
Motor Fleet Safety Programs: Written Program Elements

Safety Policy	<p>Your formal safety policy should state management's concern for the health and well being of drivers throughout the organization. It should establish the expectation that drivers comply with all aspects of the organization's vehicle safety program, as well as obey applicable local, state, and federal laws and regulations as they relate to vehicle operations.</p> <p>The vehicle safety policy can be a stand-alone document or integrated into the organization's overall safety and health policy. The vehicle safety policy should include:</p> <ul style="list-style-type: none"> ▪ Leadership ▪ Responsibilities and accountability ▪ Compliance with legislation ▪ Responsibilities of all affected drivers ▪ Safety as a condition for continued driving privileges ▪ A safety policy statement <p>The policy should be signed by a senior executive and appropriately communicated to all employees and drivers.</p>
Responsibilities and Accountabilities	<p>Cooperative efforts and input from organizational departments such as operations management, human resources, and safety should be employed when establishing accountability and disciplinary systems. Organizations should establish and support a process that encourages driver involvement in appropriate aspects of the vehicle safety program.</p> <p>Any recognition and reward system should be administered in a fair and uniform manner and encourage safe behavior, immediate reporting of incidents, and active participation in the motor vehicle safety program.</p>
Driver Recruitment, Selection and Assessment	<p>Implement a system that recruits and selects drivers to ensure safe operation and management of the motor vehicle safety program.</p> <p>The job description and selection criteria should be designed to select drivers who are committed to safe vehicle operation. The selection process, including the job description, should be assessed periodically to ensure the process is effective.</p>

Organizational Safety Rules	Develop and implement organizational safety rules that address the specific issues for your organization. All drivers found to be in violation of these safety rules should be counseled or disciplined in a fair and uniform manner consistent with the organization's policies.
Orientation and Training	All new drivers should be trained on a vehicle similar in size, power, configuration and operation as the vehicle they will be using prior to being assigned the vehicle/unit, including any special equipment specific to their intended vehicle assignment. Training should include behind-the-wheel observation.
Incident Reporting	Implement a system that requires the investigation and analysis of incidents. Report major incidents, trends, and safety performance to all management levels of the organization. It should require the immediate reporting all major incidents to top management.
Communications	Implement a system that ensures all internal and external communications are clear and accurate. Only authorized personnel should coordinate external communications in order to manage inquiries from media, public, and regulatory agencies.
Vehicle Specifications	<p>Establish a system to ensure the proper vehicle is selected for the intended safe use.</p> <p>Examples of safety considerations include:</p> <ul style="list-style-type: none"> ▪ Suitability for designated purpose ▪ Crashworthiness ▪ Cargo capacity and load position
Inspections and Maintenance	<p>Establish a system of vehicle/equipment inspections and maintenance for safe operation. Vehicles should be inspected and serviced on a regular basis, at a minimum, in accordance with the vehicle manufacturer's recommendations, regulatory requirements and recognized standard practices.</p> <p>Visual checks should be made by drivers each time a vehicle is to be operated. Examples of items to check include:</p> <ul style="list-style-type: none"> ▪ Gauges ▪ Fuel and fluids ▪ Wheels and tires ▪ Mirrors and mirror adjustment ▪ Windshield, including wipers ▪ Lights, including headlight and signal, and brakes <p>You should have a formal maintenance procedure and record keeping procedures that meet or exceed the manufacturer's recommendations, giving consideration to the operating environment. Vehicles should always be inspected immediately after notice of a manufacturer recall.</p>

<p>Reward and Recognition</p>	<p>Every successful program includes activities aimed at arousing employee interest in safety and keeping it at a fairly high pitch. Awards and recognition, while important, have no significant impact unless they are actively coordinated with the other elements of the program.</p> <p>Awards and recognition, also known as interest-sustaining activities, can be classified as three main types:</p> <ul style="list-style-type: none"> ▪ Informative Activities Includes safety meetings, special campaigns, posters, driver letters, bulletins. Function is to provide information as well as to remind and inspire. Their effect is cumulative. ▪ Competitive Activities Include contests and awards based on group and individual safety performance. Appeal mainly to the competitive spirit. "Safe driver" awards recognize continuing accident free performance. These appeal to the pride of a driver. ▪ Expressions of Management Interest Include award presentations ceremonies, safety banquets, special events attended by management to express their personal appreciation for group and individual safety efforts. Individuals generally regard the scale of such events, the care with which they are planned, and the sincerity of management's participation as measures of the organization's true attitudes toward safety. <p>The objective of these types of activities is to keep alive the employee's interest in safety, maintain the desire to achieve a good safety performance record, and instill an element of fun in the program.</p>
<p>Regulatory Compliance Management</p>	<p>You should regularly monitor federal, state, and local regulations in order to comply with all regulations and implement any policy/procedure change in a timely manner.</p>
<p>Management Program Audits</p>	<p>You should have an audit process that monitors compliance with regulations and with your motor vehicle safety program. It should measure the effectiveness of each of the safety program elements.</p>

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