

# Sample fleet safety program guide



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RISK CONTROL



## Suggested model program for our customers

All applicants for employment ("Applicants") are required to complete a written application that will include listing references and previous employers. Applicants also are required to pass a pre-hire drug test. Anything less than a clean report is not acceptable by:

(Your Company Name) \_\_\_\_\_

## Required driving record criteria

Applicants are required to sign a consent form and his or her Motor Vehicle Record (MVR) will be pulled before he or she is hired. MVRs will be kept in the applicant's/employee's file. Each applicant's driving record is required to meet the following criteria:

- a. Any applicant with a Type "A" driving violation in the last five years is undesirable for a driving position.
- b. Any applicant with three or more Type "B" driving violations or two or more at-fault accidents in a three-year period is undesirable for a driving position.
- c. Any applicant with two moving Type "B" driving violations or one driving accident in a three-year period will be put on warning from a company monitoring standpoint. MVRs are required to be ordered more frequently on these applicants, if hired.

A new driver may be required to complete a road test with a company experienced driver. The experienced driver will evaluate the new driver's performance and document the road test. These tests will be kept in the new driver's employee file.

These Type A and Type B criteria are representative samples of CNA Underwriting driver evaluation guidelines and can be used to help you with the development of criteria for your driver selection process.

Type "A" Violations	Type "B" Violations
<ul style="list-style-type: none"> <li>• Driving under influence of alcohol or drugs</li> <li>• Refusing to take a substance test</li> <li>• Driving with an open container (alcohol)</li> <li>• Reckless/careless driving</li> <li>• Speeding: In excess of 14 mph over posted limit</li> <li>• Driving while texting</li> <li>• Hit and run</li> <li>• Fleeing or evading police or roadblock</li> <li>• Speeding in a school zone</li> <li>• Racing/speed contest</li> <li>• Driving with license suspended or revoked</li> <li>• Vehicular assault</li> <li>• Homicide or manslaughter or using vehicle in connection</li> </ul>	<p>Moving violations that include:</p> <ul style="list-style-type: none"> <li>• Speeding: 1-14 mph over posted limit</li> <li>• Improper lane change</li> <li>• Failure to yield</li> <li>• Failure to obey traffic signal or sign</li> <li>• Accidents</li> <li>• Having a license suspended in the past related to moving violations</li> </ul>

## Post-hire requirements

During an employee's trial period, he or she will ride with a current company experienced driver, who will observe acceptable driving behaviors, routes and loading/unloading procedures of the new employee (the "new driver").

## Motor Vehicle Record checks

Annual record evaluations will be performed on every driver including the following:

- Company truck drivers.
- Company car drivers.
- Salespeople or anyone driving their personal car for company business.
- Spouses with access to company vehicles.
- Anyone who may be required to drive a company car or personal car for company business, MVRs will be reviewed in accordance with the aforementioned criteria.

## Non-owned vehicle requirements

Employees driving personal cars for company business must meet the following requirements:

- MVR checked pre-hire and annually.
- Classify the employee's personal policies as "Business Use" policies.
- Name (Your Company Name) \_\_\_\_\_ as an "Additional Insured" on personal auto insurance policy.
- Have minimum limits of \$300,000.
- Provide Certificates of Insurance to management on an annual basis.

## Personal use of company vehicle policy

Company vehicles taken home at night or used for non-business activities must be given extra consideration when defining the personal use restrictions. A personal use policy will include, at a minimum, the following sections:

- Driver eligibility requirements (authorized driver, appropriate age, acceptable MVR, etc.).
- Management approval of personal use.
- Requirement to follow company substance abuse policy and accident reporting policy.
- Restricted use of company vehicles no (towing, over-loading, giving rides to hitchhikers, for loan or hire to others, travel to other countries, attaching equipment, etc.).
- Accountability for not adhering to (Your Company's Name) \_\_\_\_\_ personal use policy.

## Transportation safety rules

(Your Company Name) \_\_\_\_\_ requires all drivers to comply with state and national transportation safety rules. In addition, all employees are required to adhere to the following rules as set by management while driving:

- Mandatory seatbelt use.
- Appropriate in-vehicle behaviors.
- Absolutely no alcohol or controlled substances allowed.
- Always look out for pedestrians.
- Never attempt to exercise the right-of-way.
- Emergency cell phone use only.
- Include additional rules.

## Maintenance inspections

All drivers of regulated vehicles (greater than 10,000 pounds GVW) are required to complete a documented pre/post-trip maintenance inspection that will be filed. All drivers of personal passenger vehicles or non-regulated vehicles are required to submit their vehicles for a maintenance inspection at least quarterly. These maintenance inspections will be filed.

## Accident reporting and investigation

Every accident is required to be reported, investigated and reviewed.

- Each vehicle should be equipped with a Vehicle Accident Report Kit. The kit should include an accident report and emergency contact numbers. Drivers are required to submit the written accident report to management immediately following their involvement in a vehicle accident.
- A police report should be obtained.

A primary purpose of investigating an accident is to find out its cause and initiate action to eliminate or control similar vehicle accidents. Another purpose is to determine whether the accident is preventable. A preventable accident is one in which the driver fails to exercise reasonable precautions to prevent the accident from occurring. Each driver's supervisor is required to investigate all vehicle accidents.

## Commercial Driver's License (CDL) required vehicles

Driver Qualification Files following the Federal Motor Carrier Regulations will be maintained on all drivers of commercial motor vehicles (FMCSR Part 383.5) requiring a CDL.

(Your Company Name) \_\_\_\_\_  
will maintain records for the following requirements:

- Application Form (FMCSR Part 391.21).
- Inquiry to Previous Employers – 3 years (FMCSR Part 391.23).
- Motor Vehicle Records (MVR) Check – 3 years (FMCSR Part 391.23).
- Motor Vehicle Records (MVR) annually (FMCSA Part 391.25).
- Annual Driver's Certificate of Violations (FMCSR Part 391.27).
- Annual Review of Driving Record (FMCSA Part 391.25).
- Driver's Road Test and Certificate or Equivalent (FMCSR Part 391.31) (FMCSR Part 391.33).
- Medical Examiner's Certificate (FMCSR Part 391.43).

## Controlled Substances and Alcohol Use Testing for CDL Drivers

Employers must be in compliance with Alcohol and Drug Testing, as required by FMCSR Part 382.

## Non-Commercial Driver's License (CDL) required vehicles

Driver Qualification Files following the Federal Motor Carrier Regulations will be maintained on all drivers of Commercial Motor Vehicles (FMCSR Part 390.5). Drivers of vehicles 10,001 pounds-GVW/GCVW to 26,000 pounds-GVW/GCVW do not need a Commercial Driver's License (CDL) or to be in a substance testing program. However, DOT requires the employer maintain the following file for each driver of the vehicle:

- Application Form (FMCSR Part 391.21).
- Inquiry to Previous Employers – 3 years (FMCSR Part 391.23).
- Motor Vehicle Records (MVR) Check – 3 years (FMCSR Part 391.23).
- Motor Vehicle Records (MVR) annually (FMCSA Part 391.25).
- Annual Driver's Certificate of Violations (FMCSR Part 391.27).
- Annual Review of Driving Record (FMCSR Part 391.25).
- Driver's Road Test and Certificate or Equivalent (FMCSR Part 391.31) (FMCSR Part 391.33).
- Medical Examiner's Certificate (FMCSR Part 391.43).

Depending on the type of commercial vehicle and its intended use, additional requirements may be necessary. Information is also available at the FMCSA website: <http://www.fmcsa.dot.gov>.

- Check with local DMV/DOT for intrastate operation weight requirements for Commercial Motor Vehicle.

**This policy is mandated and supported by  
the management of:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
President/CEO/Management Signature

### **Sample acknowledgement form**

To be kept in employee personnel file.

I have read and understand my obligations as listed above concerning the possession and use of a company vehicle.  
Further, I understand that failure to abide by this agreement shall result in suspension/revocation of my company vehicle  
privileges and/or disciplinary action.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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business income while reducing commercial auto exposures visit  
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