

Fleet / Transportation Safety Program Outline

Management

- Develop a written safety policy statement which indicates support from top management.
- Develop written safety rules, including provisions for enforcement.
- Provide for periodic review of safety policies, procedures, and rules.
- Clearly demonstrate support and interest in fleet safety.
- Designate a fleet safety coordinator and provide the coordinator with the authority to implement the fleet safety program.
- Establish policies and procedures by which all levels of the organization are held accountable for their roles in fleet safety and to ensure compliance with all applicable standards or regulations.

Employee Selection & Retention

- Require MVRs from all prospective drivers. Institute a semi-annual motor vehicle record check for all drivers.
- Set standards for evaluating MVRs and spell out what actions are to be taken based upon the number of points or types of violations.
- Establish formal procedure for interviewing, testing, and screening applicants.
- Require a pre-placement physical exam for all new drivers and periodic re-exams for current drivers.
- Require all drivers to take a road or performance test using the vehicle they are to drive. Document the results of the test.
- Periodically review personnel policies regarding compensation and benefits to ensure that quality drivers will be attracted and retained.

Driver Supervision

- Monitor the performance of current drivers by riding with them or following them. Document the results. Counsel drivers concerning problems or deficiencies that were observed.
- Over the road observation in an unmarked car or use of an observation service company.

- Equip vehicles with driver performance monitoring equipment to record average speed, maximum speed, and other information.
- Review driver files periodically to make certain that the files are current.
- Set disciplinary standards and penalties for drivers involved in preventable accidents. (Preventability does not always mean legally at fault. It may mean failure to drive defensively.)
- Ensures that all vehicles and loads are in compliance with applicable standards and regulations.
- Supervisors should talk to individual drivers weekly or monthly about safety -- personally communicate support and concern for the safety of the driver.
- Review log books regularly for compliance with company policies and laws. Ensure that drivers are following a safe schedule.
- Post the Company phone number on the back of all trailers with sign encouraging the reporting of both good and bad drivers.
- Clearly post the name, address and phone number of the Company on the side of the tractor/truck.

Driver Training

- Drivers are trained in how to comply with all standards and regulations which apply to their equipment and loads.
- Hold periodic driver safety meetings to discuss observed or potential problems. If getting drivers together is a problem, at least hold an annual safe driver award meeting/dinner.
- Hold weekly or monthly "tool box" talks of 5 to 15 minutes. This could include individual talks with each driver over the course of the month on a particular topic.
- Require drivers to attend a defensive driving course periodically, (every 3 years or if performance appears to be deteriorating).
- Make use of safety posters and pamphlets. Materials sent to the home often help to involve the spouse in safety.

Driver Motivation

- Make use of safety pins and prizes to recognize safe drivers. Monetary prizes are not as effective as merchandise or recognition items.

- Post the number of accident free miles driven by each driver.
- Hold safety drawings, contests and truck rodeos.
- Link any Christmas or annual performance bonus to the drivers' safety performance.

Accident Investigation & Analysis

- Investigate all accidents to determine their true cause and means of prevention. Do not look for only one cause or accept superficial excuses.
- Form an accident review committee of management and drivers (and union representatives). Accidents should be reviewed in terms of preventable vs nonpreventable.
- When reviewing accidents, identify any weaknesses in the loss control program which might require strengthening.
- Ensure that drivers are familiar with procedures to follow after an accident to ensure that all needed data is gathered and that the driver does not say anything to jeopardize the company's interests.

Vehicle Maintenance & Inspection

- Vehicles should be on a preventive maintenance schedule for servicing and checking of safety related equipment. Records should be kept of maintenance, repairs, and inspections.
- Vehicle safety equipment should be inspected daily, prior to the vehicles' use, and periodically during the trip. Inspections should be documented and work orders generated to correct all deficiencies or problems.
- Dual tires must be checked before each trip, at least every 2 hours, or every 100 miles of travel. They should be checked each time the truck is parked.
- Ensure that drivers are trained in how to check tire inflation, and that they are equipped with the correct equipment to check tires.
- Cargo should be checked periodically -- after the first 25 miles, when going off-duty or stopping, or after 150 miles or every 3 hours, whichever comes first.
- The preventative maintenance and inspection program recognize the following safety-related components whose deterioration directly affects vehicle control: -braking system, steering system, couplers, tires, wheels, and suspension.

Vehicle Selection & Replacement

- Ensure that vehicles selected for purchase or for a specific function are adequate in design and capability for the intended purpose.