



# Motor Vehicle Fleet Sample Safety Program

Prepared for:  
Date:



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## I. INTRODUCTION

The Motor Vehicle Fleet Safety Program is intended to encourage safe motor vehicle operations for all drivers and passengers of [INSERT ORGANIZATION NAME] (hereafter referred to as the 'Organization') vehicles by minimizing accidents and injuries resulting from vehicle incidents; reducing the potential for the operation of unsafe vehicles; providing adequate training to all drivers; and defining clear lines of responsibility for fleet safety.

## II. OBJECTIVE

The main objective of the Motor Vehicle Fleet Safety Program is to establish uniform policies, the intent of which is to:

- A. Ensure the safe operation of Organization owned, leased or rented motor vehicles, as well as the operation of personal vehicles while on Organization business.
- B. Ensure the safety of drivers and passengers.
- C. Minimize losses, damages, and claims against the Organization.

## III. SCOPE

The Motor Vehicle Fleet Safety Program applies to all Organization owned, leased or rented vehicles, as well as the operation of personal vehicles while on Organization business. All individuals driving these vehicles must be qualified under this program. <Insert name/title of program coordinator> has the responsibility for overall coordination, administration and implementation of the Motor Vehicle Fleet Safety Program and will be referred to as the Fleet Safety Administrator.

## IV. IV. POLICY STATEMENT

Vehicle accidents can cause serious injury and undue hardship on you and your families. It is the policy of the Organization to achieve the greatest practical freedom from accidents and to ensure that every employee is provided safe and healthful working conditions. We have developed a Motor Vehicle Fleet Safety Program to reduce and prevent accidents. The organization expects all drivers to comply with all applicable regulations, obey all traffic laws and to always drive safely.

## V. MOTOR VEHICLE PURPOSE

Organization vehicles are provided to support the operations and activities of our business and are to be used only by qualified and authorized employees. Only motor vehicle operators specifically scheduled on our commercial auto insurance policy are permitted to utilize our vehicles for any reason. None of the organization owned motor vehicles are to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, the vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use. Organization vehicles may not be used for business activities of other companies.

## VI. DRIVER LICENSING

Drivers of Organization owned, leased or rented vehicles, as well as anyone authorized to drive for Organization business must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be able to drive that vehicle. Obtaining a driver's license is a personal expense.

## VII. DRIVER QUALIFICATIONS

The Organization has established the following driver qualifications:

- A. Authorized employee of the Organization.
- B. Must be at least 18 years of age
- C. Have at least one year of experience in the class of vehicle operated.
- D. Must meet licensing requirements.
- E. The following circumstances will be reviewed prior to authorizing use of a company vehicle if, during the last 36 months, the driver had any of the following:
  1. Been convicted of a felony.
  2. Been convicted of sale, handling or use of drugs.
  3. Has automobile insurance canceled, declined or not renewed by a company.
  4. Been convicted of an alcohol or drug-related offense while driving.
  5. Had driver's license suspended or revoked.
  6. Been convicted of three or more speeding violations or one or more other serious violations.
  7. Been involved in two or more chargeable accidents.

## VIII. REVIEW OF MOTOR VEHICLE RECORD (MVR)

State Motor Vehicle Records (MVRs) will be used as a source for verifying driver history. Prior to hiring, MVRs may be obtained on all new employee applicants and volunteers if they will be driving on behalf of the Organization. Once hired, MVRs may be obtained and reviewed annually or more frequently if necessary on all Organization drivers. Driving privileges may be withdrawn or suspended and/or the Organization vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

## IX. PERSONAL USE

Organization vehicles are provided primarily for business purposes; however, occasional personal use may be requested through your supervisor and written permission must be obtained prior to such use. Personal use is a privilege extended only to authorized employees. The privilege of personal use may be withdrawn at any time without notice by the Organization.

The following rules apply to personal use of Organization vehicles:

- A. Only an authorized employee may drive.
- B. The Organization vehicle may only be used for incidental trips within 50 miles of your home.
- C. Personal trailers, including boat and recreational vehicles, are not to be pulled.
- D. Organization vehicle is not to be driven while under the influence of alcohol or any controlled substance.
- E. Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- F. Driver and all passengers must wear available personal restraints.
- G. Report any accident immediately to police and the Fleet Safety Administrator.
- H. Any exceptions to these rules require advance, written approval by Organization administration.
- I. Violation of these rules will result in disciplinary action from removal of driving privileges up to and including discharge.

## X. MAINTENANCE AND INSPECTION

Authorized drivers are required to properly maintain their Organization vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation. Preventive maintenance such as regular oil changes, lubrication, tire pressure and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventive maintenance completed on your vehicle as required in the owner's manual.

All Organization vehicles will be inspected on a periodic basis to monitor condition and appearance. The vehicle inspections may take place at any time. The Fleet Safety Administrator will follow up on defective items noted to ensure repair has taken place.

## XI. PERSONAL VEHICLES USED FOR ORGANIZATION BUSINESS

The reimbursement to the employee for the operation of his/her car on Organization business includes the allowance for the expense of automobile insurance. You are required to have minimum liability limits of **<insert minimum liability limits required>**. The Organization does not specify and assumes no responsibility for any other coverage employees carry on their own vehicles since this is a matter of individual status and preference. The Organization does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own vehicle.

## XII. TRAFFIC VIOLATIONS

Fines for parking or moving violations are the personal responsibility of the assigned operator. The Organization does not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle. Each driver is required to report all moving violations to the Fleet Safety Administrator within 24 hours. This requirement applies to violations involving the use of any Organization vehicle or personal vehicle while on Organization business. Failure to report violations will result in appropriate disciplinary action.

Please be aware that traffic violations incurred during non-business (personal use) hours will also affect your driving status with the Organization and are subject to review.

## XII. ACCIDENTS INVOLVING ORGANIZATION VEHICLES

In the event of an accident:

- A. Do not admit negligence or liability.
- B. Do not attempt settlement, regardless of how minor.
- C. Get name, address and phone number of injured person and witnesses, if possible.
- D. Exchange vehicle identification, insurance company name and policy numbers with the other driver.
- E. If possible, take as many photographs of the scene as necessary to illustrate the event.
- F. Call the police if injury to others is involved. You may want to call police even if there are no injuries.
- G. Complete the accident report in your vehicle. Describe the vehicles involved, number of occupants in those vehicles, weather conditions, condition of the road, any witnesses at the scene etc.
- H. Turn all information over to the Fleet Safety Administrator within 24 hours.

#### **XIV. THEFT**

In the event of theft of an Organization vehicle, notify local police immediately and then contact your supervisor.

#### **XV. GENERAL FLEET SAFETY RULES**

- A. Safety belt usage is mandatory for all occupants of the vehicles.
- B. Check all car fluids (oil, window washer fluids, etc.) on a weekly basis.
- C. Adhere to the manufacturer's recommended routine maintenance schedule.
- D. Maintain appropriate tire pressures as listed by the manufacturer.
- E. The vehicle is not to be operated while the driver is under the influence of alcohol or a controlled substance.
- F. You must always have a valid driver's license.
- G. You must observe all traffic regulations.
- H. Do not pick up hitchhikers.
- I. You must maintain proof of insurance in the vehicle.
- J. The vehicle is to be locked and the engine off when unattended.
- K. Notify your supervisor of all accidents immediately.
- L. If involved in an accident, make no comment as to who is or is not at fault. Save all explanations about the accident for the attending police officer.
- M. Remain outside vehicle when refueling.
- N. Employees shall not ride on the outside of any vehicle.
- O. Employees may ride in motor vehicles in other than factory installed passenger seats equipped with seatbelts only when the speed of the motor vehicle is less than 10 miles per hour.
- P. In the event of an accident, obtain the name of the driver(s) and insurance company(s) and name(s) of any witness(s).
- Q. Vehicle windows are to be always kept clean. This especially applies to snow and ice on all windows.
- R. Interiors are to be kept clean of all trash type items, i.e., paper, cans, etc. These items may roll ahead and interfere with acceleration or braking.
- S. All moving violations/tickets or citations dealing with defective vehicle conditions are to be reported to management within 48 hours.
- T. Vehicle repairs, especially those dealing with brakes, lights, wiper blades etc. are to be corrected immediately.

#### **Fleet Safety Policy Receipt**

I have read and will abide by the conditions as stated in the Organization's Fleet Safety Policy regarding the operation of any vehicle for Organization business.

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<b>Completed by</b>	<b>Signature</b>	<b>Date</b>
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**APPENDIX 1: VEHICLE INSPECTION FORM – SAMPLE**

Employee Name \_\_\_\_\_

Department \_\_\_\_\_

Type of Vehicle \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

	Acceptable	Unacceptable
<b>Brakes</b>		
Brakes		
Parking Brake		
<b>Steering &amp; Suspension</b>		
Steering		
Suspension System		
Tire Tread (min. 2/32)		
Spare Tire		
Proper Tire Pressure		
<b>Lights</b>		
Head Lights High Beam		
Head Lights Low Beam		
License Plate Lights		
Back-up Lights		
Hazard Flashers		
Brake Lights		
Turn Signals		
Side Marker Lights		
Dash Lights		

	Acceptable	Unacceptable
<b>Interior</b>		
Seat Belts		
Housekeeping		
Seat Condition		
Defrosters		
Rearview Mirror		
Horn		
Windshield		
Side Windows		
Rear Window		
Gauges		
<b>Supplemental Equipment</b>		
Snow Brush		
Ice Scraper		
Spare Key		
Jack		
<b>Exhaust System</b>		
Noise Level		
Hangers		
Holes/Leaks		

**Comments:** \_\_\_\_\_

- I have inspected the above items, and it is my opinion that this vehicle is in good mechanical condition.
- I hereby recommend the following repairs be completed to certify this vehicle to be in good mechanical condition.

Comments: \_\_\_\_\_

Name of Inspector \_\_\_\_\_ Signature \_\_\_\_\_ Date of Inspection \_\_\_\_\_

