



Motor Vehicle Safety Program Evaluation

Zenith's Motor Vehicle Safety Program Evaluation is a guideline to what controls should be in place to ensure and protect operators from being injured while operating a vehicle as apart 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 system 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. For each activity, circle the rating which most accurately reflects the present status of your safety program.

	Poor	Fair	Good	Excellent
1. Written Driver Safety Policy	No written driver safety policy exists. Nor is driver safety stressed from upper management.	Verbal policy from upper management.	Driver Safety Policy is enforced and outlines specific policies, rules and regulations to ensure safe driving among employees. Also establishes accountability.	In addition to "good" – the policy is reviewed at least annually and updated as needed.
2. Motor Vehicle Record Checks (MVR's).	MVR's are not currently completed.	MVR's are checked initially, but are not kept up on a consistent basis.	MVR's are completed on all new drivers and all existing drivers on an annual basis.	In addition to "good" – MVR's are completed more then once a year by management. A formal policy is in place to address moving violations.
3. Road Tests	Road tests are not currently completed.	Road tests are completed on an inconsistent basis and do not include a written driver performance evaluation completed by management.	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 to "good" – all road tests are completed by the safety officer and a passing score is required before being considered for employment.
4. Seat Belts	No written policy or does not enforce the use of seatbelts.	Seat belts usage is verbally discussed by management, but not enforced.	Management has a written seat belt policy and enforces all drivers to wear seat belts when operating a vehicle.	In addition to "good" – 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 issues or allows cell phones, but does not establish any safety guidelines or policies.	Management verbally outlines certain guidelines on the use of cellular phones, but does not establish any accountability measures.	Management has a written cellular phone policy and enforces all drivers to exercise caution when using the cell phone.	In addition to "good" – 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	No effort made to screen employees.	Effort made to hire the best-qualified persons possible, but no specific management approved guidelines.	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 to "good" – minimum physical requirements are developed. Pre-planning is such that the hiring process allows sufficient time for effective screening.

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	Poor	Fair	Good	Excellent
7. Preventive Maintenance	No set scheduled maintenance program in place.	Some preventive maintenance completed but no maintenance records maintained or kept on file.	Preventive maintenance completed on a routine basis along with maintenance records kept up-to-date.	In addition to "good" – Prompt action is taken and vehicles are pulled out of service until repairs are completed.
8. Pre/Post Trip Inspection	No inspection guidelines in place.	Some inspection guidelines in place but not monitored or enforced.	Daily Inspection guidelines in place. Operators are required to complete a pre/post trip inspection form.	In addition to "good" – Management reviews all inspection forms and takes immediate action when repairs or faulty equipment are listed.
9. Driver Safety Talks	No written policy. Management does not conduct meetings.	Managers conduct meetings on an inconsistent basis. Meetings are not planned or documented.	All managers conduct planned safety meetings. Meetings and attendance are documented.	In addition to "good" – 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	No written policy. Inadequate correction action taken.	Managers investigate some accidents. Administrators and safety committee members review completed reports. Corrective action taken, but not consistently.	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 to "good" – 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	No written disciplinary policy or action taken when employees are issued a moving violation or speeding tickets when operating a vehicle.	Some effort made; management verbally warns drivers. Not documented.	Disciplinary policy in place. Management holds meeting with driver and discusses violation. Documented and put in employees file.	In addition to "good" – Management has a 2-strike rule in which operators will be let go after two moving or speeding violations.



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Motor Vehicle Safety Program Evaluation

Facility: _____

Administrator: _____

Once you have evaluated all of the elements that should be a part of your motor vehicle safety program, use this section to summarize the present status of the program elements, and to establish goals for improvement. After filling in the present status of each element evaluated, determine measurable goals for improvement where necessary. Then you are ready to prioritize each goal and establish target dates for completion. You should periodically review your progress towards each goal and provide support to those responsible for implementation.

Basic Element	Present Status (Poor, Fair, Good, Excellent)	Goal	Target Date
1. Written Driver Safety Policy			
2. Motor Vehicle Record Checks			
3. Road Tests			
4. Seat Belts			
5. Cellular Phones			
6. Employee Selection and Placement			
7. Preventive Maintenance			
8. Pre/Post Trip Inspection			
9. Driver Safety Talks			
10. Accident Reporting/Investigation			
11. Disciplinary Policy			

Date Completed: _____

Evaluator: _____



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