

Motor Vehicle Safety Best Practices for Driver Safety

Motor Vehicle Safety guidelines protect operators from being injured while operating a vehicle as a part of their job duties. These controls are essential in which, long-term, bottom line results are dictated by the degree to which effective management controls (activities) are applied.

This will help evaluate your safety management controls (activities), and offer recommendations for improvement. The following eleven activities should be in place to varying degrees regardless of size or type of business.

1) Written Driver Safety Policy

Driver Safety Policy is enforced and outlines specific policies, rules and regulations to ensure safe driving among employees. Also establishes accountability. In addition the policy is re-viewed at least annually and updated as needed.

2) Motor Vehicle Record Checks (MVRs)

MVR's are completed on all new drivers and all existing drivers on an annual basis. In addition MVR's are completed more than once a year by management. A formal policy is in place to address moving violations.

3) Road Tests

Managers consistently conduct road tests on all newly hired operators. Road tests are completed by riding along with drivers and completing an evaluation on the overall performance of the driver. In addition all road tests are completed by the safety officer and a passing score is required before being considered for employment.

4) Seat Belts

Management has a written seat belt policy and enforces all drivers to wear seat belts when operating a vehicle. In addition immediate action is taken by management when a driver is observed not wearing his/her seat belt. Formal inspections are made on a consistent basis.

5) Cell Phones

Management has a written cellular phone policy and enforces all drivers to exercise caution when using the cell phone. In addition immediate action is taken by management when a driver is observed not using good judgment while using a cellular phone. Cell phones can not be used while driving.

6) Employee Selection and Placement

Operating management has approved specific written guidelines for hiring; only employees with the required skills are employed. Managers are made aware of any physical limitations. In addition minimum physical requirements are developed. Pre-planning is such that the hiring process allows sufficient time for effective screening.

7) Preventive Maintenance

Completed on a routine basis along with maintenance records kept up-to-date. In addition Prompt action is taken and vehicles are pulled out of service until repairs are completed.

8) Pre/Post Trip Inspection

Daily Inspection guidelines in place. Operators are required to complete a pre/post trip inspection form. In addition Management reviews all inspection forms and takes immediate action when repairs or faulty equipment are listed.

9) Driver Safety Talks

All managers conduct planned safety meetings. Meetings and attendance are documented. In addition subjects are based on needs pointed out by accident cause analysis, inspections and observations. Problems are identified, effects on group / individual are discussed and specific action implemented to eliminate problem.

10) Accident Reporting/Investigation

Managers trained and investigate all losses and accidents. Root cause(s) are determined and firm corrective action is implemented. Thorough records are kept. In addition all investigation reports are reviewed by management which is responsible for assuring firm corrective action measures are taken. Accidents periodically reviewed to identify trends

11) Disciplinary Policy

Management holds meeting with driver and discusses violation. Documented and put in employees file. In addition Management has a 2-strike rule in which operators will be let go after two moving or speeding violations



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