards.*



Disciplinary Action & Terminations

Disciplinary Action

Following the receipt of any accident report, whether received from a vehicle monitoring service such as Driver Check, any motorist, customer, or claimant, it will be the responsibility of the Fleet Coordinator and a member of management to review the report.

The review will focus on the following:

- Determine what steps can be taken to prevent a similar incident from occurring in the future. These steps may include meetings with other employees/drivers for education and discussion, and/or additional training for the drivers involved in the incident.
- Preliminary investigation as to whether or not the accident was preventable on the part of the driver. If the accident is found to be non-preventable or contains circumstances beyond the control of the driver, no further action will be taken.
- If after the preliminary review it appears that the accident may have been preventable, the Fleet Coordinator or other assigned person will issue a document as appropriate within the confines of the disciplinary system.
- Should a driver disagree with the preventability ruling of an accident, an accident review board will be scheduled. The review board will consist of _____.

Terminations

Automatic termination of employment with our company will occur for the following reasons:

- Possession of or use of a controlled substance while in or around company equipment, on company property or the property of a customer, unless prescribed by a physician.
- Possession of or use of alcohol while in or around company equipment, on company property, or the property of a customer.
- # Driver complaints, depending on the situation and seriousness of the infraction
- Failure to report an accident
- Transportation of unauthorized passengers
- Transportation of hazardous materials without permission and compliance with CFR 49.



Accident Reporting Procedures

Our first priority is the health and safety of our employees. Employees involved in a work-related vehicular accident are to do the following, to the extent their physical condition allows:

- Stop immediately – shut engine and set brakes
- Protect the area by properly placing emergency warning devices
- Notify the police, even if the incident is minor
- Do not discuss the accident with others involved. Share your observations only with the police, your employer, and your company's insurance representative.
- Complete an accident report form provided in glove box of vehicle
- Take a picture of the accident scene using the disposable camera provided in glove box
- Report the accident to the Fleet Coordinator as soon as possible

The information and suggestions contained in this material have been developed from sources believed to be reliable. However, Gilbert Insurance accepts no legal responsibility for the correctness or completeness of this material, or its application to specific factual situations.