

Motor Fleet Safety

Model Safety Plan from Liberty Mutual Insurance

The primary intent of this document is to provide you with guidance in developing, establishing, and improving your own safety and health programs.

This material is intended only as a basis for you to develop your own safety program specific to your operations and exposures by giving you some standard practices and procedures that most employers must implement.

You must modify the program to fit your specific organizational needs. This material is not all-inclusive and may not address special safety issues unique to your industry. This plan may not fulfill written or minimum performance standards of your Federal and State regulations. Be certain that you evaluate additional needs, related regulations and your commitment to workplace safety. Solicit input from members of your workforce and management team in development of this program. Remember a written plan is only as good as the commitment behind it.

Foreword

Developing a proactive fleet safety program is one of the best ways to help you control your costs from workplace vehicle crashes. Liberty Mutual Risk Control can consult with you to review your program to determine if recognized best practices are in place to help reduce risk exposures associated with vehicle operations. The model plan contains the features commonly found in fleet safety programs. The discussion section at the end has additional information related to some of the topics.

This model plan has a template section, pages 3 – 11, and a discussion section. The template section can be used as a guide for written policies and program features such as driver selection. The discussion section should be deleted from your customized fleet safety program but will provide insight into some of the more impactful program sections.

Table of Contents

Topic	Page
Fleet Safety Program templates	3 – 11
Authorized drivers	5
Distractions	6
Driver expectations	7
Vehicle maintenance	8
Crash/incident response and reporting	8
Crash/incident investigation analysis	9
Communicating and acknowledging expectations	9
Operating non-owned company vehicles on company business	9
Regulated (FMCSA or state DOT) vehicles	10
Driver evaluations	10
Personal use of company owned vehicles	10
Hours of use	11
Vehicle operations in inclement weather	11
Driver training	11
Program Elements Discussion Items	12 – 14
Minimum insurance limits for personal vehicles	12
Motor vehicle record check	12
Driver training vs. communicating company expectations	13
Examples of Acknowledgement forms	15 – 21
Mobile device use policy for drivers	16
Driver questionnaire	17
Motor vehicle records	18
Employment application driving position supplement	20
Sample safe driving performance expectations	21
Resources	22

The illustrations, instructions and principles contained in the material are general in scope and, to the best of our knowledge, current at the time of publication. No attempt has been made to interpret any referenced codes, standards or regulations. Please refer to the appropriate code-, standard-, or regulation-making authority for interpretation or clarification. Provided that you always reproduce our copyright notice and any other notice of rights, disclaimers, and limitations, and provided that no copy in whole or in part is transferred, sold, lent, or leased to any third party, you may make and distribute copies of this publication for your internal use.

Fleet Safety Program

(Add Company Name)

(Add Location)

Issued (add date)

Revision Date (add date to be revised based on company policy)

Fleet Safety at (Company Name)

(Use this policy as a guide and customize to your organization's needs.)

Our motor fleet safety program has been implemented to promote safe driving on and off the job. When properly implemented, this program can help reduce the frequency and severity of crashes and violations in our vehicle operations. Our focus is on reducing the financial burden of crashes and the accompanying human suffering. It is equally important that we present a strong public image of a company that puts safe drivers on the road.

We will properly select and train employees who drive on company business and we will keep well-maintained vehicles. _____ *(Name)* is appointed Fleet Coordinator with responsibility for managing vehicle and driver safety issues. He/she has authority to implement our vehicle safety program and is accountable to _____ *(Executive)* for its effectiveness.

Our Fleet Coordinator is responsible for investigating, documenting, contacting, and maintaining communications with Liberty Mutual Insurance, our insurance carrier, and following up on automobile claims handling. This program also fits within our disability management plans for emphasizing prompt return to work for workplace injuries sustained from motor vehicle crashes, through a transitional duty assignment.

The program policies and expectations apply to everyone operating a company vehicle, whether owned and leased, and employees operating personal, rented, or leased vehicles on company business.

_____ *(Assigned line manager or general manager)* and a review board team will be promptly review all crashes or incidents. The review is intended to identify and address root causes of crashes.

A list of employees authorized to operate motor vehicles on company business will be maintained by the _____ Department *(Department Name)*. Employees are not allowed to operate motor vehicles on company business unless they are on the list of approved drivers. Supervisors are responsible for verifying an employee is on the list of approved/authorized drivers prior to assigning the employee to work tasks that involve the operation of a motor vehicle on company business.

Employees are required to immediately report all crashes and moving violations that occur during work-related activities, if they are driving a company-owned, rented or leased vehicle used for company business or a personal vehicle being operated on company business.

We will provide safe and reliable transportation to authorized drivers, and the resources for properly maintaining company vehicles. It is each driver's responsibility to ensure proper vehicle maintenance, exercise defensive driving habits, maintain a good driving record, and adhere to the company safe driving expectations and objectives outlined in this program.

Employees who are authorized to drive personal vehicles on company business are expected to maintain their vehicles in safe operating condition as well as provide the fleet coordinator with proof of liability insurance with minimum coverage that meets or exceeds the limits outlined in the personal vehicles used on company business section. All occupants of company vehicles and occupants of personally owned vehicles driven on company business must wear seatbelts/restraints at all times.

We will adhere to all federal, state, and local laws governing vehicle operation. Management at all levels is expected to support and enforce our fleet safety program.

(Company Executive)

(Designated fleet coordinator)

(Company Name)

(Date)

Authorized Drivers

The company will maintain a list of authorized drivers by type of vehicle. Supervisors are expected to verify that a driver is on the list of authorized drivers prior to assigning him/her tasks related to motor vehicle operations. Drivers must meet the criteria and process steps outlined below to be placed on the list of authorized drivers. Vehicle types included on the authorized driver list will match the types of vehicles in our fleet and include:

- Company owned passenger vehicles
- Personal or rented vehicles used for company business or travel
- Light trucks
- Non-CDL commercial vehicles
- CDL class vehicles
- Special vehicles which require additional qualification steps

The list of authorized drivers will be reviewed on a regular basis and kept current. Drivers may be removed from the list based on driving performance, motor vehicle record (MVR) changes, vehicle crashes/incidents and non-compliance with fleet safety program policy violations including seat belt and distraction policy violations.

Prospective employees and current employees in existing positions that require or may require the use of a motor vehicle or applying for new positions within the company requiring use of a motor vehicle must:

- Meet the driving record criteria outlined below
- Provide a listing of current and past driver's license information for the past 10 years
- Provide a list of violations and convictions for the past 5 years
- Acknowledge that on-going motor vehicle record reviews will take place
- Acknowledge they understand that not meeting the driving record criteria is cause for immediate removal from positions that require motor vehicle operations which could lead to termination if they do not qualify for other positions or if other positions not requiring operation of vehicles are not available.

Drivers must meet the following criteria:

- Must have held a valid driver's license for 2 years
- Must be at least 18 years old
- Must meet additional criteria if they are operating vehicles defined as "commercial motor vehicles" used in intrastate or interstate commerce
- Must have no more than 2 moving violations in the past 3 years
- No serious violations as outlined below in the past 3 years
- No repeat serious violations for the length of the driving record
- No more than 1 preventable crash in the past 3 years, and no more than 2 combined violations and crashes

Serious violations include:

- Speeding 20 MPH or more over posted
- Operating while intoxicated
- Felony use of a vehicle
- Passing school bus with lights flashing for loading or unloading
- Crossing RR tracks against activated warnings
- Drag racing
- Other violations which show a significant disregard for the safe operation of motor vehicles

Drivers are expected to report violations and convictions the next business day. Drivers who receive a suspension, a revocation, or have an expired license are not to operate company vehicles or any motor vehicle on company business.

Drivers will be required to provide a listing of all violations in the past 5 years and states where they have had a driver's license. State motor vehicle record checks will be made to verify a valid license and obtain a history of violations and convictions.

Exceptions may be made on a limited basis when there are documented reasons. Exceptions must be approved by the senior executive (*add name or title*) and the exception documented as part of the hiring or placement process.

Drivers must pass a road test in the type of vehicle they will operate and complete the Driver Distraction and Mobile Device Use Policy, page 16). Successfully completing a road test is part of the process to be placed on the list of approved drivers.

Drivers must pass the following background checks to be placed on the list of approved drivers.

- Drivers record (as described above)
- Past employment checks
- (List other checks used as part of the hiring or qualification process)

Distractions

Drivers who attempt to multi-task while driving are at a higher risk of crashing their vehicle or contributing to circumstances where crashes are more likely.

Cell phone and texting: The use of mobile devices or cell phones used for calls and text messaging when operating motor vehicles on company business is prohibited. The only exception is emergency communication to 911 to report actual emergencies.

Management is expected to comply with this policy and not require or expect employees to respond when driving.

Drivers should not engage in the following activities or other activities which take their hands off the wheel, eyes off the road, or mind off driving. (*Edit the list based on your company needs, vehicles, and operations and address a range of distracting activities that are prohibited while operating company vehicles and personal vehicles on company business.*)

- Eating or drinking
- In-vehicle entertainment/infotainment systems
- Smoking
- Personal grooming

- Watching non-traffic situations outside the vehicle (crashes, people, construction)
- Doing paperwork from your last client
- Using video players
- Reaching for loose items
- Interacting with passengers
- Child care
- Reading books, newspapers, or other printed material
- Transporting pets in the vehicle (unless in carriers and secured)
- Changing clothes
- Programing navigation devices

Drivers are expected to complete and sign the Driver Distraction and Mobile Device Use Policy, page 16, prior to operating motor vehicles on company business.

Driver Expectations

Drivers are expected to operate company owned and non-owned vehicles used on company business in a safe and courteous manner at all times based on the weather, road, and traffic conditions. Motor vehicle laws for the area where the vehicle is being operated may be different than where the driver lives or is based. It is your responsibility as a driver to be aware of and comply with local traffic regulations.

In addition to complying with motor vehicle laws, the following are expectations for using motor vehicles on company business and when operating a company vehicle:

- Seat belts must be used by driver and all passengers.
- Properly installed child safety seats or booster seats must be used for all children under 80 lbs.
- Keys must never be left in the vehicle. Spare keys are to be kept in the office or at your home.
- Materials and inventory must not be left in plain view where they may be susceptible to theft or damage. Drivers are responsible for the security of vehicles and cargo.
- Lock an unattended vehicle.
- Observe posted speed limits and rules of the road.
- Maintain company vehicles in accordance with our company policy and specifications. You will be responsible for damage to company vehicles resulting from reckless or abusive handling or operation.
- Be courteous to other drivers and pedestrians. Observation reports may be utilized to identify your driving habits and will be used in your evaluation.
- Do not use controlled substances or alcohol prior to or when operating a motor vehicle. Be aware of possible adverse effects of prescription drugs and do not operate a motor vehicle when ability is impaired.
- Only the assigned driver or other company personnel engaged in the course of their employment are permitted to drive company vehicles.
- Keep windows clean inside and out to reduce glare.
- Remove snow accumulation prior to driving. Removal includes snow from on top of the vehicle and all windows and lights so visibility is maximized.

- Maintain 4 seconds of following distance between your vehicle and other vehicles (passenger vehicles), 5 to 8 seconds in heavy/long combination vehicles, and move slightly slower than the flow of traffic in heavy traffic. When following other company owned vehicles the following distance should be doubled to reduce the potential for multiple company vehicles being involved in a crash.
- Maintain awareness of what is in front of your vehicle, on both sides, and behind to reduce the need for sudden stops or quick lane changes which can make it more likely other vehicles will strike your vehicle.
- Do not drive when fatigued and plan trips to avoid fatigue.
- Drivers should verify a crash reporting kit is available in company vehicles they operate

Vehicle Maintenance

Drivers of personally assigned company vehicles are expected to schedule and complete routine maintenance per the instructions from our vehicle management company. Larger vehicle service will be coordinated by fleet maintenance and vehicles will not be scheduled for use when routine service is required.

A file will be kept for each vehicle documenting when scheduled service and repairs are performed. The maintenance files for regulated vehicles will be documented following FMCSA regulations on inspections and outlined in the regulated fleet program.

Crash/Incident Response and Reporting

Drivers are expected to report crashes, theft, damage, and other vehicle incidents on a timely basis. This typically means the same day when we are open for business or the next business day. Drivers should complete the crash and incident report form per the instructions found in the crash reporting packet kept in the vehicle. Drivers should report incidents for all company vehicles, rental vehicles used on company business, and personal vehicles when being used on company business.

Procedures to Follow in a Vehicle Crash

- Protect the scene of the crash and take action to prevent additional collisions or injuries.
- Pull off the roadway as far as possible, unless otherwise directed.
- Place reflectors or flares in front of and to the rear of your vehicle. Follow applicable federal or state laws.
- Contact emergency authorities immediately.
- Administer emergency first aid if trained to do so, following any applicable state or local guidelines.

Obtain and record the following information at the scene of the crash:

- Name and address of each driver, passenger, and/or witness to the crash.
- License number of each vehicle involved.
- Name and policy number of the insurance company for each vehicle involved.
- Complete a vehicle crash reporting form, including a diagram of the crash.

What to Do

- Be courteous. Do not argue. Keep calm.
- Give your name and address to the injured person or a police officer before leaving the scene. If police respond to the crash, do not leave the scene until you are told you may leave by the officer(s) responding.

What Not to Do

- Do not talk about the crash except to a police officer, your employer, or your insurance claim adjuster.

- Make no settlements or offers of settlements to anyone.
- Do not sign any statements or reports other than official police reports.
- Do not admit fault.

Crash/Incident Investigation Analysis

Crashes, theft, damage incidents, and other types of loss will be reviewed by the designated fleet safety manager. The fleet safety manager may consult with other management when reviewing a crash based on the severity and circumstances. The review will include the following areas:

- Was the crash, theft, damage, or loss reported promptly per the policy guidelines?
- Were fleet safety program policies followed regarding operating the vehicle, securing it or maintenance?
- Did the driver take expected precautions to avoid the incident?
- Was management responsible or did they contribute to creating a situation that made the loss more likely?
- A review of the driver's past incidents, telematics data, training, motorist feedback, past performance reviews, and driving record.
- Based on citations issued or other circumstances should the driver remain on the list of authorized drivers?
- Is an improvement or coaching plan needed for the driver?
- Should operational policies be modified to address areas which may have contributed to the loss?
- Should the crash be classified as a preventable crash for the qualification criteria?

Based on the results of the review, corrective or improvement action plans may be developed, or the driver removed from positions that require the operation of motor vehicles.

Communicating and Acknowledging Expectations

Prior to a driver being placed on the list of authorized drivers, they must review the fleet safety policy and acknowledge they understand and agree to comply with the policy expectations. Management will communicate with drivers on an ongoing basis to reinforce the program policies and provide driver education.

Operating Non-Owned Company Vehicles on Company Business

Employees operating personal vehicles on company business or using rental cars for company business must be on the list of approved drivers for operating non-owned vehicles. All fleet safety policies outlined here apply to operating owned or non-owned vehicles on company business. In addition to complying with fleet safety program practices, drivers of non-owned (personal) vehicles are expected to:

- Maintain the vehicle per the manufacture's recommendation
- Inspect the vehicle on a regular basis
- Keep tires inflated and windows clean inside and out
- Provide documentation of liability insurance of with limits of at least 100,000 per person and 300,000 per occurrence
- Inform the fleet safety manager if insurance is cancelled or changed
- Report convictions and violations as outlined in this policy
- Report crashes and related incidents per the crash reporting policies
- Vehicle must be standard passenger vehicles (no motor cycles or non-street legal vehicles are allowed)

- Drivers should discuss the frequency and amount of business use with their personal insurance carrier and obtain a business use endorsement as needed

Regulated (FMCSA or State DOT) Vehicles

Operating regulated vehicles has additional requirements and may require a Commercial Driver License (CDL). There are differences by state for non-CDL required vehicles operated in intrastate commerce. The requirements and driver expectations for regulated vehicles is addressed in a separate program. Vehicles which are regulated are identified on the vehicle list and any driver operating them must be listed as an authorized driver on the authorized driver list.

Driver Evaluations

Operating motor vehicles will be part of each driver's annual evaluation. Review items will include:

- Fleet safety policy compliance
- Compliance with vehicle inspection protocols
- Arranging for vehicle maintenance in a timely manner based on mileage
- Fuel mileage and vehicle condition
- Driving record review and comparison to driver qualification criteria
- Telematics data review on driving performance
- Compliance with our distractions policy

Driver performance will also be reviewed for eligibility to operate motor vehicles when citations are received, after crashes or vehicle related incidents, and after receiving complaints. Drivers not complying with policies or meeting our criteria may be removed from positions that require the operation of vehicles. This could result in termination if a non-driving position for which the driver is qualified does not exist.

Personal Use of Company Owned Vehicles

Personal use of company owned vehicles is limited to individually assigned passenger vehicles. The use by anyone other than the assigned driver is limited to:

- The driver's significant other or spouse
- Use is intended to be incidental
- Spouse or significant other must meet the motor vehicle record criteria and agree to motor vehicle record checks
- Must agree to comply with the vehicle operation expectations outlined in this policy
- Must have a valid license for the type of vehicle being operated
- Vehicles are not to be used for overnight driving on vacation
- Drivers are expected to comply with expense reporting requirements as outlined in other policies
- Drivers are responsible for addressing distractions inside the vehicle and verifying that passengers comply with our seat belt/passenger restraint policy
- Loaning of company vehicles to employees of our company is prohibited unless they are on the list of authorized drivers for that type of vehicle
- Towing trailers, boats, or other vehicles not owned by the company is prohibited

Hours of Use

Drivers operating regulated vehicles as identified on the vehicle list are expected to comply with interstate (FMCSA) or intrastate (State DOT) guidelines and track hours of service. Drivers of non-regulated vehicles are expected to comply with similar hours of service guidelines to reduce the potential for work related fatigue. Our expectations are as follows:

- Not driving after being on duty 14 hours or longer
- Not driving more than 11 hours of the 14 hours maximum on duty time
- Not driving more than 60 hours in a work week
- Taking a break of at least 30 minutes prior to driving 8 hours of the maximum 11

Drivers are not to operate vehicles when fatigued even if they have not exceeded the limits outlined above. Drivers are expected to use journey management techniques to be rested when operating motor vehicles.

Vehicle Operations in Inclement Weather

It is the driver's responsibility to operate a motor vehicle safely. Drivers should review weather forecasts and not operate motor vehicles in conditions in which driving too hazardous. Management may stop operations or prohibit vehicle operation based on actual forecasted weather. Drivers are expected to take extra precautions during bad weather. Those precautions include:

- Moving slower than the posted speed limit based on road conditions
- Allow extra following distance when road conditions indicate longer stopping distances may exist
- Not driving through flooded areas or roadways
- Conducting pre-trip inspections, including checking levels of wiper fluid
- Planning fuel stops to avoid running out of fuel when traffic is stopped due to hazardous conditions
- Having proper equipment, such as snow and ice removal equipment, based on the climate
- Verifying the heat and defroster systems in the vehicle are in working order
- Using lights when visibility is limited and when wipers are needed
- Not driving into fog, smoke, or whiteout conditions

Driver Training

Drivers must complete training on our fleet policies and safe driving expectations prior to being placed on the list of authorized drivers. In addition, ongoing training will be provided. The ongoing training will be assigned training modules or through direct communication with the driver's manager.

Program Elements Discussion

Having a more in-depth understanding of some program features can help you when developing fleet safety policies. The discussion below should not be included in your written program or policy. These topics have been included as a reference when customizing the template for your company and your specific types of vehicles and operations.

Minimum Insurance Limits for Personal Vehicles

Most vehicle reimbursement schedules use the IRS mileage reimbursement rate. The rate is based on average costs of owning and operating a motor vehicle. One of the costs is insurance. Your insurance agent or broker may be able to provide information on average insurance limits in your part of the country. Some sources of information on average limits are provided below.

Edmunds

Insurance experts generally recommended that you purchase 100/300 limits of bodily injury liability (meaning \$100,000 for one person in an accident and \$300,000 for all people injured in one accident). <http://www.edmunds.com/auto-insurance/how-much-car-insurance-do-you-need.html> (as of February 17, 2015)

CNN Money Essentials

State minimum coverage limits are too low to protect the assets of most motorists. Unless your income and assets are minimal, buy at least \$100,000 per person, \$300,000 per accident. <http://money.cnn.com/magazines/moneymag/money101/lesson22/index3.htm> (as of February 17, 2015)

Wall Street Journal

The Personal Finance Section of the Wall Street Journal mentions recommended minimum limits of 100,000 per person and 300,000 per occurrence. <http://guides.wsj.com/personal-finance/insurance/how-much-car-insurance-do-you-need/>

Motor Vehicle Record Check

The Motor Vehicle Record (MVR) is a list of moving violations and crashes reported against a driver's license number for the past 3 to 5 years, in most states. The prospective driver may provide, in writing, a copy of their MVR once employment has been offered. A copy may be obtained for a small fee, with the employee's permission, by writing to the proper state Department of Motor Vehicles.

Some states have programs for continuous monitoring of driving records and will notify an employer when violations, convictions, suspensions, revocations, etc. are posted on a driving record. There are also commercial sources for motor vehicle records that provide continuous monitoring. Continuous monitoring provides stronger controls for understanding risk and keeping drivers who do not meet your standards from operating motor vehicles on company business or operating company vehicles.

MVRs should be used as qualification for new drivers, but may also be an indicator that driver counseling or training would be beneficial for existing drivers. Training after a conviction may help a driver recognize the importance a company places on safe driving and helps reduce the likelihood of future, similar involvement.

There should however, be certain offenses that receive higher consideration for action, such as:

- A felony involving the use of a motor vehicle
- Driving under the influence of alcohol or drugs (or refusal to be tested)
- Leaving the scene of an accident
- Speeding over a defined limit based on your states grouping. States may use different speeding ranges such as 6 to 10 MPH over posted. The ranges can vary by state, and states your drivers operate in may use slightly different ranges. Violations of 20 MPH or more over posted should be treated as much more serious than lower amounts over posted.

Driver Training vs Communicating Company Expectations

Many companies use commercial training materials for driver training. These materials have features and benefits but should not be used in place of having and communicating company expectations. Based on several benchmark and best practice studies, Liberty Mutual identified common elements in fleet safety programs from fleets with lower than expected crash frequency. These elements are:

- Select drivers based on their history and ability to perform the job
- Establish and communicate expectations on how jobs should be performed
- Monitor performance against the expectations
- Provide feedback on performance
- Change behavior that does not meet expectations
- Document their policies and actions

Training has a place in a fleet safety program but keep in mind that crashes are more likely to be caused by behaviors than a lack of knowledge. If commercial driver training materials are used there should be policies to support the concepts covered in that training. For example, if the training materials indicate a safe minimum following distance is 4 seconds for passenger vehicles, a company following distance policy should expect the same following distance.

Specific topics covered when communicating expectations can include the following:

- Company policies and procedures for operating company-owned vehicles
- Safe driving objectives and company expectations
- Vehicle use and limitations for personal use
- Annual MVR checks and methods for management evaluation
- Cargo handling and security precautions
- Driver training and crash reporting/response procedures
- Vehicle maintenance and inspection requirements
- Concepts of safe driving
- Territory and routes of expected travel
- License requirements (CDL, verification of physical/visual exams, etc.)

Distractions from Infotainment Systems

Some recent studies on distractions from infotainment systems typically found in passenger vehicles can be helpful when selecting vehicles and establishing or updating distraction policies. The studies shown below can help you understand the distraction impact.

[Visual and Cognitive Demands of Using In-Vehicle Information Systems \(http://aaafoundation.org/visual-cognitive-demands-using-vehicle-information-systems/\)](http://aaafoundation.org/visual-cognitive-demands-using-vehicle-information-systems/)

- This research examines the visual and cognitive demand associated with completing selected common tasks, including making a phone call, sending a text message, tuning the radio, and programming navigation systems using the infotainment systems found in 30 model year 2017 vehicles.
- Provides a fact sheet pdf that has key findings from the research.

[University of Utah Study on Using In-Vehicle Infotainment Systems \(https://unews.utah.edu/up-to-27-seconds-of-inattention-after-talking-to-your-car-or-smart-phone/\)](https://unews.utah.edu/up-to-27-seconds-of-inattention-after-talking-to-your-car-or-smart-phone/)

- This provides a synopsis of the research without going into the full report.
- One key fact provided: But the most surprising finding was that a driver traveling only 25 mph continues to be distracted for up to 27 seconds after disconnecting from highly distracting phone and car voice-command systems, and up to 15 seconds after disconnecting from the moderately distracting systems. The 27 seconds means a driver traveling 25 mph would cover the length of three football fields before regaining full attention.
- Explains the research on which infotainment systems are considered to be highly distracting and which are moderately distracting.

Examples of Acknowledgment Forms

The following pages are examples of various acknowledgment forms that can be used as part of a program or as part of an appendix to a fleet safety program.

(Add Company Name) Driver Distraction and Mobile Device Use Policy — Acknowledgement

(Use this as a guide and customize to your organization's needs.)

Policy regarding use of cellular phones, personal digital assistants (PDAs), converged devices, texting devices, computers, and other mobile electronic devices.

Our company is committed to providing a safe work environment for all our employees. In addition, we strive to prevent injury to third parties while our employees are performing work-related activities.

Using cellular phones, computers, messaging devices, or any other mobile electronic device while operating a motor vehicle is a critical safety concern for _____ (*Company name*). As research has shown, such devices significantly distract drivers. Distracted driving increases the likelihood that a crash will occur.

This policy is intended to control the circumstances under which an employee can utilize a cell phone or other remote device while operating a motor vehicle on company business, regardless of whether the vehicle is company-owned, rented/leased, or employee-owned.

_____ (*Company name*) requires all drivers on company business and drivers operating a company-owned vehicle for personal use to adhere to the following policy parameters while operating the motor vehicle:

- Employees must comply with federal, state, or local laws and regulations that may exist to control usage of mobile devices while operating a motor vehicle.
- If it is necessary to place or accept a cellular phone call at any time while operating a motor vehicle, the employee will safely drive his or her vehicle to an off-road location where the vehicle can be stopped without risk to the employee or any third party.
- Drivers will not send, compose, or review received text messages, either on a company-owned or personally-owned device.
- Drivers will not operate any other mobile device, including but not limited to a PDA, converged device, pocket PC, binaural headset-based audio device, such as an MP3 player, or laptop computer, either in a company-owned or personally owned vehicle while on company business.
- Navigation systems will be programmed before the trip is started, not while the motor vehicle is in operation.

Any employee who fails to adhere to this policy may be subject to disciplinary action, including, for example, written warning and/or subsequent restrictions on using a vehicle for company business. Employee safety is a priority at _____ (*Company name*), and your adherence to these guidelines will help us maintain the personal safety of our employees as well as that of our fellow drivers on the road.

Driver Receipt

I hereby acknowledge receipt of the **Mobile Device Use Policy for Drivers**. I agree to abide by the directives set forth in this policy and to conduct myself according to the standards established therein.

Signature

Printed Name

Date

To be kept in employee file.

Driver Questionnaire

(Use this as a guide and customize to your organization's needs.)

Name: _____ Present Address: _____

In what state(s) have you held a valid driver's license? _____

1. Do you possess a current vehicle operator's license? _____ YES _____ NO

Vehicle Operator License

Other License (CDL, Chauffeur, etc.)

State: _____

Expiration: _____

License #: _____

Full Name: _____

(As it appears on license)

2. Have you ever had an operator's license revoked or suspended? _____ YES _____ NO

If yes, please explain. _____

3. List all moving violations and crashes you have had within the last 5 years. (If none, write "NONE.")

(1) _____

(2) _____

(3) _____

(4) _____

4. Have you ever received a citation for driving while under the influence of alcohol, _____ YES _____ NO
drugs or other controlled substances?

If yes, explain _____

5. Have you ever been required to attend an alcohol offender's school, traffic offender's school or other
remedial traffic school required by the courts? _____ YES _____ NO

If yes, explain _____

6. Have you ever completed a driver's education course? _____ YES _____ NO

If yes, when? (Date) _____

I understand that all the information provided on this form will be kept confidential, and certify that, to the best of my knowledge, the above information is correct. Any falsification may result in disciplinary action up to and including termination.

Signature of Applicant

Date

Motor Vehicle Records Acknowledgement

This defines the number of violations received before action may be taken regarding losing privileges to operate a vehicle on company business. The offenses are not limited to those committed while operating on company business.

This written notice and signoff acknowledgement must be retained in each driver's personnel file, indicating full understanding of the MVR criteria and respective consequences.

Minor Offenses

(Company may define individual offenses)

Within any 12 consecutive month period:

- First Offense: Written warning and counseling
- Second Offense: (Company shall define consequences)
- Third Offense: (Company shall define consequences)

Within any 24 consecutive month period:

- Second Offense: Written warning and counseling
- Third Offense: (Company shall define consequences)
- Fourth Offense: (Company shall define consequences)

Major Offenses

Major offenses are defined below and carry a consequence per the following:

- Any felony conviction in which a vehicle is used: (Company shall define consequences)
- Failure to stop, report, or comply with state statutes when involved in a crash: (Company shall define consequences)
- Any display or evidence of reckless driving, excessive speeding, endangerment of others, (or your company's specific offenses.): (Company shall define consequences)
- DUI (driving under the influence), DWI (driving while intoxicated) or OUI (operation under the influence):

First Offense: (Company shall define consequences) Note: Operating a motor vehicle while impaired is a major offense. Companies must understand that continuing to allow an employee to operate a motor vehicle on company business may be considered negligent entrustment in future legal proceedings.

Preventable Crashes

As defined by the National Safety Council regarding what actions the driver took to do "everything reasonable to avoid the crash, etc." A formal review by management and the employee's supervisor will convene to evaluate the circumstances of the crash.

Within 36 Months:

- First Crash: Evaluation and counseling
- Second Crash: (Company shall define consequences)
- Third Crash: (Company shall define consequences)

Seatbelt/Restraint Violations

Seatbelts are crucial to keeping the driver in their seat. Being behind the wheel is a critical issue when maintaining control of the vehicle. Injuries from motor vehicle crashes can have serious impact on a business operation, the employee's family of the driver, and other drivers and passengers. How seatbelt violations will be treated when reviewing driving records should be addressed as part of your policy and mentioned in the above or under this heading.

I acknowledge and fully understand the consequences of my driving performance as evident by my crash and/or violation history and understand the expectations and policies outlined in the fleet safety program.

Driver Signature

Supervisor Signature

Date

Company Name

Employment Application Driving Position Supplement

(Use this as a guide and customize to your organization's needs.)

Applicant Name:		Date:		
Present Street Address:				
City, State, Zip		How long?	Telephone No.	
Previous street address, city, state, zip (if less than 3 years at present address)		How long?	License restrictions:	
Driver License				
State	License Number	Expiration date		
Traffic Violations: (List all traffic convictions and forfeitures in the past 5 years, except parking violations)				
Location	Date	Court	Charge	Penalty
Has your license or permit to operate a motor vehicle ever been suspended or revoked? ____ Yes ____ No				
If yes, when, where, why?				
Crash Record: (List all crashes in which you have been involved in the past 3 years.)				
Date	Location	Description		

To Be Read and Signed by Applicant

I certify that all information on this application is true and complete to the best of my knowledge and that any misrepresentation could be reason for dismissal or denying employment. I authorize management to obtain a current Motor Vehicle Record of my driving history now, and at any time in the future. I recognize that I will not be permitted to operate a company vehicle or drive on company business if a review of my driving record indicates any of the following convictions: (1.) hit and run, (2.) driving under the influence of alcohol or drugs within the past __x__ years, (3.) any felony, homicide, or manslaughter involving use of a motor vehicle, or (4.) leaving the scene of a crash (Company shall define consequences for all). I acknowledge that I have read the company's policy on safe driving and will follow requirements stated in this policy while I am driving on company business.

Driver's Signature: _____ Date: _____

Sample Safe Driving Performance Expectations

(Use this as a guide and customize to your organization's needs.)

- Seat belts must be used by driver and all passengers.
- Properly installed child safety seats or booster seats must be used for all children under 80 lbs.
- Keys must never be left in the vehicle. Spare keys are to be kept in the office or at your home.
- Materials and inventory must not be left in plain view where they may be susceptible to theft or damage. Drivers are responsible for the security of vehicles and cargo.
- Always lock an unattended vehicle.
- Observe posted speed limits and rules of the road.
- Maintain company vehicles in accordance with our company policy and specifications. You will be responsible for damage to company vehicles resulting from reckless or abusive handling or operation.
- Be courteous to other drivers and pedestrians. Observation reports may be utilized to identify your driving habits and will be used in your evaluation.
- Do not use controlled substances or alcohol prior to or when operating a motor vehicle. Be aware of possible adverse effects of prescription drugs and do not operate a motor vehicle when ability is impaired.
- Only the assigned driver or other company personnel engaged in the course of their employment are permitted to drive company vehicles.
- Keep windows clean inside and out to reduce glare
- Remove snow accumulation prior to driving. Removal includes snow from on top of the vehicle and all windows and lights so visibility is maximized.
- Maintain 4 seconds of following distance between your vehicle and other vehicles (passenger vehicles), 5 to 8 seconds in heavy/long combination vehicles and move slightly slower than the flow of traffic in heavy traffic
- Maintain awareness of what is in front of your vehicle, on both sides and behind it to reduce the need for sudden stops or quick lane changes which can make it more likely other vehicles with strike your vehicle.
- Do not drive when fatigued and plan trips to avoid fatigue.

Driver Signature

Company fleet coordinator

Company Name

Date

Additional Fleet and Vehicle Safety Program References and Tools

The following materials may be used in administering a vehicle safety program. Each may be located on Liberty Mutual SafetyNet™.

- *Company vehicle inspection checklist, RC 875*
- *Driver selection, RC 284*
- *Driving through construction zones, RC 5124*
- *Getting prepared for winter driving, RC 5159*
- *Distraction from in-vehicle devices, RC 5412*
- *Mirrors for passenger vehicles, RC 5317*
- *Mirrors for heavy trucks and tractor trailers, RC 226*
- *Mirrors for light and medium trucks, RC 280*
- *Motor vehicle reports, RC 5338*
- *Road test, RC 124*
- *Vehicle maintenance, RC 285*
- *Written fleet safety program review RC 5753*