

MOTOR VEHICLE ACCIDENT PREVENTION



Relationships at Work

Workers' Comp Solutionists

ffvamutual.com/safety

Table of Contents

FFVA Mutual Resources

Section 1: Motor Vehicle Accident Prevention Introduction	1
Section 2: Motor Vehicle Safety Trending Topic.....	2
Section 3: Safe Driving Practices Safety Tip.....	3
Section 4: Road Rage and Aggressive Driving Safety Tip.....	4
Section 5: Driving Safety: Seat Belts Safety Tip.....	6
Section 6: Fleet Safety: Motor Vehicle Crash Prevention Safety Tip.....	8
Written Safety Programs (Policies and Procedures).....	8
Driver Motivation.....	9
Vehicle Inspection, Maintenance and Repair	10
General Safety Tips to Reduce Motor Vehicle Crashes	11
Motor Vehicle Safety Program Evaluation.....	12
Motor Vehicle Safety Program Summary Sheet	15
Section 7: Employer’s Guide to Promoting Driver Safety Policy	16
Sample Seat Belt Use Policy.....	16
Accident Reporting and Investigation.....	17
Distracted Driving	19
Section 8: Distracted Driving (Cell Phone & Texting) Policy	22
Section 9: Motor Vehicle Guidelines	23
Crash Reporting and Investigation.....	24
Secure Materials for Transport.....	25
Young Drivers	26
Impaired Driving.....	27
Costs of Motor Vehicle Crashes to Employers.....	29
Section 10: Driver Qualifications Policy	30
Section 11: Commercial Driver Orientation.....	31
Section 12: Driver's Vehicle Inspection Checklist	32

Section 13: Fleet Safety Program.....	33
Driver Training	34
Fleet Safety Rules.....	35
Driver Orientation and Training.....	38
Commercial Driver Orientation Checklist	39
Preventive Maintenance.....	40
Recordkeeping	41
Inspection Records.....	41
Trailer Hauling.....	43
Section 14: Safe Driving Program for Non-CDL Drivers	46
Employee Acknowledgment Form.....	54
Section 15: Self Quizzes	55
Are you a distracted driver quiz.....	55
Are you a defensive driver quiz	57
Section 16: OSHA, NIOSH and NCCI Resources.....	59



Join FFVA Mutual's Safety Stand-Down Campaign to Prevent Motor Vehicle Accidents

Motor vehicle accidents are the leading cause of work-related fatalities and injuries in the United States. FFVA Mutual's **Motor Vehicle Accident (MVA) Prevention Safety Stand-Down** helps employers raise awareness, identify risks, and share practical ways to keep employees safe on and off the job. Created and supported by our safety and loss control team, this campaign provides tools and guidance to build awareness, prevent injuries, and strengthen a positive safety culture.

What is a Safety Stand-Down? A Safety Stand-Down is a voluntary, organized break from work with the goal of bringing employees together to discuss workplace safety.

Why Hold a Motor Vehicle Accident Prevention Safety Stand-Down? Participating in a MVA Safety Stand-Down offers a proactive way to engage employees, encourage safe driving practices, and build long-term habits that keep everyone safer behind the wheel.

How to Participate in a Successful MVA Prevention Safety Stand-Down

- **Take a safety pause** to talk about MVA prevention
- Share **MVA short talks or training materials**
- Host a **toolbox talk** or hands-on activity
- **Encourage employee input** and discussion
- Take a **group photo** and tag #FFVAMutual #SafetyStandDown
- **Recognize efforts** with our downloadable Certificate of Participation

Top 10 Safe Driving Habits

1. **Stay focused** – don't text, eat, or adjust GPS while driving
2. **Buckle up** – every trip, every seat
3. **Follow speed limits** – adjust for conditions
4. **Rest when tired** – avoid driving fatigued
5. **Stay alert** – never drive under the influence
6. **Plan routes ahead** – avoid rushed decisions
7. **Keep safe distance** – don't tailgate
8. **Adapt to road conditions** – weather, traffic, construction
9. **Drive defensively** – anticipate other drivers
10. **Maintain vehicles** – report issues promptly

Additional Resources

- **Motor Vehicle Accident Prevention Stand-Down:** www.ffvamutual.com/motor-vehicle-accident-prevention-stand-down
- **No-Cost Training Options (30+ topics):** www.ffvamutual.com/safety/safety-training-request
- **Meet Our Safety Team:** go.ffvamutual.com/Safety-Team-Expertise

As always, please reach out to your FFVA Mutual Safety *Solutionist* to help you maintain a safe workplace.



Trending Topic

Motor Vehicle Safety

Did you know? Motor vehicle crashes are the leading cause of work-related fatalities and injuries in the United States. To help you and your employees stay safe behind the wheel, we've put together motor vehicle safety resources in one location for quick reference.

Top Resources to Download and Customize <https://go.ffvamutual.com/motor-vehicle-safety>

- Distracted Driving Cell Phone Policy [English | Spanish]
- Fleet Safety Motor Vehicle Crash Prevention
- Road Rage and Aggressive Driving Safety Tip
- Safe Driving Practices Safety Tip

Related Blog Posts <https://www.ffvamutual.com/blog>

- 3 Steps to Developing a Cell Phone Policy at Work
- 5 Tips to Help You Become a Better Defensive Driver
- Elevate your Fleet Safety Program with Regular Vehicle Inspections
- No Text is Worth Your Life, the Costs of Distracted Driving



On-Demand Webcast <https://www.ffvamutual.com/safety/safety-webcasts>

Company Vehicle Safety Program

Additional Materials Available in Safety Key www.ffvamutual.com/safety/safety-key

- Commercial Driving Orientation Checklist
- Distracted Driving Cell Phone/Texting Policy
- Driver Qualifications Policy
- Driver's Vehicle Inspection Checklist
- Employers' Guide to Promoting Driver Safety Policy
- Fleet Safety General Industry Program
- Motor Vehicle Guidelines Policy

Other Quick Links:

Request a *Safety Key* login www.ffvamutual.com/safety-key-login-request

Safety training events www.ffvamutual.com/events

Every 12 minutes someone dies in a motor vehicle accident; every 10 seconds an injury occurs due to a motor vehicle accident; and every 5 seconds a vehicle crash occurs. The way in which you drive affects everyone and our employees are the company's most valuable asset. It is important for you to follow these safe driving practices whenever operating a motor vehicle.

Before you leave:

- Complete pre-trip inspections of company vehicles before each trip.
- Employees are required to report any defects found during any inspection to his/her supervisor, and the vehicle will not be used until defects are repaired.

Drive Safe:

- Always wear your seatbelt: Using seatbelts reduces the risk of death of those riding in cars by 45% and as much as 60% for those traveling in trucks and SUV's.
- Do not drive if you are impaired in any way, including drugs and alcohol.
- Do not drive if you are taking medications that may make you drowsy.
- Make sure you get plenty of rest and do not drive if you are drowsy or tired.

Driving requires your full attention and ensure that you always:

- Avoid distractions such as adjusting the radio and working electronics while driving, including GPS, etc.
- Continually search the roadway to stay alert to situations that may require quick actions. Scan your mirrors every 5 seconds.
- Do not eat or drink while driving a vehicle.
- Plan your trip ahead of time, if you use a GPS make sure to input stops before you leave. Avoid heavy traffic areas and traveling during busy drive times if possible.
- Stop about every 2 hours on long trips, get out of vehicle to stretch or walk, get refreshed.

Motor vehicle accidents are the leading cause of on-the-job deaths, and they are a major cause of death and injuries off the job as well.

Cell phones offer a number of benefits to users, including saving time, providing convenience, and safety in case of an emergency. Unfortunately, this also means the potential for increased vehicle accidents involving distracted driving.

- Do not use a hand-held cell phone while operating a vehicle-whether the vehicle is in motion or stopped at a traffic light.
- Do not check, answer, or send text messages, instant messages, or e-mails while operating a vehicle whether the vehicle is in motion or stopped at a traffic light.
- If company employees need to use their phones, and do not have a hands-free device, they must pull over safely to the side of the road or another safe location

Driving is a task most people do every day and for many it is also a job responsibility. Below are definitions, statistics and examples of road rage and aggressive driving along with ways to avoid being involved in a road rage incident.

The [National Highway Traffic Safety Administration](#) (NHTSA)* defines road rage as "the operation of a motor vehicle in a manner that endangers or is likely to endanger persons or property." Examples include: speeding or driving too fast for conditions, improper lane changing, tailgating and improper passing.

Difference between Road Rage and Aggressive Driving

NHTSA makes a clear distinction between the two. Road rage is a criminal charge and aggressive driving is a traffic offense.

Road Rage Statistics*

Statistics, compiled from the NHTSA and the Auto Vantage auto club, show aggressive driving and road rage are causing serious problems on our roads.

- 2% of drivers admit to trying to run an aggressor off the road.
- 37% of aggressive driving incidents involve a firearm.
- 66% of traffic fatalities are caused by aggressive driving.
- Half of drivers who are on the receiving end of an aggressive behavior such as horn honking, a rude gesture, or tailgating admit to responding with aggressive behavior.
- Males under the age of 19 are the most likely to exhibit road rage.
- Over a seven year period, 218 murders and 12,610 injuries were attributed to road rage.

Tips to Avoid Being Road Rage Victim (NHTSA recommendations)

- Avoid eye contact. Eye contact can sometimes enrage an aggressive driver.
- If an aggressive driver gets in an accident, stop at a safe distance from the scene, wait for police, and report the driving behavior that you witnessed.
- If you're pursued by an angry motorist, never go home. Instead, drive to a police station or another safe and public place where you can get help.
- Ignore obscene gestures from other drivers, and never respond in kind. According to the AAA Foundation, "Obscene gestures have gotten people shot, stabbed, or beaten in every state."
- Lock your car doors and keep the windows and sunroof only partially open.
- Make every attempt to get out of the way of an aggressive driver.
- Put your pride in the back seat. Do not challenge drivers by speeding up or trying to prevent them from getting in your lane.
- Realize that you can't control another driver's behavior, but you can control your own. When another driver cuts you off, how you react will determine what happens next. If you are able to back off, take a deep breath and remain calm to defuse a potentially violent situation.
- Report aggressive drivers to the police or highway patrol.
- Use your horn sparingly. Stressed-out motorists are often sent over the edge by a supposedly rude honk.

- Wear your seat belt.
- Venting frustration is normal and healthy, so long as your behavior is appropriate.

Know Your Driving Style

Are you an aggressive driver? Analyze your driving style and whether you are susceptible to road rage then consider changing your own driving habits. Always remember you are sharing the road with other motorists, pedestrians, and cyclists.

Aggressive drivers routinely:

- Tailgate
- Use their horn
- Flash their headlights
- Change lanes quickly and often
- Gesture to other drivers
- Talk on their cell phone

* Sources: www.nhtsa.gov/ and www.safemotorist.com

Every 11 minutes someone dies in a motor vehicle crash, every 10 seconds an injury occurs, and every 5 seconds a crash occurs. Many of these incidents occur during the workday or the commute to and from work. Crashes on and off the job have far reaching financial and psychological effects on employees, their coworkers, families, and their employers. They are also the leading cause of death and injury for all ages.

Several factors can help prevent injuries and fatalities such as avoiding distractions, not driving aggressively or under the influence of alcohol or drugs, not driving when tired, and more. However, **wearing your seatbelt is the single most effective means of reducing deaths and serious injuries in traffic crashes.** They save nearly 15,000 lives and prevent 325,000 serious injuries in America each year.

Some Facts:

The national seatbelt use rate was at 90.7% in 2019. That is encouraging news because in 1981 it was only 11%, so we are definitely improving. In addition, seatbelt use in jurisdictions with stronger seatbelt enforcement laws continue to exhibit generally higher use rates than those with weaker laws. These laws vary by state and are either “primary” or “secondary” enforcement laws. Primary enforcement laws allow police officers to pull over drivers and issue tickets just because the drivers—or their passengers— are not wearing seatbelts. Secondary enforcement laws only allow police officers to issue tickets for seatbelt violations if drivers have been pulled over for some other offense. As predicted, rates of seatbelt use are approximately 9% higher in primary enforcement states than secondary states. Interestingly, New Hampshire is the only state that does not require the use of seatbelts for adults, thus their seatbelt use in 2019 was far less at 66% for men and 76% for women. Surveys also reveal that seatbelt use remained lower among 16- to 24-year-olds than other age groups, lower among African Americans than other races, and higher among females than males.

To help better understand the importance of seatbelts, it helps to understand the stages of a collision. When a vehicle crashes, there are three stages of the collision:

1. The Vehicle Crash

The first stage involves the vehicle. It causes the vehicle to buckle and bend as it hits something and comes to an abrupt stop. This occurs in approximately 1/10th of a second. The crushing of the front end absorbs some force of the crash and cushions the rest of the car. As a result, the passenger compartment comes to a more gradual stop than the front of the car.

2. The Human Crash

The second stage occurs as the vehicle stops. At impact, unbelted occupants still travel at the vehicle’s original speed. Just after the vehicle comes to a complete stop, unbelted occupants slam into the steering wheel, windshield, or some other part of the vehicle’s interior. There is also another form of the human crash: the person-to-person impact where unbelted occupants collide into one another.

3. The Internal Crash

The third stage is what happens to the body after a complete stop. Internal organs are still moving forward until they hit something. Organs hit other organs or the skeletal system abruptly. This is often the cause of serious or fatal injuries.

It is a simple fact that wearing your seatbelt can reduce your risk of dying in a traffic crash by 45% in a car and by as much as 60% in a truck or SUV. Wearing seatbelts also:

- Keeps you in the vehicle instead of being thrown out into objects.
- Prevents you from crashing into the steering wheel, dash, or windshield.
- Protects body organs.
- Improves your chances of remaining conscious.
- Keeps you behind the wheel if you must suddenly swerve or brake.

Therefore, now you have some facts. It is up to you to be smart, make the right choice, and ALWAYS wear your seatbelt anytime you drive or are a passenger in a vehicle. Make sure you also follow your employer's company vehicle policy regarding the use of seatbelts and other requirements to help stay safe on the road. Lastly, do not forget about others. Not only should you wear your seatbelt, but also **anyone else in your vehicle or company vehicle should wear his or her seatbelts** too. You could be held liable if you are involved in an accident and any unbelted person in your car is injured or dies. If someone refuses to wear their seatbelt, you have the right to tell them to put it on or get out. Not only is it the law, but it is also the right and safe thing to do. Remember, wearing seatbelts greatly improves your chances of survival in a crash and it is the easiest factor for you to control. **Just do it- buckle up!**

Motor vehicle crashes are a leading cause of death and injury for all ages. The real tragedy is that these crashes are essentially preventable.

Fleet/Motor Vehicle Operations Workplace Exposures

- Catastrophic Injuries (Spinal, Neck, Head, Body)
- Death
- Injuries to more than one Passenger/Employee
- Liability
- Other less serious Injuries
- Paralysis

Basic Fleet Safety Components

- Accident Investigation
- Driver Motivation
- Driver Selection & Qualification
- Driver Training
- Regulatory Compliance
- Safety Goals
- Vehicle Inspection, Maintenance & Repair
- Vehicle Selection
- Written Programs

Safety Goals

A written statement emphasizing the commitment to reducing traffic-related deaths and injuries is essential to a successful program. Establish a contract (Driver Agreement) with all employees who drive for work purposes, whether they drive assigned company vehicles or drive their personal vehicles. By signing an agreement, the driver acknowledges awareness and understanding of the organization's traffic safety policies, procedures, and expectations regarding driver performance, vehicle maintenance and reporting of moving violations.

- Top management communicates goals in a written Policy Statement

Written Safety Programs (Policies and Procedures)

- Create a clear, comprehensive, and enforceable set of traffic safety policies and communicate them to all employees.
- Provides consistent information over time
- Is an effective training tool
- Establishes certain legal defenses
- Establishes regulatory compliance
- Forces management to continuously assess/evaluate the program
- Should be updated as necessary
- Should be available to all affected employees
- Should prohibit cell phone use while driving
- Should include a written seat belt policy

Vehicle Selection

- Determine your needs:
 - Who will drive?
 - What will be transported?
 - When will vehicles be on the road?
 - Where will the vehicles go?
 - How will vehicles be maintained?
 - Why do selected vehicles meet your needs?
 - Select vehicles based on your needs and safety features

Driver Selection and Qualification

- Check background & work references
- Develop written job descriptions
- Evaluate experience from application/resume
- Interview driver
- Objectively document all testing/evaluation
- Obtain Motor Vehicle Records (MVRs)
 - Initially at time of hire
 - Annually after hire
 - Pre-employment physicals
 - Drug test applicants
- Predetermine what is acceptable on an MVR
- Road tests
 - Ride with driver evaluation
 - Driver observation (follow driver)

Driver Training

- Drive-along training with driver
- Observe driver's vehicle inspection
- Periodic refresher driver training
- Provide continuous driver safety training and communication.
- Require defensive driver course
 - Prior to driving
 - After each preventable accident
 - Periodically
- Review job description with driver

Driver Motivation

Reward/Incentive

Develop and implement a driver reward/incentive program to make safe driving an integral part of your business culture. Safe driving behaviors contribute directly to the bottom line and should be recognized as such. Positive results are realized when driving performance is incorporated into the overall evaluation of job performance.

Disciplinary Action System

Develop a strategy to determine the course of action after the occurrence of a moving violation and/or "preventable" crash. The system should provide for progressive discipline if a driver begins to develop a pattern

of repeated traffic violations and/or preventable crashes. The system should describe what specific action(s) that will be taken if a driver accumulates a certain number of violations or preventable crashes in any pre-defined period.

- Assign vehicles to employees
- Driver pays portion of deductible for causing preventable accidents
- Establish a fair disciplinary policy
- Provide praise/recognition for good driving habits
- Safety incentive

Vehicle Inspection, Maintenance and Repair

Selecting, properly maintaining and routinely inspecting company vehicles is an important part of preventing crashes and related losses. It is advisable that the organization review and consider the safety features of all vehicles to be considered for use. Those vehicles that demonstrate "best in class" status for crash-worthiness and overall safety should be chosen and made available to drivers. For the latest information on crash test ratings and other important vehicle safety information, visit www.safercar.gov.

- Develop tire replacement program
- Document pre-use inspections
- Have driver record air brake test pressures
- Ongoing Maintenance Program
- Repair problems immediately
- Take vehicles out of service with serious defects or problems
- Utilize team inspections (driver & helper)

Regulatory Compliance

Ensure adherence to highway safety regulations. It is important to clearly establish which, if any, local, state, and/or federal regulations govern your vehicles and/or drivers. These regulations may involve, but may not necessarily be limited to the:

- Commercial Driver's License (CDL)
- Driver's License Endorsements
- Employment Standards Administration (ESA)
- Federal Highway Administration (FHWA)
- Federal Motor Carrier Safety Administration (FMCSA)
- Hazardous Materials Transportation
- National Highway Transportation Safety Administration (NHTSA)
- State Insurance Regulations
- US Department of Transportation (DOT)

Accident Investigations

Establish and enforce an accident/crash reporting and investigation process. All crashes, regardless of severity, should be reported to the employee's supervisor as soon as feasible after the incident. Company traffic safety policies and procedures should clearly guide drivers through their responsibilities in a crash situation. All crashes should be reviewed to determine their cause and whether or not the incidents were preventable. Understanding the root causes of crashes and why they are happening, regardless of fault, forms the basis for eliminating them in the future.

- Consider utilizing National Safety Council's Guidelines on Determining the Preventability of Accidents.
- Develop immediate corrective action
- Document investigations in writing

- Investigate all accidents and near miss incidents
- Look for subrogation potential (third party responsibility)
- Maintain emergency responds/signaling equipment
- Take photos and draw a map if needed

General Safety Tips to Reduce Motor Vehicle Crashes

Secure Materials for Transport

Tools or equipment should be secured while being transported to prevent unsafe movement of materials. During a crash or when making sudden maneuvers, loose objects can slide around or become airborne, injuring the driver and any passengers. Objects that could become a hazard should be secured or stored outside the passenger compartment

Seat Belt Use

Seat belts are the single most effective means of reducing deaths and serious injuries in traffic crashes. As the most effective safety device in vehicles, they save nearly 12,000 lives and prevent 325,000 serious injuries in America each year. During a crash, anyone not wearing a seat belt will slam into the steering wheel, windshield, or other parts of the interior, or be ejected from the vehicle.

Distracted Driving

Distracted driving is a factor in 25 to 30 percent of all traffic crashes. With hectic schedules and roadway delays, many employees feel pressured to multi-task just to keep up with their personal and work-related responsibilities. Phone calls, texting, e-mailing and working on other electronic devices while driving should be discouraged. More time on the road means less time at home or at work but "drive time" can never mean "down time." Since drivers make more than 200 decisions during every mile traveled, it is critical for employers to stress that when driving for work, safe driving is their primary responsibility.

Alcohol and Drug Impaired Driving

Alcohol use is involved in 40 percent of all fatal motor vehicle crashes, representing an average of one alcohol-related fatality every 30 minutes. It is estimated that three in every 10 Americans will be involved in an impaired driving related crash some time in their life. Alcohol, certain prescription drugs, over-the-counter medications, and illegal drugs can all affect a person's ability to drive safely due to decreased alertness, concentration, coordination, and reaction time. Businesses pay a high price for alcohol and drug abuse; alcohol is a contributing factor in 39 percent of all work-related traffic crashes.

Fatigued Driving

These days, it is more important than ever for employees to be well rested, alert and sober on the road so that they are in a position to defend themselves from drivers who do not make the same choice. Train employees to make smart decisions when they are behind the wheel, on and off the job.

Aggressive Driving

Employees commuting to and from work and traveling for work purposes often find themselves caught up in bottlenecks and traffic delays, wasting their time and reducing their productivity. These situations create a high level of frustration that can spark aggressive driving behavior. The roadway is one place that being aggressive never pays.

Aggressive driving acts include excessive speed, tailgating, failure to signal a lane change, running a red light and passing on the right. The best advice is to avoid engaging in conflict and to allow others to merge.

Young Drivers

The 16 to 20-year-old population represents a significant highway safety problem. Traffic crashes are the leading cause of fatalities for teens. Historically, this group is the age group that has the lowest seat belt use rate and is the most likely to engage in risky driving behaviors that include: speeding, driving while alcohol or drug impaired and when drowsy. It is important for employers with young workers to actively promote safe driving practices.

Under Federal law, 16-year-old workers are prohibited from driving as part of their job, and 17-year-olds may drive for work only under strictly limited circumstances. Some state laws may be more restrictive than Federal laws. For more information on child labor laws visit, www.youthrules.dol.gov or www.cdc.gov/niosh/topics/youth/.

More Tips...

- Avoid taking medications that cause drowsiness.
- Be aware of your behavior and the behavior of others on the road during the late night, early morning, and mid-afternoon hours when drowsy driving crashes are most likely to occur. Plan a rest stop during these hours.
- Correct your own unsafe driving habits that are likely to endanger, antagonize or provoke other drivers.
- Get a full night of rest before driving. If you become tired while driving, stop. A short nap (15 to 45 minutes) and consuming caffeine can help temporarily.
- If despite all your planning, you are going to arrive late, accept it, and avoid aggressive driving.
- If you think you have a problem, seek help. Look for anger or stress management classes or self-help books.
- Keep your cool in traffic; be patient and courteous to other drivers and do not take their actions personally.
- Make every attempt to safely move out of an aggressive driver's way. If a hostile motorist tries to pick a fight, do not make eye contact and do not respond. Ignore gestures and refuse to return them.
- Reduce your stress on the road by allowing plenty of time to reach your destination, plan your route in advance and alter your schedule or route to avoid busy roads.
- Set a realistic goal for the number of miles you can safely drive each day.
- Stop at regular intervals when driving long distances. Get out of the car every 2 hours to stretch and walk briskly.

Motor Vehicle Safety Program Evaluation

ELEMENT	UNSATISFACTORY	FAIR	GOOD	EXCELLENT
Written Driver Safety Policy	No written nor verbal Driver Safety Policy supported by Upper Management	Verbal policy from upper management	Written & enforced Driver Safety policy with specific rules & regulations.	In addition to GOOD – the Driver Safety policy is reviewed periodically.
Motor Vehicle Record Check (MVR)	MVR are not currently completed	MVR are checked initially only. No consistency.	MVR are completed on all new drivers & all existing drivers periodically (every 1 or 2 years)	In addition to GOOD – MVR are completed more than once per year. A formal policy addressing moving violations is in place.
Employee Selection &	No effort made to screen employees	Informal effort made to hire the best	Management has approved specific	In addition to GOOD – minimum skills and

Placement		qualified employee, but no specific written policy enforced by upper management.	written guidelines for hiring. Required skills & limitations are considered. New employee safety orientation program.	physical requirements are developed. Conduct background screening for all new drivers.
Road Test	Road Tests are not completed.	Road Test to include a written driver performance evaluation, are completed on an inconsistent basis.	Managers consistently conduct road tests on all new drivers, and complete a driver performance evaluation.	In addition to GOOD – all road tests are completed by the Safety person and a passing score is required. Random ride-along by Supervisors.
Seat Belts	No written policy.	Seat belt usage is verbally discussed, but not enforced.	A written and well enforced seat belt policy exists.	In addition to GOOD – immediate action is taken when a driver is observed not wearing seatbelts. Formal inspections are made on a consistent basis.
Preventive Maintenance	No set scheduled maintenance program in place.	Some preventive maintenance completed, but records are not adequately maintained.	Preventive maintenance completed on a routine basis and maintenance records are kept up-to-date.	In addition to GOOD – Prompt action is taken and vehicles are pulled out of service until repairs are completed.
Cell Phones	Management issues or allows cell phones. No guidance/policy.	Management outlines verbal guidance regarding cell phones. Accountability is not established.	Formal written and well enforced cell phone policy.	In addition to GOOD – immediate action is taken when the cell phone policy is violated. Alternate communications devices and/or hand-free aids.
Pre/Post Trip Inspections	No inspection guidelines in place.	Some inspection guidelines in place, but not monitored or enforced.	Daily inspection guidelines in place. Completing a pre/post trip inspection form is required.	In addition to GOOD – inspection forms are reviewed by management & immediate action is taken. Periodic inspection of vehicles by top management, to include taking photos of each vehicle.
Driver Safety Talks and	No written policy. No meetings or formal	Meetings are conducted on an	Safety meetings or talks are conducted	In addition to GOOD – Safety talk subjects are

Training	training conducted.	inconsistent basis. No documentation kept on record.	regularly. Formal training is provided to new drivers. Records are on file.	based on risk, trends and needs. All drivers are provided with periodic driver training, to include a 4 hour Defensive Driving Course.
Accident Reporting & Investigation	No written policy. Inadequate corrective action taken.	Inconsistency in management investigation of accidents and review of completed reports.	Consistency in management training, loss investigation and record keeping.	In addition to GOOD – all investigative reports are reviewed by a safety committee and firm corrective action measures are taken. Trends are monitored. Employees involved in accidents are required to attend an outside Defensive Driving Class.
Disciplinary Policy	No written disciplinary policy related to Vehicle Safety is in place.	Some efforts made. Verbal warnings to drivers.	Disciplinary policy in place. Meetings are held to discuss violations. Events documented in employee file.	In addition to GOOD – management has a specific 2 to 3 step rule which can result in employee termination. Each driver issued a citation is required to attend a Defensive Driving Class.

- Circle the rating which most accurately reflects the present status of your safety program and transfer the results to the summary sheet.
- These eleven activities will help evaluate the effectiveness of a Motor Vehicle Safety Program.

MOTOR VEHICLE SAFETY PROGRAM SUMMARY SHEET

Element	Present Status (Unsatisfactory, Fair, Good, Excellent)	Goal	Target Date
1. Written Driver Safety Policy			
2. Motor Vehicle Record Check (MVR)			
3. Employee Selection & Placement			
4. Road Test			
5. Seat Belts			
6. Preventive Maintenance			
7. Cell Phones			
8. Pre/Post Trip Inspections			
9. Driver Safety Talks			
10. Accident Reporting & Investigation			
11. Disciplinary Policy			

COMMENTS:

Date Completed: _____ Evaluator: _____



Employer's Guide to Promoting Driver Safety Policy

Motor vehicle accidents are a leading cause of death and injury for all ages. Accidents on and off the job have far reaching financial and psychological effects on employees, their coworkers and families, and their employers.

From the employer's financial perspective, the average accident costs \$16,500. When a worker has an on-the-job auto accident that results in an injury, the average cost to their employer is \$75,000. Costs can exceed \$750,000 when a fatality is involved. The real tragedy is that most accidents are largely preventable.

The safety of an organization's employees as they drive for work and to and from work is so important that it requires the attention of top-level management. Senior management can provide leadership, set policies, and allocate resources (staff and budget) to create a safety culture. Actively encouraging employee participation and involvement at all levels of the organization is a good practice and will help the effort to succeed.

Written Policies and Procedures

A written statement emphasizing the commitment to reducing traffic related deaths and injuries are essential to a successful program. Employers should create a clear, comprehensive and enforceable set of traffic safety policies and communicate them to all employees. These are the cornerstones of an effective driver safety program. Post them throughout the workplace, distribute copies periodically, and discuss the policies at company meetings. Offer incentives for sticking to the rules, and point out the consequences of disregarding them. Below are sample policies that can be adapted for use by your company.

Sample Alcohol and Drug Use Policy

(Name of Company/Organization) has a vital interest in maintaining safe, healthy, and efficient working conditions for its employees. Therefore, the consumption of alcohol or illegal drugs by any employee during "duty hours" is prohibited. Duty hours consist of all working hours, including break periods and on-call periods, whether on or off company premises. The consumption of alcohol or illegal drugs while performing company business or while in a company facility is prohibited.

Sample Seat Belt Use Policy

(Name of Company/Organization) recognizes that seat belts are extremely effective in preventing injuries and loss of life. It is a fact that wearing your seat belt can reduce your risk of dying in a traffic accident by 45 percent in a car, and by as much as 60 percent in a truck or SUV. We care about our employees, and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts. Therefore, all employees of **(Name of Company/Organization)** must wear seat belts when operating a company-owned vehicle, or any vehicle on company premises or on company business; and all occupants are to wear seat belts and, where appropriate, child restraints when riding in a company-owned vehicle, or in a personal vehicle being used for company business. All employees and their families are strongly encouraged to always use seat belts and the proper child restraints whenever they are driving or riding in any vehicle, in any seating position.

Driver Agreements

Establish a contract with all employees who drive for work purposes, whether they drive assigned company vehicles or drive their personal vehicles. By signing an agreement, the driver acknowledges awareness and understanding of the organization's traffic safety policies, procedures, and expectations regarding driver performance, vehicle maintenance and reporting of moving violations.

Motor Vehicle Report (MVR) Checks

Check the driving records of all employees who drive for work purposes. You must screen out drivers who have poor driving records since they are most likely to cause problems in the future. The MVR should be reviewed periodically to ensure that the driver maintains a good driving record. Clearly define the number of violations an employee/driver can have before losing the privilege of driving for work, and provide training where indicated.

Accident Reporting and Investigation

Establish and enforce an accident/accident reporting and investigation process. All accidents, regardless of severity, should be reported to the employee's supervisor as soon as feasible after the incident. Company traffic safety policies and procedures should clearly guide drivers through their responsibilities in an accident situation. All accidents should be reviewed to determine their cause and whether or not the incidents were preventable. Understanding the root causes of accidents and why they are happening, regardless of fault, forms the basis for eliminating them in the future.

Vehicle Selection, Maintenance and Inspection

Selecting, properly maintaining and routinely inspecting company vehicles is an important part of preventing accidents and related losses. It is advisable that the organization review and consider the safety features of all vehicles to be considered for use. Those vehicles that demonstrate "best in class" status and overall safety should be chosen and made available to drivers. For the latest information on accident test ratings and other important vehicle safety information, visit www.safercar.gov. To report a concern about a defect or problem with your vehicle, contact the NHTSA Auto Safety Hotline at: 1-888-DASH-2-DOT. Vehicles should be on a routine preventive maintenance schedule for servicing and checking of safety-related equipment. Regular maintenance should be done at specific mileage intervals consistent with the manufacturer's recommendations. A mechanic should do a thorough inspection of each vehicle at least annually with documented results placed in the vehicle's file. Personal vehicles used for company business are not necessarily subject to the same criteria and are generally the responsibility of the owner. However, personal vehicles used on company business should be maintained in a manner that provides the employee with maximum safety and reflects positively on the company.

Disciplinary Action System

Develop a strategy to determine the course of action after a moving violation and/or "preventable" accident. There are a variety of corrective action programs available; the majority of these are based on a system that assigns points for moving violations. The system should provide for progressive discipline if a driver begins to develop a pattern of repeated traffic violations and/or preventable accidents. The system should describe what specific action(s) will be taken if a driver accumulates a certain number of violations or preventable accidents in any pre-defined period.

Reward/Incentive Program

Develop and implement a driver reward/incentive program to make safe driving an integral part of your business culture. Safe driving behaviors contribute directly to the bottom line and should be recognized as such. Positive results are realized when driving performance is incorporated into the overall evaluation of job performance. Reward and incentive programs typically involve recognition, monetary rewards, special privileges or the use of incentives to motivate the achievement of a predetermined goal or to increase participation in a program or event.

Driver Training and Communicating Safety

Provide continuous driver safety training and communication. Even experienced drivers benefit from periodic training and reminders of safe driving practices and skills. It is easy to become complacent and not think about the consequences of our driving habits.

Regulatory Compliance

Ensure adherence to highway safety regulations. It is important to clearly establish which, if any, local, state, and/or federal regulations govern your vehicles and/or drivers. These regulations may involve, but may not necessarily be limited to the:

- Federal Motor Carrier Safety Administration (FMCSA)
- U.S. Department of Transportation (USDOT)
- National Highway Transportation Safety Administration (NHTSA)
- Federal Highway Administration (FHWA)
- Employment Standards Administration (ESA)

Promote Safe Driving Practices to Protect Your Most Valuable Investment - Your Employees

The increasing traffic congestion on our nation's roadways wastes significant time and money, reduces productivity and promotes risky driving behavior. Employees may feel pressured to drive faster and for longer periods of time and to engage in potentially distracting in-vehicle activities to meet their job responsibilities. Engaging in unsafe driving practices affects those who occasionally drive their personal vehicles for work purposes as well as those who spend their workday driving a company vehicle. As an employer, do your part by keeping your parking lot well lighted and well maintained. Keep roadway and parking spaces properly striped, and clear of debris and snow. Install signs at parking lot exits reminding employees to buckle their seat belts and drive safely. Let your concern for their safety be their final thought as they leave your parking lot.

Secure Materials for Transport

Tools or equipment should be secured while being transported to prevent unsafe movement of materials. During an accident or when making sudden maneuvers, loose objects can slide around or become airborne, injuring the driver and any passengers. Objects that could become a hazard should be secured or stored outside the passenger compartment.

Seat Belt Use

Seat belts are the single most effective means of reducing deaths and serious injuries in traffic accidents. As the most effective safety device in vehicles, they save nearly 12,000 lives and prevent 325,000 serious injuries in America each year. During an accident, anyone not wearing a seat belt will slam into the steering wheel, windshield, or other parts of the interior, or be ejected from the vehicle.

Distracted Driving

Distracted driving is a factor in 25 to 30 percent of all traffic accidents. With hectic schedules and roadway delays, many employees feel pressured to multi-task just to keep up with their personal and work-related responsibilities. More time on the road means less time at home or at work but “drive time” can never mean “down time.” Since drivers make more than 200 decisions during every mile traveled, it's critical for employers to stress that when driving for work, safe driving is their primary responsibility.

Fatigued Driving

Fatigued or drowsy driving may be involved in more than 100,000 accidents each year, resulting in 40,000 injuries and 1,550 deaths. Sadly, these numbers represent only the tip of the iceberg since these accidents are seriously under-reported. These days, it's more important than ever for employees to be well rested, alert and sober on the road so that they are in a position to defend themselves from drivers who do not make the same choice. Train employees to make smart decisions when they're behind the wheel, on and off the job.

Young Drivers

The 16-20 year-old population represents a significant highway safety problem. Traffic accidents are the leading cause of fatalities for teens. Historically, this group is the age group that has the lowest seat belt use rate and is the most likely to engage in risky driving behaviors that include: speeding, driving while alcohol or drug impaired and when drowsy. It is important for employers with young workers to actively promote safe driving practices. Under Federal law, 16 year-old workers are prohibited from driving as part of their job, and 17 year-olds may drive for work only under strictly limited circumstances. Some state laws may be more restrictive than Federal laws. For more information on child labor laws visit, www.youthrules.dol.gov or www.cdc.gov/niosh/topics/youth/.

Aggressive Driving

Employees commuting to and from work and traveling for work purposes often find themselves caught up in bottlenecks and traffic delays, wasting their time and reducing their productivity. These situations create a high level of frustration that can spark aggressive driving behavior. The roadway is one place that being aggressive never pays. Aggressive driving acts include excessive speed, tailgating, failure to signal a lane change, running a red light and passing on the right. The best advice is to avoid engaging in conflict with other drivers and to allow others to merge.

Avoid Aggressive Driving

- Correct your own unsafe driving habits that are likely to endanger, antagonize or provoke other drivers.
- Keep your cool in traffic; be patient and courteous to other drivers and don't take their actions personally.
- If you think you have a problem, seek help. Look for anger or stress management classes or self-help books.
- Reduce your stress on the road by allowing plenty of time to reach your destination, plan your route in advance and alter your schedule or route to avoid busy roads.
- If despite all your planning, you're going to arrive late, accept it and avoid aggressive driving.
- Make every attempt to safely move out of an aggressive driver's way.
- If a hostile motorist tries to pick a fight, do not make eye contact and do not respond. Ignore gestures and refuse to return them.

Drive Focused

Be aware of your behavior and the behavior of others on the road during the late night, early morning and mid-afternoon hours when drowsy driving accidents are most likely to occur. Plan a rest stop during these hours.

- Get a full night of rest before driving. If you become tired while driving, stop. A short nap (15 to 45 minutes) and consuming caffeine can help temporarily.
- Stop at regular intervals when driving long distances. Get out of the car every 2 hours to stretch and walk briskly.
- Set a realistic goal for the number of miles you can safely drive each day.
- Avoid taking medications that cause drowsiness.

Driving Distracted Facts

Distracted driving is estimated to be a factor in between 25 to 30 percent of all traffic accidents—that's 4,000 or more accidents a day.

- Events inside and outside the vehicle can distract a driver. Adverse roadway and weather conditions require a driver's full attention.
- While taking one's eyes off the road presents obvious risks, activities that take a driver's mind away from driving are just as risky.
- A driver's ability to manage distractions varies widely and can change from day-to-day depending on their level of stress and fatigue.
- Distracted drivers fail to recognize potential hazards in the road and react more slowly to traffic conditions, decreasing their "margin of safety."
- Research suggests that distracted driving increases the risk of rear end and single-vehicle accidents.

Alcohol and Drug Impaired Driving

Alcohol use is involved in 40 percent of all fatal motor vehicle accidents, representing an average of one alcohol-related fatality every 30 minutes. It is estimated that three in every 10 Americans will be involved in an impaired auto accident some time in their life. Alcohol, certain prescription drugs, over-the-counter medications, and illegal drugs can all affect a person's ability to drive safely due to decreased alertness, concentration, coordination and reaction time. Businesses pay a high price for alcohol and drug abuse; alcohol is a contributing factor in 39 percent of all work-related traffic accidents.

On our congested roadways, it's more important than ever to drive with a clear head and a sharp focus. Make it a life-governing rule not to drive when you've had too much to drink. Not only will you be a safer driver but you will be in a much better position to defend yourself from the driver who doesn't make that choice.

Driving Impaired Facts

- Alcohol impaired driving accounts for about 40% of fatal accidents.
- About three in every 10 Americans will be involved in an alcohol-related accident at some time in their lives.
- Research shows that alcohol is a contributing factor in 39% of all work-related traffic accidents.
- Nearly 1.5 million people are arrested each year for driving while intoxicated (DWI). Two-thirds of all drivers arrested for DWI are first time offenders.
- A DWI/DUI conviction on a person's driving record may prevent them from getting a job, receiving a promotion or even result in a job loss.
- Many companies have corrective action programs that suspend company driving privileges for a DWI/DUI violation.
- Nine out of 10 insurance companies automatically cancel the policy of a driver convicted of a DWI/DUI violation. Consequently, the driver must find a high-risk insurance company and face substantial rate increases.
- Alcohol involvement is highest at night (9 p.m. to 6 a.m.), on weekends and on holidays.
- Driving skills, especially judgment, are impaired in most people long before they exhibit visible signs of drunkenness.
- Celebrations are a part of our lives and sometimes they include alcohol. They should not, however, involve impaired driving:
 - Decide on who is the designated driver before the party starts.
 - Be the kind of co-worker who will take the keys if someone has had too much to drink.
 - If you're impaired, make the safe choice to ride with a designated driver, call a taxi, and stay where you are, or call a sober friend or family member. Making the safe choice could save your life.



Distracted Driving (Cell Phone & Texting) Policy

Motor vehicle accidents are the leading cause of on-the-job deaths, and they are a major cause of death and injuries off the job as well. Cell phones offer a number of benefits to users, such as; saving time and providing convenience and safety in case of an emergency. Unfortunately this also means the potential for increased vehicle accidents involving distracted driving.

Currently there is no national ban on texting or using a wireless phone while driving for noncommercial drivers, but a number of states have passed laws banning texting or the use of hand-held wireless phones. Many of these states require the hands-free use of wireless phones while driving. New technology, such as hand-free phones, memory dial capabilities, and voice-activation features may help improve safety in some cases.

In the absence of federal distracted driving laws for noncommercial drivers, the Occupational Safety and Health Administration (OSHA) encourages employers to declare vehicles as “Call and Text free zones”, as part of establishing a safe workplace under the General Duty Clause of the Occupational Safety and Health Act (OSH Act).

Many states passed laws that prohibit the use of handheld cell phones while driving. Several other states have prohibited distracted driving such as text messaging; including composing, sending, or reading such messages, while driving. If an employee has an accident and harms someone while making a work-related cell phone call or sending a text message, the employer may be found liable.

Companies should establish a policy for cell phone uses by employees who drive on the job. The policy should state that employees are not to use cell phones or other electronic devices while driving unless they can do it safely and using hand free devices that are in compliance with federal and state laws. Employees should be instructed that if they receive a cell phone call or text message, they should always consider stopping at a safe area before using hand free devices. Employees should sign an acknowledgment that they have read and understand the policy.

Employers should supply hand-free devices for those who must use cell phones while driving, as long as it meets the requirements of federal and state laws. Most state and municipal cell phone laws allow the use of hands-free devices.

The policy should state that failure to comply with this policy can result in disciplinary action, up to termination. Employers should provide all employees with training regarding this policy. They should also lead by example, and consistently and uniformly enforce the Distracted Driving policy.



Motor Vehicle Guidelines

Guidelines for Employers to Reduce Motor Vehicle Crashes

Motor vehicle crashes are a leading cause of death and injury for all ages. Crashes on and off the job have far reaching financial and psychological effects on employees, their coworkers and families, and their employers.

Promoting Safe Driving Practices Helps Your Bottom Line

The average crash costs an employer \$16,500. When a worker has an on-the-job crash that results in an injury, the average cost to their employer is \$75,000. Costs can exceed \$750,000 when a fatality is involved.

Program to Minimize Crash Risk

Senior Management Commitment and Employee Involvement

The safety of an organization's employees as they drive for work and to and from work is so important that it requires the attention of top-level management. Senior management can provide leadership, set policies, and allocate resources (staff and budget) to create a safety culture. Actively encouraging employee participation and involvement at all levels of the organization is a good practice and will help the effort to succeed. Workers and their representatives must be involved in the initial planning phase.

Written Policies and Procedures

A written statement emphasizing the commitment to reducing traffic-related deaths and injuries is essential to a successful program. Create a clear, comprehensive and enforceable set of traffic safety policies and communicate them to all employees. These are the cornerstones of an effective driver safety program. Post them throughout the workplace, distribute copies periodically, and discuss the policies at company meetings. Offer incentives for sticking to the rules, and point out the consequences of disregarding them. Below are sample policies that can be adapted for use by your company.

Sample Alcohol and Drug Use Policy

(Your Company/Organization) has a vital interest in maintaining safe, healthy, and efficient working conditions for its employees. Therefore, the consumption of alcohol or illegal drugs by any employee during “duty hours” is prohibited. Duty hours consist of all working hours, including break periods and on-call periods, whether on or off company premises. The consumption of alcohol or illegal drugs while performing company business or while in a company facility is prohibited.

Sample Seat Belt Use Policy

(Your Company/Organization) recognizes that seat belts are extremely effective in preventing injuries and loss of life. It is a simple fact that wearing your seat belt can reduce your risk of dying in a traffic crash by 45 percent in a car and by as much as 60 percent in a truck or SUV.

We care about our employees, and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts. Therefore, all employees of **(Your Company/Organization)** must wear seat belts when operating a company-owned vehicle, or any vehicle on company premises or on company business; and all occupants are to wear seat belts or, where appropriate, child restraints when riding in a company-owned vehicle, or in a personal vehicle being used for company business. All employees and their families are strongly encouraged to always use seat belts and the proper child restraints whenever they are driving or riding in any vehicle, in any seating position.

Driver Agreements

For all employees who drive for work purposes, establish a contract, whether they drive assigned company vehicles or drive their personal vehicles. By signing an agreement, the driver acknowledges awareness and understanding of the organization's traffic safety policies, procedures, and expectations regarding driver performance, vehicle maintenance and reporting of moving violations.

Motor Vehicle Record (MVR) Checks

For all employees who drive for work purposes check their driving records. You must screen out drivers who have poor driving records since they are most likely to cause problems in the future. The MVR should be reviewed periodically to ensure that the driver maintains a good driving record. Clearly define the number of violations an employee/driver can have before losing the privilege of driving for work, and provide training where indicated.

Crash Reporting and Investigation

Establish and enforce a crash reporting and investigation process. All crashes, regardless of severity, should be reported to the employee's supervisor as soon as feasible after the incident. Company traffic safety policies and procedures should clearly guide drivers through their responsibilities in a crash situation. All crashes should be reviewed to determine their cause and whether or not the incidents were preventable. Understanding the root causes of crashes and why they are happening, regardless of fault, forms the basis for eliminating them in the future.

Vehicle Selection, Maintenance and Inspection

Selecting, properly maintaining and routinely inspecting company vehicles is an important part of preventing crashes and related losses.

It is advisable that the organization review and consider the safety features of all vehicles to be considered for use. Those vehicles that demonstrate "best in class" status for crash-worthiness and overall safety should be chosen and made available to drivers.

For the latest information on crash test ratings and other vehicle safety information, visit www.safercar.gov/. To report a concern about a defect or problem with your vehicle, contact the NHTSA Auto Safety Hotline at: 1-888-DASH-2-DOT.

Vehicles should be on a routine preventive maintenance schedule for servicing and checking of safety-related equipment. Regular maintenance should be done at specific mileage intervals consistent with the manufacturer's recommendations. A mechanic should do a thorough inspection of each vehicle at least annually with documented results placed in the vehicle's file.

Personal vehicles used for company business are not necessarily subject to the same criteria and are generally the responsibility of the owner. However, personal vehicles used on company business should be maintained in a manner that provides the employee with maximum safety and reflects positively on the company.

Disciplinary Action System

Develop a strategy to determine the course of action after the occurrence of a moving violation and/or "preventable" crash. There are a variety of corrective action programs available; the majority of these are based on a system that assigns points for moving violations. The system should provide for progressive discipline if a driver begins to develop a pattern of repeated traffic violations and/or preventable crashes. The system should describe what specific action(s) will be taken if a driver accumulates a certain number of violations or preventable crashes in any pre-defined period.

Reward/Incentive Program

Develop and implement a driver reward/incentive program to make safe driving an integral part of your business culture. Safe driving behaviors contribute directly to the bottom line and should be recognized as such. Positive results are realized when driving performance is incorporated into the overall evaluation of job performance. Reward and incentive programs typically involve recognition, monetary rewards, special privileges or the use of incentives to motivate the achievement of a predetermined goal or to increase participation in a program or event.

Driver Training/Communication

Provide continuous driver safety training and communication. Even experienced drivers benefit from periodic training and reminders of safe driving practices and skills. It is easy to become complacent and not think about the consequences of our driving habits.

Regulatory Compliance

Ensure adherence to highway safety regulations. It is important to clearly establish which, if any, local, state, and/or federal regulations govern your vehicles and/or drivers. These regulations may involve, but may not necessarily be limited to the:

- Federal Motor Carrier Safety Administration (FMCSA)
- U.S. Department of Transportation (USDOT)
- National Highway Transportation Safety Administration (NHTSA)
- Federal Highway Administration (FHWA)
- Employment Standards Administration (ESA)

Promote Safe Driving Practices to Protect Your Most Valuable Investment - Your Employees

The increasing traffic congestion on our nation's roadways wastes significant time and money, reduces productivity and promotes risky driving behavior. Employees may feel pressured to drive faster and for longer periods of time and to engage in potentially distracting in-vehicle activities to meet their job responsibilities. Engaging in unsafe driving practices affects those who occasionally drive their personal vehicles for work purposes as well as those who spend their workday driving a company vehicle.

As an employer, do your part by keeping your parking lot well lighted and well maintained. Keep roadway and parking spaces properly striped, and clear of debris and snow. Install signs at parking lot exits reminding employees to buckle their seat belts and drive safely. Let your concern for their safety be their final thought as they leave your parking lot.

Secure Materials for Transport

Tools or equipment should be secured while being transported to prevent unsafe movement of materials. During a crash or when making sudden maneuvers, loose objects can slide around or become airborne, injuring the driver and any passengers. Objects that could become a hazard should be secured or stored outside the passenger compartment.

Seat Belt Use

Seat belts are the single most effective means of reducing deaths and serious injuries in traffic crashes. As the most effective safety device in vehicles, they save nearly 12,000 lives and prevent 325,000 serious injuries in America each year. During a crash, anyone not wearing a seat belt will slam into the steering wheel, windshield, or other parts of the interior, or be ejected from the vehicle.

Distracted Driving

Distracted driving is a factor in 25 to 30 percent of all traffic crashes. With hectic schedules and roadway delays, many employees feel pressured to multi-task just to keep up with their personal and work-related responsibilities. More time on the road means less time at home or at work but “drive time” can never mean “down time.” Since drivers make more than 200 decisions during every mile traveled, it's critical for employers to stress that when driving for work, safe driving is their primary responsibility.

Alcohol and Drug Impaired Driving

Alcohol use is involved in 40 percent of all fatal motor vehicle crashes, representing an average of one alcohol-related fatality every 30 minutes. It is estimated that three in every 10 Americans will be involved in an impaired driving-related crash some time in their life. Alcohol, certain prescription drugs, over-the-counter medications, and illegal drugs can all affect a person's ability to drive safely due to decreased alertness, concentration, coordination and reaction time. Businesses pay a high price for alcohol and drug abuse; alcohol is a contributing factor in 39 percent of all work-related traffic crashes.

Fatigued Driving

Fatigued or drowsy driving may be involved in more than 100,000 crashes each year, resulting in 40,000 injuries and 1,550 deaths. Sadly, these numbers represent only the tip of the iceberg since these crashes are seriously under-reported. These days, it's more important than ever for employees to be well rested, alert and sober on the road so that they are in a position to defend themselves from drivers who do not make the same choice. Train employees to make smart decisions when they're behind the wheel, on and off the job.

Aggressive Driving

Employees commuting to and from work and traveling for work purposes often find themselves caught up in bottlenecks and traffic delays, wasting their time and reducing their productivity. These situations create a high level of frustration that can spark aggressive driving behavior. The roadway is one place that being aggressive never pays.

Aggressive driving acts include excessive speed, tailgating, failure to signal a lane change, running a red light and passing on the right. The best advice is to avoid engaging in conflict with other drivers and to allow others to merge.

Young Drivers

The 16-20-year-old population represents a significant high-way safety problem. Traffic crashes are the leading cause of fatalities for teens. Historically, this group is the age group that has the lowest seat belt use rate and is the most likely to engage in risky driving behaviors that include: speeding, driving while alcohol or drug impaired and when drowsy. It is important for employers with young workers to actively promote safe driving practices.

Under Federal law, 16-year-old workers are prohibited from driving as part of their job, and 17-year-olds may drive for work only under strictly limited circumstances. Some state laws may be more restrictive than Federal laws. For more information on child labor laws visit, www.youthrules.dol.gov or www.cdc.gov/niosh/topics/youth/.

Avoid Aggressive Driving

- Correct your own unsafe driving habits that are likely to endanger, antagonize or provoke other drivers.
- Keep your cool in traffic; be patient and courteous to other drivers and don't take their actions personally.
- If you think you have a problem, seek help. Look for anger or stress management classes or self-help books.

- Reduce your stress on the road by allowing plenty of time to reach your destination, plan your route in advance and alter your schedule or route to avoid busy roads.
- If despite all your planning, you're going to arrive late, accept it and avoid aggressive driving.
- Make every attempt to safely move out of an aggressive driver's way. If a hostile motorist tries to pick a fight, do not make eye contact and do not respond. Ignore gestures and refuse to return them.

Safety Facts for the Road

- Distracted driving is estimated to be a factor in between 25 to 30% of all traffic crashes—that's 4,000 or more crashes a day.
- Events inside and outside the vehicle can distract a driver. Adverse roadway and weather conditions require a driver's full attention.
- While taking one's eyes off the road presents obvious risks, activities that take a driver's mind away from driving are just as risky.
- A driver's ability to manage distractions varies widely and can change from day-to-day depending on their level of stress and fatigue.
- Distracted drivers fail to recognize potential hazards in the road and react more slowly to traffic conditions, decreasing their "margin of safety."
- Research suggests that distracted driving increases the risk of rear-end and single-vehicle crashes.

Drive Focused

- Be aware of your behavior and the behavior of others on the road during the late night, early morning and mid-afternoon hours when drowsy driving crashes are most likely to occur. Plan a rest stop during these hours.
- Get a full night of rest before driving. If you become tired while driving, stop. A short nap (15 to 45 minutes) and consuming caffeine can help temporarily.
- Stop at regular intervals when driving long distances. Get out of the car every 2 hours to stretch and walk briskly.
- Set a realistic goal for the number of miles you can safely drive each day.
- Avoid taking medications that cause drowsiness.

Impaired Driving

On our congested roadways, it's more important than ever to drive with a clear head and a sharp focus. Make it a life-governing rule not to drive when you've had too much to drink. On average, a driver makes over 200 decisions per mile, so it's critical that a driver make the decision to drive alert before getting behind the wheel. Not only will you be a safer driver but you will be in a much better position to defend yourself from the driver who doesn't make that choice. Drive focused. Stay safe.

Safety Facts for the Road

- Alcohol impaired driving accounts for about 40% of fatal crashes.
- About three in every 10 Americans will be involved in an alcohol-related crash at some time in their lives.
- Research shows that alcohol is a contributing factor in 39% of all work-related traffic crashes.
- Nearly 1.5 million people are arrested each year for driving while intoxicated (DWI). Two-thirds of all drivers arrested for DWI are first time offenders.
- A DWI/DUI conviction on a person's driving record may prevent them from getting a job, receiving a promotion or even result in a job loss.
- Many companies have corrective action programs that suspend company driving privileges for a DWI/DUI violation.

- Nine out of 10 insurance companies automatically cancel the policy of a driver convicted of a DWI/DUI violation. Consequently, the driver must find a high-risk insurance company and face substantial rate increases.

Stay Safe

- Alcohol involvement is highest at night (9 p.m. to 6 a.m.), on weekends and on holidays.
- Driving skills, especially judgment, are impaired in most people long before they exhibit visible signs of drunkenness.
- Celebrations are a part of our lives and sometimes they include alcohol. They should not, however, involve impaired driving:
 - Decide who will be the designated driver before the party starts.
 - Be the kind of co-worker who will take the keys if someone has drank too much.
 - If you're impaired, make the safe choice – ride with a designated driver, call a taxi, stay where you are, or call a sober friend or family member. Making the safe choice could save your life.

Costs of Motor Vehicle Crashes to Employers

Direct Costs to the Organization

Workers' compensation benefits	\$ _____
Healthcare costs	\$ _____
Increases in medical insurance premiums	\$ _____
Auto insurance and liability claims and settlements	\$ _____
Physical and vocational rehabilitation costs	\$ _____
Life insurance and survivor benefits	\$ _____
Group health insurance dependent coverage	\$ _____
Property damage (equipment, products, etc.)	\$ _____
Motor vehicle repair and replacement	\$ _____
EMS costs (ambulance or medivac helicopter)	\$ _____
Vehicle towing, impoundment and inspection fees	\$ _____
Municipality or utility fees for damage to roads, signs or poles	\$ _____
Direct Total	\$ _____

Indirect Costs

Supervisor's time (rescheduling, making special arrangements)	\$ _____
Fleet manager's time to coordinate vehicle repair, replacement, etc.	\$ _____
Reassignment of personnel to cover for missing employees (less efficient)	\$ _____
Overtime pay (to cover work of missing employees)	\$ _____
Employee replacement	\$ _____
Re-entry and retraining of injured employees	\$ _____
Administrative costs (documentation of injuries, treatment, absences, crash investigation)	\$ _____
Inspection costs	\$ _____
Failure to meet customer requirements resulting in loss of business	\$ _____
Bad publicity, loss of business	\$ _____
Indirect Total	\$ _____
TOTAL	\$ _____



Driver Qualifications Policy

Company Name:

Policy/Procedure ID Number:

Date:

Background

Many companies offer employees fleet vehicles or require drivers to rent vehicles as part of their day-to-day activities. This is one of the most hazardous and costly exposures as part of doing business. It is important to routinely review the fleet policy and particularly driver qualifications. Driver qualifications will vary based on the type of vehicle being operated. Basic qualification and screening must be part of any policy.

This document addresses basic requirements that must be determined prior to operating a vehicle on company business. More advanced requirements are needed when requiring employees to operate over-the-road vehicles or specialized vehicles. For purposes of this document, we are only addressing basic requirements that are suggested prior and during vehicle use. For additional information visit: [US Department of Transportation](#) or [Federal Motor Carrier Safety Administration](#).

Any company using or renting vehicles should review their policy, restrictions, and employee expectations at least every year to ensure you are current with existing regulations and requirements.

Driver Screening and Documentation

Prior to renting vehicles or operating a company-owned vehicle, it is suggested you follow the guidelines below:

1. Each company should maintain a driver qualification file for each driver it employs. A driver's qualification file may be combined with his/her personnel file.
2. The qualification file for a driver must include the driver's application for employment as part of his/her personnel file and:
 - A copy of the motor vehicle record (MVR) received from the current licensing state (past 3 yrs.)
 - A list or certificate relating to violations of motor vehicle laws and ordinances.
 - A Skill Performance Evaluation Certificate if a practical examination is performed.
 - Cell phone restrictions with a sign acknowledgement.
 - Documentation that the employer has provided a copy of the policy on the misuse of alcohol and use of controlled substances including educational materials. (Signed by the employee.)
 - Drug/substance testing results.
 - The driver's road test results if applicable or a copy of the license or certificate which the company accepted as equivalent to the driver's road test.
 - The medical examiner's certificate if it is required as part of the screening process.

Vehicle Contents

It is important that each vehicle contains safe operating and emergency instructions and contain:

1. A vehicle maintenance record
2. Accident investigation forms and instructions
3. Emergency instructions
4. First aid kit
5. Seat belt, smoking and cell usage placards
6. State or other vehicle inspection forms
7. Survival kit (where appropriate)



Commercial Driver Orientation

Subject		Trainer	Date
Introductions	Management Personnel Supervisor Coworkers		
Reporting to Work	Locations Hours Signing In		
Work Standards	Duties and Responsibilities Benefits Motor Vehicle Record Review Procedure Performance Evaluation Incentive Programs Disciplinary Procedures Vehicle Accident Reporting and Review Procedures		
Pre-Trip, On the Road, and Post Trip Inspections	Inspection Procedures Equipment Condition Reports Correcting Defects		
Emergency Procedures	Vehicle Accident Reporting and Review Procedures Breakdowns Air Brakes		
Rules and Regulations	Company Safety Rules Local Regulations State Regulations		



Driver's Vehicle Inspection Checklist

Check ANY Defective Item and Provide Details under "Remarks."

DATE: _____

TRUCK/TRACTOR NO. _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Air Compressor | <input type="checkbox"/> Horn | <input type="checkbox"/> Springs |
| <input type="checkbox"/> Air Lines | <input type="checkbox"/> Lights | <input type="checkbox"/> Starter |
| <input type="checkbox"/> Battery | Head – Stop | <input type="checkbox"/> Steering |
| <input type="checkbox"/> Brake Accessories | Tail – Dash | <input type="checkbox"/> Tachograph |
| <input type="checkbox"/> Brakes | Turn Indicators | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Carburetor | <input type="checkbox"/> Mirrors | <input type="checkbox"/> Transmission |
| <input type="checkbox"/> Clutch | <input type="checkbox"/> Muffler | <input type="checkbox"/> Wheels |
| <input type="checkbox"/> Defroster | <input type="checkbox"/> Oil Pressure | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Drive Line | <input type="checkbox"/> On-Board Recorder | <input type="checkbox"/> Windshield Wipers |
| <input type="checkbox"/> Engine | <input type="checkbox"/> Radiator | <input type="checkbox"/> Other |
| <input type="checkbox"/> Fifth Wheel | <input type="checkbox"/> Rear End | |
| <input type="checkbox"/> Front Axle | <input type="checkbox"/> Reflectors | |
| <input type="checkbox"/> Fuel Tanks | <input type="checkbox"/> Safety Equipment | |
| <input type="checkbox"/> Heater | Fire Extinguisher | |
| | Flags – Flares – Fuses | |
| | Spare Bulbs & Fuses | |
| | Spare Seal Beam | |

TRAILER(S) NO (S). _____

- | | | |
|--|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Brake Connections | <input type="checkbox"/> Hitch | <input type="checkbox"/> Tarpaulin |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Landing Gear | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Coupling Chains | <input type="checkbox"/> Lights – All | <input type="checkbox"/> Wheels |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Roof | <input type="checkbox"/> Other |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Springs | |

Remarks: _____

Condition of the above vehicle is satisfactory

Driver's Signature _____

Above Defects Corrected

Above Defects Need NOT Be Corrected For Safe Operation Of Vehicle

Mechanic's Signature _____ Date _____

Driver's Signature _____ Date _____



Fleet Safety Program

Company Name:

Written Program ID:

Date:

This is (Company Name) Fleet Safety Program. It applies to all our work operations. (Name) will be responsible for overall direction of the Safety Program.

INTRODUCTION

The purpose of fleet safety guidelines is to increase vehicle operator safety and control of vehicle accidents. A written set of fleet safety guidelines helps management increase vehicle operator safety and control vehicle accidents. A few minutes of preparation before each trip, combined with the use of defensive driving tactics, can help employees avoid dangerous and costly accidents.

It cannot be expected that the employee will remember all of the information provided in written materials (forms, checklists, etc.). Therefore, refresher training should be provided when appropriate.

FLEET SAFETY POLICY

A strong, clearly worded statement of policy by management is generally considered essential. The statement must make it clear of the following:

- Management considers accident control essential both for humanitarian and economic reasons.
- The accident control plan will apply to all departments and all operations.
- The cooperation of all employees is expected and required.

The statement of policy will be communicated to all employees, and particularly to all supervisory personnel.

DRIVER SELECTION

Because the quality of job performance affects the success of the entire fleet operation and directly influences the fleet safety performance, every effort should be made to select the most qualified available person for each job. Management should know and define the requirements of the job to be filled.

The driver's ability to meet these requirements should be determined as follows:

1. An application form filled out in the driver applicant's own handwriting is one of the best tools for obtaining information.
2. A personal interview provides face-to-face contact and further appraisal of job knowledge, and qualifications.
3. References help to verify information from the application and interview along with past performance. Phone or written checks with previous employers are essential in good selection procedures.
4. A current and valid driver's license, compatible with the type(s) of vehicle(s) to be driven.
5. One of the most important references to check is the MVR (Motor Vehicle Record) at the State Motor Vehicle Authority. This is a requirement for fleets regulated by the Department of Transportation (DOT).
6. It is important that the doctor or clinic know the physical requirements and essential job functions of the driving position to properly evaluate the candidate(s). For non-regulated fleets that are subject to the Americans with Disabilities Act (ADA), a physical exam cannot be given at the pre-offer stage, but can be given at the post offer stage as long as it is required for all candidates.
7. Written tests on traffic regulations can be a valuable tool. Test results should be placed in the driver's file.

8. Driving tests - All employees who drive, as a part of their duties should be given a road test, in traffic, in the type of vehicle they are expected to drive. Road test results should be documented.
9. The information you have collected should be assembled and a permanent personal record should be established. (Driver qualification files are required in federally regulated fleets.)

DRIVER TRAINING

A training program should include:

1. Orientation on company rules and procedures.
2. Basic on-the-job training, including "student trips."
3. Continued in-service training based on periodic performance evaluations.

DRIVER SUPERVISION

A supervisor's attitude toward safe driving will greatly affect the attitude and driving performance of those reporting to him.

1. Supervisors should be held accountable for safety performance in their areas of responsibility.
2. Supervisors should supervise in terms of proper and safe job performance.
3. Lines of communications between management and drivers should be kept open.

It is often advisable to provide specialized training for supervisors, including safety conference and fleet supervisor or management courses.

ACCIDENT INVESTIGATION AND RECORDS

Every accident will be reported, investigated, and reviewed as follows:

1. A procedure for tabulating and analyzing accident data should be established.
2. A master file of accidents and related data should be maintained by the person designated to handle accident reports and to coordinate investigations.
3. The primary purpose of investigating an accident is to find out the cause and initiate action to eliminate or control it. Another purpose is to obtain information to be used in determining whether the accident is preventable or non-preventable.
4. An accident review committee is desirable in determining accident preventability, including:
 - a. Review of accidents and determining preventability.
 - b. Recommending control measures.

MAINTENANCE

Mechanical failures, while accounting for a small percentage of vehicle accidents, are often quite serious in nature. A procedure should be established for determining the specifications for new equipment, based on its intended use. An effective preventive maintenance plan should be established. Guidance may be obtained from the equipment manufacturer.

Records should be kept for each piece of equipment. This is an often overlooked legal requirement in the case of federally regulated fleets. The goals of an award program are reduction in accidents, less down-time, reduced maintenance, improved driver morale, better sales, and public relations.

SAFETY INCENTIVES

Management can motivate employees operating company vehicles by showing interest for safety and efficient job performance. Safe driving deserves recognition the driver that does well deserves to be told so, and an award program often accomplishes this.

The award program should be administered on the fairest possible basis; drivers should have an opportunity to appeal decisions. An Accident Review Board can be helpful in this by determining a driver's eligibility for awards.

FLEET SAFETY RULES

The following are safe driving rules that should be included in your Fleet Safety program:

1. Do not take chances. To arrive safely is more important than to arrive on time.
2. Drivers should be mentally and physically rested and alert prior to each trip.
3. Drinking of alcoholic beverages while driving, consumption of restricted drugs or driving while under the influence of alcohol or restricted drugs is prohibited.
4. Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving.
5. Traffic laws must be obeyed.
6. Speed shall never be faster than a rate consistent with existing speed laws and road, traffic, and weather conditions. Posted speed limits must be obeyed.
7. Never attempt to exercise the right-of-way; always let the other driver go first.
8. Keep to the right except when overtaking slow moving vehicles, or when getting into a position to make a left turn.
9. Never follow another vehicle so closely that you will not be able to make a safe stop under any conditions. Observe timed interval and following distance guidelines.
10. Turn signals must be used to show where you are heading; when going into traffic and before every turn or lane change. Remember, signaling intentions neither gives the driver the right of way, nor guarantees a safe lane change.
11. Slow down and watch for children in school zones.
12. Vehicles are to be driven by authorized drivers only.
13. Do not give rides to hitchhikers or strangers.
14. Drivers and passengers should wear seat belts.
15. Check your vehicle daily before each trip, and check the vehicle visually each time before driving. Check lights, tires, brakes, and steering particularly. An unsafe vehicle should not be operated until repairs are made.
16. Drivers must report all accidents immediately, as required by law and their company rules.
17. Drivers must report all arrests and traffic convictions to their company. Repeated traffic convictions or failure to report traffic accidents or convictions may result in disciplinary action.

Other safe driving rules adopted by your company, prescribed by State or Local laws, or by the applicable DOT Motor Carrier Safety Regulations must be adhered to.

THE DRIVER SELECTION PROCESS

The cornerstone of an effective fleet loss control program is proper driver selection. It is the single most important control that management can exercise to reduce fleet accidents.

Consider that management is literally handing over the keys to the candidate selected. These are the keys to an expensive company vehicle as well as whatever cargo may be hauled. A single accident could result in loss of life, serious injury, and/or serious property damage.

The purpose of driver selection is to identify and hire the most qualified candidate for the position available. The selection process is intended to be a series of screens through which only the most qualified candidates will pass. Items to be considered and evaluated should include the candidate's past driving experience with similar vehicles, driving skills and knowledge, and attitude toward defensive driving and company safety standards. The driver selection process applies not only to full-time drivers but also to incidental drivers, meaning those that drive occasionally or in addition to other job duties.

Many interstate motor carriers are subject to the Federal Motor Carrier Safety Regulations (FMCSR) that requires pre-qualification of applicants. In addition, some states have adopted the FMCSR requirements for intrastate motor carriers. If your company falls under these regulations, you will want to refer to Title 49 of the Code of Federal Regulations, Part 391, for the actual driver qualification requirements or to applicable state regulations.

SELECTION SCREENS

The following screens should be used in selecting drivers.

Job Descriptions

Job descriptions should be developed as follows:

1. Written job descriptions are the first step in selecting candidates and the time to develop them is before a job opening develops.
2. Management will need to determine the essential job functions of each position as well as the experience, skill level, and other qualifications needed.
3. The written job description documents the minimum requirements for each particular position against which all candidates can be easily and consistently evaluated. Once this is accomplished, the screening process begins.

Employment Application

Reviewing a completed job application is one of the first steps in the screening process. The application is a main source of information about the candidate and will help determine if the candidate has the minimum qualifications and background needed for the position. Legal counsel should determine that the application form does not violate anti-discrimination laws and can advise on the wording of a signed statement verifying the accuracy of the information.

License Validity Check

A visual check should be made of each candidate's driver's license. The license should be current, valid, and of the correct type for the position being filled. This is also a FMCSR requirement for regulated fleets.

Interview

A face-to-face interview with the candidate is invaluable since it provides management the opportunity to further assess and verify the candidate's qualifications, experience, knowledge, and attitudes. Examine the application prior to the interview and inquire about any gaps in employment. You may also compare the dates of employment with any fleet safety awards given by past employers. If the applicant drove for ten years with the previous employer but only received a two-year safe driving award, ask about it. The applicant may reveal more information about accidents and violations than they had originally stated.

Also during the interview, ask what accidents and violations he or she has had over the past three years. Compare this to their motor vehicle record and have the candidate explain any discrepancies.

Employers subject to the Americans with Disability Act (ADA) are prohibited from asking any questions relating to the candidate's current physical condition or past medical history. According to the American Trucking Association, even the standard question, "Have you ever received a waiver from the U.S. Department of Transportation's physical qualification criteria?" This is prohibited since it indirectly solicits information relating to the candidate's physical condition.

Employers can ask about a candidate's ability to perform essential job functions but cannot inquire whether that person has a disability. Notes from the interview should be kept on file for reference.

Reference Checks

These can be accomplished via phone conversations or written requests. The best contact is often the candidate's former supervisor, if available. Information to be checked includes dates of employment, reason for leaving, description of job duties, types of vehicles driven, evaluation of job performance, and the former employer's opinion on whether or not they would rehire the candidate if they had the chance.

A written release authorizing the reference checks should be obtained from the candidate prior to contacting past employers. Written records of the results of these checks should also be kept on file.

MVR Check

The Motor Vehicle Record (MVR) is available from the state in which the candidate holds their driver's license. The MVR details the accident and traffic violation history of the candidate over the last three years. The value of the MVR is that it provides an indication of the candidate's future driving performance based on past accidents and violations. Note that some individual states do not report all accident and violation information on the MVR's. Because of this, a clear MVR does not necessarily indicate that the driver has not experienced recent accidents or traffic violations. In spite of this, the use of the MVR as a screen is still important and worthwhile. An MVR detailing a history of small violations or just one major violation needs to be closely examined by management. It is strongly recommended that a written policy be developed and adhered to so that there is uniformity in determining what constitutes an acceptable MVR. Your insurance company loss control representative can assist in setting up an MVR policy.

Check with your state on the MVR ordering procedure. Some states require a state form to be filled out; some require a signed release from the candidate. All states will charge a small fee for each MVR ordered. There are also service companies that can obtain MVRs for you on a fee basis. A copy of the MVR should be kept on file. A check of driving records is a FMCSR requirement for regulated fleets.

Road Tests

A road test allows the candidates to demonstrate their skill and proficiency in handling the vehicle and associated equipment that will be assigned to them. A pre-established route should be used that simulates the driving conditions encountered on the job. The test can qualify or disqualify an applicant provided the qualification criteria are reasonable and consistent. A qualified person should conduct these tests in a controlled and uniform manner. A check sheet listing the maneuvers to be executed and the actual results is useful as it helps assure consistency in the test and provides a written record of the results that are to be kept on file.

Written Tests

Motor carriers that fall under the Federal Motor Carrier Safety Regulations are required to administer a written examination designed to instruct candidates in the rules and regulations established by the Federal Highway Administration pertaining to commercial vehicle safety.

Aside from this exam, you may wish to test the candidate's knowledge of state traffic regulations to verify a working knowledge of these regulations. Each state has a booklet containing its traffic regulations with sample questions that can be used as a guide.

Physical Exams

For employers not regulated by the FMCSR but subject to ADA regulations, a physical exam may be administered after the candidate has been offered a job but prior to starting work. It is important that the doctor or clinic know the physical requirements and essential job functions of the position being filled to properly evaluate the candidate. The employer will need to determine if reasonable accommodations are needed for disabled candidates.

A physical exam is a FMCSR requirement for regulated fleets. Specific requirements can be found in Title 49 of the Code of Federal Regulations, Part 391, and Subpart E.

Drug Tests

Tests can be administered to the candidate to detect the use of controlled substances as a further screen. The candidate needs to be advised as to what substances are being tested for and how the information will be used. A qualified lab or medical clinic needs to be used and various controls (such as a chain of custody) need to be in place to assure consistency and accuracy. Medical and legal counsels are strongly recommended prior to implementing this type of screen.

The FMCSR also requires drug testing per Title 49, Code of Federal Regulations, Parts 40, and 391. A listing of the controlled substances to be tested is contained in this code.

LEGAL REVIEW

It is important to obtain legal review of your company's screening procedure to assure compliance with applicable state and local laws.

DRIVER ORIENTATION AND TRAINING

The objectives of the driver orientation procedures are:

1. To make the new employee productive quickly.
2. To avoid accidents which injure employees.
3. To avoid damage to cargo or equipment.
4. To avoid accidents or errors which have a negative impact on customer relations.

Driver orientation covers all aspects of the driving job. Even when a company hires an experienced driver from another company or from a driver training school, that employee still needs to learn company policies, procedures, and safety regulations.

The new employee is anxious to feel at home, to meet other workers, and to learn the job routine. It is at this stage that he/she can be trained to be a productive, loyal employee. If such training is not provided, either the new employee will turn to the company's "grapevine" as a source of information or he will learn through a potentially costly process of trial and error.

The orientation should be planned and include:

1. **Introductions:** Key management personnel, supervisors, coworkers, company organization, and objectives.
2. **Reporting to work:** When, where, and to whom to report procedures for signing in or clocking in.

3. **Work standards:** Dates and responsibilities, motor vehicle record review process, performance evaluation, incentive program, benefits disciplinary procedure, vehicle accident reporting, and review procedure.
4. **Pre-trip, on the road, and post-trip inspections:** Making inspections, recording results, and the importance of having defects corrected before departure.
5. **Emergency procedures:** Vehicle accident handling at the scene and accident reporting procedures, how to handle breakdowns, or other emergencies.
6. **Rules and regulations:** Company safety rules, local, state, and Federal Motor Carrier Safety Regulations.
7. **Routes and schedules:** Road conditions, hazardous and congested areas, overhead clearances, and width restrictions.
8. **Equipment familiarization:** Operator controls, emergency equipment, and safety equipment.
9. **Handling of cargo:** Dealing with shippers and consignees, handling of bills, checking cargo, security, and safety precautions.
10. **Special equipment:** Load tie downs, winches or hoists, pumps and hoses, etc.
11. **Procedures at completion of trip:** Parking and refueling vehicle, completion of records and reports, post trip inspections.

COMMERCIAL DRIVER ORIENTATION CHECKLIST

Subject		Trainer	Date
Introductions	Management Personnel Supervisor Coworkers		
Reporting to Work	Locations Hours Signing In		
Work Standards	Duties and Responsibilities Benefits Motor Vehicle Record Review Procedure Performance Evaluation Incentive Programs Disciplinary Procedures Vehicle Accident Reporting and Review Procedures		
Pre-Trip, On the Road, and Post Trip Inspections	Inspection Procedures Equipment Condition Reports Correcting Defects		
Emergency Procedures	Vehicle Accident Reporting and Review Procedures Breakdowns Air Brakes		
Rules and Regulations	Company Safety Rules Local Regulations State Regulations		

ACCIDENTS

Although the ultimate objective of a fleet loss control program is to prevent accidents, the fact remains that they still occur. When one of your drivers is involved in a motor vehicle accident, you will probably not be there, so it is vitally important that your drivers be instructed in the proper procedures to be followed.

To minimize the results of an accident, the driver must prevent further damages or injuries, obtain all pertinent information, and report it accurately:

- Take immediate action to prevent further damage or injury at the scene of the accident.
- Pull onto shoulder or side of road.
- Actuate four-way flashers and place warning signals promptly and properly.
- Assist any injured person, but do not move them unless they are in danger of further injury.
- Call the police.
- If someone is injured, request medical assistance.
- If the driver cannot get to a nearby phone, he/she should write a note giving location and seriousness of the accident, and give it to a reliable-appearing motorist and ask him/her to notify police.
- The vehicle should not be left unattended except in extreme emergency.
- Exchange "Traffic Accident Exchange Information" forms with other driver(s).
- The driver should give identifying information to the other party involved, but should make no comments about assuming responsibility.
- Secure names and addresses from all witnesses. Witnesses should be asked to complete a Witness Information Card. If there are no witnesses, the name and address of the first person to arrive at the scene should be obtained.
- Complete the "Driver's Report of Motor Vehicle Accident" Form. Drivers should remember the following general rules for filling in the report:
 - Print or write legibly.
 - Follow instructions to the letter.
 - Answer all questions completely. If unable to answer any question, mark "not known."
 - Use additional sheets of paper if space is lacking for necessary information.
- Report the Accident
 - The driver should call the company immediately in the event of any accident.
 - The accident should be reported to the nearest insurance claims office as listed in the Vehicle Accident Report packet.

PREVENTIVE MAINTENANCE

To manage a fleet properly, a program for maintaining the mechanical condition of the equipment is necessary. The primary purpose of such a system is to ensure safe efficient vehicle performance and lengthened life span. The benefits of a Vehicle Maintenance Program include:

1. **Reduced maintenance costs:** Adjustments and repairs made during regularly scheduled service checks help prevent unnecessary and costly repairs.
2. **Decrease in downtime:** Preventive maintenance reduces interruptions to product flow caused by breakdowns.
3. **Accident reduction:** Proper vehicle maintenance can reduce accidents caused by faulty brakes, tires, steering, and other major components.
4. **Improved driver morale:** When vehicles are kept in top condition, drivers are more likely to handle the equipment with care.
5. **Customer relations:** Clean, well-maintained vehicles enhance the company image as a safety minded entity.

EQUIPMENT SPECIFICATIONS

The maintenance program begins when the vehicles are ordered. Management must consider use, route, terrain, cargo size, and weight when setting specifications.

Specifications should call for as much standardization as possible. Vehicle standardization can be by manufacturer and model type or by component within the vehicle. Advantages to standardization include reduced parts inventory, enhanced ability of mechanics to make repairs more efficiently and dependably due to their familiarity with the various components, reduction of inadvertent abuse of vehicles by drivers and, if the fleet has many similar units, better appraisal of the suitability of equipment for the task.

MOTOR VEHICLE EQUIPMENT

1. **Critical equipment maintenance:** Critical component parts, which affect the safe operation of the vehicle, must always be maintained. They include: brakes, tires, suspension equipment, steering components, lights, mirrors, windshield and windows, wipers, and horn.
2. **Demand maintenance:** To retain the safety and dependability of the vehicle, it is essential that periodic inspections, maintenance, and service be performed (follow the manufacturer's schedule of maintenance), including lubrication service, inspection/replacement of filters, engine drive belts, exhaust system, etc.
3. **Driver responsibility for maintenance:** Management must require driver inspections to report vehicle safety defects. Prior departure and en route checks should be mandatory. A Vehicle Inspection Report should be completed quarterly.

RECORDKEEPING

Up-to-date records are an essential part of a complete vehicle maintenance program. Recordkeeping forms should serve one of three purposes - showing vehicle's maintenance needs, indicating a schedule of work to be done, and recording completed maintenance and costs.

The usual types of records, which cover these requirements, include:

1. Driver's Vehicle Condition Report.
2. Service and Inspection Report.
3. Vehicle history folder - Provides a complete history of the costs of maintenance, parts, and labor associated with the vehicles.

INSPECTION RECORDS

The critical item inspection program focuses inspection efforts on vehicle equipment and driver requirements most often identified as causing or contributing to passenger car accidents.

The adoption of a critical item checklist process consists of a very detailed inspection of all vehicle equipment. The critical inspection checklist is a useful tool in supplementing existing preventive maintenance programs.

Brakes

- **Parking Brake and Transmission (Park) Mechanism:** Park on a fairly steep hill and hold the car with the parking brake only. This checks holding ability. For automatic transmissions, check (Park) by releasing all brakes after moving the shift level to "P."
- **Brakes:** Repeated pulling to one side when braking, strange sounds, or increased brake pedal travel indicates brake problems. Have the system inspected at once and repair if needed. Inspect brakes more often if habits or conditions result in frequent braking.

Steering and Suspension System

- **Steering:** Be alert for any changes in steering action. Inspection or service is needed when the steering wheel is hard to turn or has too much free play, or when strange sounds occur during turning or parking.
- **Suspension System:** Uneven or abnormal tire wear, or a pull right or left on a straight and level roadway may show the need for a wheel alignment. A vibration of the steering wheel or seat at normal highway speeds may mean that wheel balancing is needed.

Tires and Wheels

Tires mounted on passenger automobiles, pickup trucks, and light duty vans must have at least 2/32 inch (1.6 mm) tread depth at all points in all major grooves. Tires must not be used which have un-repaired fabric breaks; exposed or damaged cord, bumps, bulges, or cuts that measure more than one inch (25 mm) in length.

Lights

Check license plate lights, side marker lights, headlights, parking lights, taillights, brake lights, turn signals, backup lights, and hazard warning flashers. Have head light aim adjusted promptly if the beam is improperly aimed.

Windshield and Windows

Replace or repair broken, scratched, or damaged glass that reduces vision or could cause injury.

Windshield Wipers

Check operation and condition of the wiper blades and the flow and aim of the washer spray.

Horn

Sound the horn now and then to make sure it works. Check all button locations.

Driver Vehicle Inspection Report

Each vehicle must receive an inspection by the users of the vehicle or the assigned driver. The frequency of this inspection will depend upon the use of the vehicle. For example, a business with a territory involving hilly and mountainous terrain should inspect the vehicle's brakes more frequently than a company located in a central plains state.

When defects are noted or when problems develop during vehicle operation, a documented system of repair is necessary. The system should provide the driver with a means to notify management that the defect or problem exists and requires attention. The system should also provide a means of dating repair documentation, corresponding to the specific vehicle inspection report.

Maintenance Records

Every preventive maintenance program is supported by thorough, up-to-date recordkeeping. To be useful, maintenance records should be kept current, and should be reviewed on a periodic basis.

Every vehicle should have a record of all the preventive maintenance and repair work, which has been performed. Such a record will allow management to develop needed cost data and review the past performance of a specific vehicle or group of vehicles. It allows management to analyze the maintenance, which has been performed on a vehicle to determine if additional work is necessary or can be expected. It also gives clues to problems, which have been overlooked in routine maintenance.

Management should review the vehicle inspection and maintenance records annually. There are no specific forms or formats, which are required. However, management should establish that the preceding elements are in place and are covering the essential functions of inspection, maintenance, and repair.

Vehicle inspections should be recorded and completed daily, weekly, or monthly depending on operational use or law:

1. If DOT regulated, a truck preventative maintenance checklist must be done daily.
2. If not DOT regulated, a preventative maintenance inspection with checklist should be completed monthly.
3. A critical item inspection with checklist should be completed monthly, or at least quarterly on passenger cars, vans, and pick-up trucks.
4. Your insurance company loss control department will provide checklists upon request.

TRAILER HAULING

Needless accidents occur every year due to improper trailer towing. The most severe accidents take place when the entire trailer uncouples and breaks away from the towing vehicle. Collision of the trailer with pedestrians, fixed objects, and motor vehicles can result. Multiple collisions are also a real possibility.

Other common problems involve jackknives of the unit, rear-ending of the vehicle ahead, and being rear-ended by the vehicle behind. Generally, problems occur as a result of improper coupling of the towing and trailer units, inadequate or failed braking capacity, improper installation and/or maintenance of the unit, unequal weight distribution in the trailer, and inadequate following distance and/or excessive speed while towing. A few minutes of repair or adjustment can prevent a serious accident.

INSTALLATION AND MAINTENANCE

Selection of the proper coupling hardware is necessary for towing safety. The Society of Automotive Engineers (SAE) has classified hitches and couplings into four categories, based on the gross vehicle weight (GVW) of the trailer.

These four classes are:

- Class I (Light duty towing) - Trailer weight less than 2,000 pounds GVW.
- Class II (Medium duty towing) - Trailer GVW ranges from 2,000 to 3,500 pounds.
- Class III (Heavy duty towing) - Trailer GVW ranges from 3,500 to 5,000 pounds. Generally, trailers over 4,000 pounds will have tandem axles.
- Class IV (Extra heavy duty towing) - Trailer GVW ranges from 5,000 to 10,000 pounds. Trailers will have a tandem axle.

Manufacturer's instructions must be thoroughly reviewed and followed for all installation and maintenance work. Maintenance should include a visual check of the ball, coupler, chains, and lights prior to each trip. Wiring connections must be properly grounded for proper operation of trailer lights. Inflate tires to the manufacturer's specifications before towing. Adjust mirrors to minimize blind spots. Do not tow if the vehicles or hardware are in need of adjustment or repair.

COUPLING ARRANGEMENTS

The towing vehicle and trailer are only attached at one point, the coupling, so it is imperative that the coupling be secure and tight. The trailer will have a coupler with a socket that locks onto the hitch ball. Hitch balls come in two standard sizes and the ball size hitch is used. The coupler latch must be fully engaged so that the ball and socket remain seated while towing.

As a back-up control to accidental uncoupling, safety chains must be attached to the trailer coupling and upon each hookup, crossed under the hitch tongue, and fastened to the towing vehicle. The chains should be of sufficient length to allow full articulation of the trailer, yet prevent the trailer coupler from striking the ground if uncoupling occurs.

TRAILER BRAKES

Trailer brakes are not required in all towing arrangements. Light to medium duty trailers may be successfully towed without trailer brakes, provided the tow vehicle is in good mechanical condition, you tow at a reduced speed, follow at an increased distance, and scan the road ahead to anticipate stops.

Most states require trailer brakes that operate in conjunction with the ordinary brakes on the tow vehicles for trailers exceeding 3,000 pounds GVW. Since state requirements can vary widely, you should check towing requirements with your state Department of Motor Vehicles.

Breakaway brakes are also available and utilize a spring set braking system that always tries to apply the trailer brakes. An electrical connection from the towing vehicle provides continuous current to neutralize the spring action. However, upon breakaway of the trailer, the electrical current ceases and the trailer brakes are set, bringing the errant trailer to rest. Again, state requirements should be checked.

DEFENSIVE DRIVING

Defensive driving takes on added significance while towing due to the articulated movement of the towing unit, the additional weight of the unit, and the stability of the unit.

Normal driving speeds should be reduced 10-15 mph, while normal following distances should be doubled. Top speed should not exceed 45 mph. The driver should scan the road ahead as far as possible to anticipate stops in advance. These precautions will reduce the possibility of colliding with the vehicle ahead.

Keeping your speed down and staying in the right-hand lane as much as possible will encourage tailgaters to pass.

When passing other vehicles, and completing turns, allow extra room for your trailer to clear the space. Brake smoothly and moderately.

Back slowly and use a spotter, if available. Choose parking spaces where you can pull out of the space when leaving to eliminate backing at all. Take curves slowly to minimize cargo shifts and trailer sway.

CARGO

Cargo should be loaded somewhat in the front of the trailer and kept as low as possible. Sixty percent of the load should be in the front half of the trailer and 40 percent in the rear half.

The trailer should never be overloaded and the weight resting on the hitch should be 10 percent or less of the GVW.

If the tow vehicle and trailer are not aligned horizontally, a load equalizer may be necessary for the tow vehicle. Never tow a trailer that sways. Pull safely off the roadway and redistribute the load evenly. The cargo should be secured to prevent excessive movement inside the trailer.

Tie down or secure loads that could shift during towing. Tools, bar stock, and equipment on rollers or wheels are just a few examples. It is advised that the load be checked after the first few minutes of towing and periodically thereafter.

Liquid loads present special stability problems especially when the tanks or drums are only partially full. The weight of the fluid is redistributed each time a stop, start, or turn is executed. The driver needs to be aware of this and execute these moves slowly and steadily. A sudden stop, start, or wheel movement could upset the load or lead to a jackknife.

Wide loads and long loads should be conspicuously marked in accordance with state and local regulations. The trailer should never be overloaded past the manufacturer's specifications.



(Name of Company) Safe Driving Program for Non-CDL Drivers

Introduction

The purpose of this **Safe Driving Program Template** is to provide employers with a fundamental baseline driver safety orientation and training tool to help improve employee safety awareness and establish safe driver policies for the company. This Safe Driving Program Template is designed for **non-CDL and non-DOT** drivers.

While most safety programs focus primarily on workplace safety, work-related driving can often be one of the most dangerous work activities and can have negative impact on the company's bottom line, as well as affect the company's image in the community. This Driver Safety Program Template should be used as part of an overall comprehensive Driver Safety Program that would also include employee driver road testing by managers/supervisors, periodic driver safety talks, ongoing driver safety training, motor vehicle records check for new drivers and MVR reviews at least annually for existing drivers.

Before you put this safety program into action, thoroughly review the program in its entirety and make appropriate modifications to meet your company's operational needs and ensure that it fully covers all aspects of the employee driving experience. It is also recommended that you supplement this program with company-specific driver policies including disciplinary policies, phone use policy, personal use policy, and policies that cover the use of personal vehicles during work hours. Once the program has been appropriately modified, it should be reviewed with all new and existing employees with proper documentation of the Driver Safety Training and signed by the employees.

Customize this Company Statement on Commitment to Safety and Safe Driving by adding additional responsibilities and deleting those that do not apply to your organization.

Company Statement on Commitment to Safety and Safe Driving

To all employees:

The continued safety of our employees is the most important concern of (_____) **company name**. As President of the organization, I can assure you that on a personal and official level your safety is my highest priority and the highest priority of company management. We all must be aware of the responsibility each of us has to the safety and well-being of ourselves as well as our fellow employees in the organization, and others we share the roads with.

Senior management of (_____) **company name** is committed to providing a safe working environment for our employees by minimizing employee injury potential and increasing safety awareness. In order to attain this goal, we have implemented and totally support a safety program.

The managers and supervisors at all levels are charged with the responsibility and the authority to implement and enforce the policies and rules as outlined in the (_____) **company name** Safe Driving Program. These leaders will be held accountable for the level of safety awareness and performance of their departments.

It is the responsibility of every individual in the organization to abide by the company Safe Driver Policies and rules set forth in the (_____) **company name** Safe Driving Program, as well as by abiding by the applicable state driving laws, and by always driving responsibly and treating others on the road respectfully. Compliance with the established safety rules and regulations shall be considered a condition of employment.

The (_____) **company name** Safe Driving Program, as outlined in the following pages, provides detailed directions concerning safe practices and procedures which each employee must follow. The (_____) **company name** Safety Policy Manual, along with the formal training that will be provided, will be the basis for ensuring your safety while working here at (_____) **company name**.

Authorized Use of Company Vehicles: Only authorized employees with a valid driver's license may operate company vehicles or their personal vehicles on company time. No employee shall be permitted to operate a company vehicle, or another vehicle on company time, until the appropriate company department has completed a thorough MVR review and the employee has been given a formal approval from company management.

Incident/Accident Reporting:

Employees must report any driver moving violations, accident, collision, or any damage to the company vehicle to a supervisor immediately following knowledge of the incident.

Pre-Trip Vehicle Inspections:

Always conduct a vehicle walk-around inspection before you begin your drive. Document and report any defects, damage, or equipment safety hazards to a supervisor. Do not start or operate any vehicle if you have observed any damaged parts or any hazardous conditions. Check tire inflation, inspect all vehicle glass, especially the windshield. Check windshield wipers to ensure that they work properly and thoroughly clear the windshield of water. Make sure that seatbelts and passenger restraints work properly. Check that all mirrors are in safe condition and work properly. Test the turn signals, headlights, and brake lights. Make sure that all required safety equipment is in the vehicle – i.e., fire extinguisher, first aid kit, flares, jumper cables, etc. Immediately report any vehicle warning lights, "maintenance required" or other vehicle notifications immediately to a supervisor.

Before you Drive:

- Make sure you have your valid driver/operator license on your person and know where the company certificate of insurance is located before driving a company vehicle.
- Know where you are going and plan the safest route. Consider school zones, road construction zones, typical traffic patterns.
- Check the weather in your area and along your planned drive. Adjust your route and driving habits based on the anticipated weather.
- Allow time for expected or potential delays along your travel route. Give yourself a cushion in your timing by planning on arriving early to reduce the need to speed or rush your trip.
- Program any GPS, radio, etc. before you drive.
- Adjust mirrors, seats, etc. before you drive.
- Inspect the cab areas and inside of the vehicle. Secure loose items to prevent items or materials from flying around the cab or falling to floors should you need to apply the brakes hard or perform a defensive maneuver. Remove loose items from the dashboard.
- Put your seatbelt on and make sure occupants in the vehicle are wearing their seatbelts.

Impaired Driving:

To drive safely and effectively, drivers need both their minds and their bodies to be always alert and responsive. When our minds are unable to properly focus on driving or unable to make prompt and appropriate choices while driving, then we are impaired.

Substances that can impair one's ability to drive include alcohol, prescription medications, non-prescription/over the counter medicines, marijuana or marijuana derivatives including medical marijuana, and caffeinated drinks.

Safe Driving Program for Non-CDL Drivers

Page 4

No driver may consume alcohol or illegal drugs while driving a company vehicle, while on company business, while in a company vehicle, or prior to the employee's shift if such consumption would result in a detectable amount of alcohol or illegal drugs being present in the employee's system while on duty. In addition, no driver may consume or use any substance, regardless of legality or prescription status, if by so doing, the driver's ability to safely operate a motor vehicle and carry out other work-related duties would be impaired or diminished.

Driving while tired or drowsy is impaired driving. Being fatigued or drowsy can diminish reaction times, impair your ability to make decisions, and reduce your ability to recognize hazards around you. If you are tired or fatigued, you should not drive. The only effective way of dealing with drowsy driving is to stop and rest. If you are too fatigued to safely drive, find a safe place to pull over and stop immediately.

Seatbelts

Wearing your seatbelt is the single most effective means of reducing deaths and serious injuries in traffic crashes. They save nearly 15,000 lives and prevent 325,000 serious injuries in the U.S. each year.

It is the policy of our company, and a condition of employment, that all employees who operate or ride in company vehicles; or operate or ride in personal vehicles on company business, wear properly fastened and adjusted seat belts, shoulder harnesses, and other such similar equipment when provided in the vehicle they are operating or riding in. Employees are required to report any malfunction of seat/shoulder belts, and to have this equipment repaired or replaced as soon as possible after its discovery.

Any employee found operating or riding in a company vehicle, or personal vehicle on company business without seat belts/shoulder harnesses fastened will be subject to disciplinary action, up to and including termination.

It is a simple fact that wearing your seatbelt can reduce your risk of dying in a traffic crash by 45% in a car and by as much as 60% in a truck or SUV. Wearing seatbelts also:

- keeps you in the vehicle instead of being possibly thrown out into objects
- prevents you from crashing into the steering wheel, dash, or windshield
- protects body organs
- improves your chances of remaining conscious
- keeps you behind the wheel if you have to suddenly swerve or brake

Now that you have some facts about seatbelts it is up to you to be smart, make the right choice, and **ALWAYS** wear your seatbelt anytime you drive or are a passenger in a vehicle. Make sure you also follow the company vehicle policy regarding the use of seatbelts and other requirements to help stay safe on the road. Lastly, do not forget about others. Not only should you wear your seatbelt, but also **anyone else in your vehicle or company vehicle should wear his or her seatbelts** too. You could be held liable if you are involved in an accident and any unbelted person in your car is injured or dies. If someone refuses to wear their seatbelt, you have the right to tell them to put it on or get out. Not only is it the law, but it is also the right and safe thing to do. Remember, wearing seatbelts greatly improves your chances of survival in a crash and it is the easiest factor for you to control. **Just do it- buckle up!**

Distracted Driving

Motor vehicle accidents are the most common cause of death in the U.S. with an average of about 40,000 traffic fatalities every year. A person dies in a crash every 11 minutes. According to the National Safety Council, the top 6 deadly choices that drivers often make are: Speeding, Tail-gating, Right of Way Violations, Improper Turning, Driving Left of Center, and Distracted Driving.

Safe Driving Program for Non-CDL Drivers

Page 5

This handout is focusing on one of the six deadly choices: **Distracted Driving** - First, let's learn about the 3 types of distracted driving: Manual, Visual, and Cognitive.

- **Manual** distractions cause drivers to take their **HANDS** off the wheel.
- **Visual** distractions cause drivers to take their **EYES** off the road.
- **Cognitive** distractions cause drivers to take their **MINDS** off the road.

Manual Distractions include using the phone, eating, or drinking, adjusting car controls, grooming, using the GPS, smoking, etc. Most states have implemented strict laws banning or limiting the use of cell phones while driving with many states allowing law enforcement to pull drivers over for cell phone violations. It is important that you become familiar with your state's specific cell phone laws.

Visual Distractions include texting, eating, picking up something you dropped on the car floor, adjusting controls, etc.

Cognitive Distractions include using the phone, talking to passengers, being upset, or thinking about anything other than driving.

Note that many activities involve more than one distraction at the same time. **The worst offender is the cell phone which involves all 3 distractions: manual, visual, and cognitive (the triple threat).** When it comes to cell phones, ask yourself the following questions:

- How often do you talk on the phone or use your phone while driving even though you know it is unsafe?
- How often do you see others using the phone while driving?
- How do you feel about being a passenger with a driver who is using a cell phone while driving?

Use of cell phones while driving continues to seriously injure and kill people at an alarming rate. Do your part and make a commitment to save lives and not use your cell phone while driving. No text is worth your life. Even hands-free is not safe since we are still cognitively distracted. Before you pick up your phone and make the decision to read or send a text, call a friend or client, or engage in any form of distracted driving, it is important to understand that you also place yourself at risk of litigation and other legal action. Many lawyers have moved to specialize in targeting traffic accident cases that may involve some type of distracted driving making the ramifications and potential costs of distracted driving astronomical.

Some of the signs that a driver is distracted include driving below the speed limit, swerving, pulling out in front of vehicles, running off the road, not stopping at a stop sign, driving through a red light, driving someplace you didn't intend to go (being on auto pilot), and not remembering a period of time while you were driving.

One of the biggest problems with distractions is the impact it has on a driver's ability to react in time to prevent an accident. Being distracted affects your perception, reaction, and braking time. This makes your total stopping distance much further than a non-distracted driver. **The 3 Second Rule** is commonly used to allow you to stop in time. It works like this: Watch for a vehicle ahead of you to pass a fixed object. As the rear of their vehicle passes, start counting. The front of your vehicle should not pass before you have finished counting to at least 3 seconds.

The National Safety Council's formula for Total Stopping Distance = Perception Distance + Reaction Distance + Braking Distance. To put it into better perspective, the typical distraction takes about 4 seconds, and if you were driving at 30 mph, your vehicle would travel 176 feet in the time you were distracted and not in total control of

your vehicle. If you were driving 55 mph, your vehicle would travel 323 feet in the time you were distracted (that's the length of a football field!). If you were driving 70 mph, your vehicle would travel 411 feet in the time you were distracted and not in control. What would happen if you were distracted on a highway going 70 mph and a vehicle slammed the brakes on in front of you? Would you have a chance to react and stop in time? Remember, after you stop being distracted, you would then need to account for the total stopping distance (Perception Distance + Reaction Distance + Braking Distance), which at 70 mph is approximately 490 feet. Unless the vehicle was over 900 feet in front of you, you would have no chance to stop in time.

Here are some steps you can take to avoid distracted driving:

- Adjust controls before driving (mirrors, seat, radio, air conditioning, etc.).
- Program your GPS, read maps, and check traffic conditions before driving.
- Do not multi-task while driving. This includes reading, writing notes, eating, drinking, having an emotional conversation, etc.
- Do not reach down or behind the driver's seat, pick up items from the floor, open the glove compartment, etc.
- Do not dial or answer a call or text when driving. Instead, pull over to a safe area to make or receive a call or text.
- Plan ahead before you start your drive. Make important calls, send, and read texts before you put your vehicle in drive.
- Do turn off your cell phone, put it in an unreachable spot, or activate your phone's technology to not allow calls or texts to occur while driving.

We all have choices to make when we get behind the wheel. Remember that every behavior is a choice, and when we drive, the only behavior we can control is our own. Identify your own distractions and replace them with safe, responsible, focused driving habits. Everyone on the roadway will benefit.

Defensive Driving Tips

Every driver has the responsibility to be fully engaged in the act of driving and this includes always being focused on what is going on around your vehicle, continually scanning the roadway and the area surrounding your vehicle, and always doing everything reasonable to avoid collisions and vehicle accidents. You can only be fully engaged and fully focused on driving if you are eliminating and minimizing distractions and giving your full attention to the road, other drivers, and others you share the roads with.

The National Safety Council Collision Prevention Formula:

1. Recognize the Hazard

- Continually scan ahead, around and behind your vehicle.
- In urban areas, scan one or two blocks ahead.
- In rural areas or on expressways, scan to the next hill, curve, or overpass.
- Check mirrors every 3-5 seconds.
- Always stay alert, focus on the driving task so you do not lose response time.

2. Understand the Defense

- Know what to do to prevent a traffic hazard from becoming a collision.
- Know the consequences of driving choices.
- Know the basic defenses:
 - a. Scan in all directions
 - b. Slow down
 - c. Use a safe following distance

3. Act Correctly in Time

- Choose the safest driving maneuver to prevent a collision. Remember: other drivers may act in time, but they may act incorrectly.

How to Drive Defensively:

- Eliminate and minimize all distractions while driving. Be a fully engaged driver.
- Be a courteous driver: Allow other vehicles to safely merge, always use your turn signal when turning and changing lanes, do not drive aggressively.
- Always be fully aware of your surroundings by scanning your mirrors every 3-5 seconds. Know where other vehicles are in all directions. Scan the roadway well ahead of your vehicle. Being fully aware of your driving environment allows you to recognize the hazards and make appropriate defensive maneuver in a timely manner.
- Try to stay out of other vehicles' blind spots and make safe adjustments to keep your blind spots open when a vehicle continues to drive in your blind spot.
- Obey the speed limits. Be aware of school zones in your driving route and reduce speed as required by the school zone and do not text, talk on the phone, or be distracted in school zones.
- Adjust your speed to adverse conditions, construction zones, and when in heavy traffic. When roads are wet and slick, your braking time and braking distance increases. Reduce your speed to allow for the added braking distance and increase the space between you and the vehicle in front of you. Make appropriate adjustments to avoid the need for hard braking to reduce the potential for the vehicle to hydroplane and allow you to maintain control of the vehicle.
- Do not tailgate. Follow the "3 Second Rule".
- Almost all "rear-end" accidents are preventable, even when you are the one that is "rear-ended". Do not tailgate, stay aware of the traffic ahead of you and make sure to brake early. Many "rear-end" accidents occur because the driver who is rear-ended was not paying attention to the vehicles in front of them and are forced to break hard. This increases the potential for accidents dramatically. When you notice brake lights in front of you, check your rear-view mirror, adjust your speed, and begin braking early enough to allow ample space between the vehicle in front of you.

Road Rage and Aggressive Driving

Driving is a task most people do every day and for many it is also a job responsibility. Below are definitions, statistics and examples of road rage and aggressive driving along with ways to avoid being involved in a road rage incident.

The [National Highway Traffic Safety Administration](#) (NHTSA)* defines road rage as "the operation of a motor vehicle in a manner that endangers or is likely to endanger persons or property." Examples include speeding or driving too fast for conditions, improper lane changing, tailgating and improper passing.

Difference between Road Rage and Aggressive Driving

NHTSA makes a clear distinction between the two. Road rage is a criminal charge and aggressive driving is a traffic offense.

Road Rage Statistics*

Statistics, compiled from the NHTSA and the Auto Vantage auto club, show aggressive driving and road rage are causing serious problems on our roads.

- 2% of drivers admit to trying to run an aggressor off the road.
- 37% of aggressive driving incidents involve a firearm.
- 66% of traffic fatalities are caused by aggressive driving.
- Half of drivers who are on the receiving end of an aggressive behavior such as horn honking, a rude gesture, or tailgating admit to responding with aggressive behavior.
- Males under the age of 19 are the most likely to exhibit road rage.
- Over a seven-year period, 218 murders and 12,610 injuries were attributed to road rage.

Tips to Avoid Being Road Rage Victim (NHTSA recommendations)

- Avoid eye contact. Eye contact can sometimes enrage an aggressive driver.
- If an aggressive driver gets in an accident, stop at a safe distance from the scene, wait for police, and report the driving behavior that you witnessed.
- If you're pursued by an angry motorist, never go home. Instead, drive to a police station or another safe and public place where you can get help.
- Ignore obscene gestures from other drivers, and never respond in kind. According to the AAA Foundation, "Obscene gestures have gotten people shot, stabbed, or beaten in every state."
- Lock your car doors and keep the windows and sunroof only partially open.
- Make every attempt to get out of the way of an aggressive driver.
- Put your pride in the back seat. Do not challenge drivers by speeding up or trying to prevent them from getting in your lane.
- Realize that you can't control another driver's behavior, but you can control your own. When another driver cuts you off, how you react will determine what happens next. If you can back off, take a deep breath, and remain calm to defuse a potentially violent situation.
- Report aggressive drivers to the police or highway patrol.
- Use your horn sparingly. Stressed-out motorists are often sent over the edge by a supposedly rude honk.
- Venting frustration is normal and healthy, so long as your behavior is appropriate.

Know Your Driving Style

Are you an aggressive driver? Analyze your driving style and whether you are susceptible to road rage then consider changing your own driving habits. Always remember you are sharing the road with other motorists, pedestrians, and cyclists.

Aggressive drivers routinely:

- Tailgate
- Use their horn
- Flash their headlights
- Change lanes quickly and often
- Gesture to other drivers
- Talk on their cell phone

* Sources: <http://www.nhtsa.gov/> and <http://www.safemotorist.com>

EMPLOYEE ACKNOWLEDGMENT FORM

Driver Name _____

I hereby acknowledge that I have received, read, and understand the **(Name of Company) "Safe Driving Program for non-CDL Drivers"**. I agree to follow all company practices, rules, and regulations and comply with state and local driving laws relating to my safe driving performance.

I further understand that:

- I recognize that safe driving is an essential part of my job. I will abide by the following safe driving standards:
- I am committed to safe, defensive driving at all times and will maintain a valid driver's license.
- I will use a seatbelt at all times and will advise passengers that State law requires all passengers to wear them as well.
- I will never drive while under the influence of drugs or alcohol.
- I will inspect company vehicles prior to driving and will report any mechanical problems or body damage immediately.
- I will report any on-the-job accidents or moving violations to management immediately and will cooperate fully with the insurance claims investigation.
- I will report any and all moving violations or at-fault accidents that occur off-the-job immediately.
- I will report any medical conditions and/or doctor prescribed medications that may impact my ability to operate a vehicle.
- I will never allow anyone else to operate the company vehicle.
- Management may check my driving record at any time they deem appropriate.
- My signature indicates that I am fully aware of and will abide by company safety policies related to driving.

FAILURE TO COMPLY WITH THE ABOVE-DESCRIBED SAFETY POLICIES MAY RESULT IN EMPLOYEE DISCIPLINE UP TO AND INCLUDING TRANSFER TO A NON-DRIVING POSITION OR TERMINATION.

(Signature of Employee)

Date _____

(Signature of Supervisor)

Date _____

COPIES TO: PERSONNEL FILE & EMPLOYEE

Every driver plays an important role in keeping the roads safe. Sometimes, we don't realize how small choices like glancing at a phone or eating behind the wheel can put ourselves and others at risk. Take this short quiz to see how much you know about distracted driving and safe driving habits.

1. How quickly can taking your eyes off the road increase your risk of a collision?

- A. Even looking away for more than 1–2 seconds can be dangerous
- B. It's probably only risky after about 3–5 seconds
- C. If you look ahead first, it's fine to look away briefly

2. Is it safe to text at a red light or stop sign?

- A. Yes, as long as you're also paying attention to the light
- B. Sure, if you're quick about it, it's not like the car is moving
- C. No. Using your phone while behind the wheel, even when stopped, creates distraction

3. Can driving while fatigued be as dangerous as driving while impaired?

- A. Not really. It may not be encouraged, but it's not as dangerous as alcohol or drugs
- B. Yes. When you're too tired to focus, your judgment and reaction time are impaired
- C. Being tired is normal, just blast the radio and keep driving

4. Who is affected by distracted driving?

- A. Only the driver and passengers in the vehicle
- B. Just the person you're texting, they're the only one who notices your mistake
- C. Everyone, including the driver, passengers, other motorists, cyclists, and pedestrians

5. Is eating while driving a form of distracted driving?

- A. Snacking occasionally is fine, it's not a big deal
- B. Yes. Eating, like any multitasking, takes your hands, eyes, or attention off driving
- C. No. Eating while driving is completely normal, that's why fast-food drive-throughs exist

6. When should you set up your GPS or other electronic devices for a trip?

- A. It's okay to adjust while driving if you change your mind
- B. If it's mounted on the windshield, you can adjust it safely while facing forward
- C. Before you start driving. Plan your route in advance

7. Is distracted driving a form of impaired driving?

- A. No. Impaired driving is far worse and has more severe consequences
- B. They're similar but not the same
- C. Yes. Anytime your attention is not on driving, you're impaired in a different way

8. Is driving distracted against the law?

- A. Police may only give warnings, no fines or penalties apply
- B. Yes. Many states, including Florida, have laws against using a handheld device while driving
- C. No. It isn't illegal

Reminder: Distracted driving isn't just about phones. Eating, adjusting devices, or even daydreaming can shift your focus away from what matters most: arriving safely. Staying alert and focused behind the wheel helps protect you, your passengers, and everyone else on the road.

Answer Key:

- 1. A
- 2. C
- 3. B
- 4. C
- 5. B
- 6. C
- 7. C
- 8. B

How Did You Score?

Give yourself 1 point for every correct answer. Your total score will show how focused you are behind the wheel.

7 to 8 points: Safety Champion

Way to go! You are highly aware of the risks of distracted driving and make smart choices to stay focused. Keep up the great work. You are helping protect yourself and everyone on the road.

5 to 6 points: Room to Improve

You know a lot about safe driving, but there may be habits that put you at risk. Take another look at areas where you missed questions. Even small changes, like putting your phone out of reach or pulling over for a snack, can make a big difference.

4 points or fewer: At Risk

Distracted driving is one of the leading causes of crashes, and your answers suggest some unsafe habits may be creeping in. Now is the time to reset. Commit to driving distraction free. Your safety and the safety of others depend on it.

Remember: Safe driving is more than avoiding tickets. It's about protecting lives - your own, your passengers', and every driver sharing the road. Staying alert, rested, and focused helps prevent accidents before they happen.

Every driver plays an important role in keeping the roads safe. Sometimes, we don't realize how small choices like glancing at a phone or eating behind the wheel can put ourselves and others at risk. Take this short quiz to see how much you know about distracted driving and safe driving habits.

1. How quickly can taking your eyes off the road increase your risk of a collision?

- A. Even looking away for more than 1–2 seconds can be dangerous
- B. It's probably only risky after about 3–5 seconds
- C. If you look ahead first, it's fine to look away briefly

2. Is it safe to text at a red light or stop sign?

- A. Yes, as long as you're also paying attention to the light
- B. Sure, if you're quick about it, it's not like the car is moving
- C. No. Using your phone while behind the wheel, even when stopped, creates distraction

3. Can driving while fatigued be as dangerous as driving while impaired?

- A. Not really. It may not be encouraged, but it's not as dangerous as alcohol or drugs
- B. Yes. When you're too tired to focus, your judgment and reaction time are impaired
- C. Being tired is normal, just blast the radio and keep driving

4. Who is affected by distracted driving?

- A. Only the driver and passengers in the vehicle
- B. Just the person you're texting, they're the only one who notices your mistake
- C. Everyone, including the driver, passengers, other motorists, cyclists, and pedestrians

5. Is eating while driving a form of distracted driving?

- A. Snacking occasionally is fine, it's not a big deal
- B. Yes. Eating, like any multitasking, takes your hands, eyes, or attention off driving
- C. No. Eating while driving is completely normal, that's why fast-food drive-throughs exist

6. When should you set up your GPS or other electronic devices for a trip?

- A. It's okay to adjust while driving if you change your mind
- B. If it's mounted on the windshield, you can adjust it safely while facing forward
- C. Before you start driving. Plan your route in advance

7. Is distracted driving a form of impaired driving?

- A. No. Impaired driving is far worse and has more severe consequences
- B. They're similar but not the same
- C. Yes. Anytime your attention is not on driving, you're impaired in a different way

7. What should you do when driving in bad weather conditions?

- A. Use cruise control to maintain speed
- B. Drive faster to get out of the weather quickly
- C. Slow down and increase following distance
- D. Turn on hazard lights and stop in the road

8. What is the best way to avoid a collision at an intersection?

- A. Assume other drivers will stop
- B. Look both ways and proceed cautiously
- C. Speed through before the light changes
- D. Honk to alert other drivers

Answer Key:

1. D - To reduce the risk of accidents by anticipating hazards
2. C - At least 100 feet before turning or changing lanes
3. A - 3 seconds
4. B - Move to another lane or pull over safely
5. B - Tailgating and weaving through traffic
6. A - Minimize distractions and focus on driving
7. C - Slow down and increase following distance
8. B - Look both ways and proceed cautiously

How Did You Score?

Give yourself 1 point for every correct answer. Your total score will show how well you practice defensive driving.

7 to 8 points: Defensive Driving Pro

You're prepared, alert, and proactive behind the wheel. Keep up your safe habits — you're setting the standard for responsible driving!

5 to 6 points: Building Safer Habits

You understand the basics, but there's room to strengthen your defensive driving skills. Focus on areas where you missed questions to build safer habits.

4 points or fewer: At Risk

Your answers suggest you may be overlooking key defensive driving practices. Now is the time to refocus. Remember: defensive driving saves lives — including yours.

Reminder from FFVA Mutual: Defensive driving is about protecting yourself and others by anticipating the unexpected. Staying patient, alert, and cautious helps ensure everyone arrives safely.

OSHA FactSheet

Motor Vehicle Safety Facts

The U.S. Department of Labor's Occupational Safety and Health Administration (OSHA) in partnership with the Department of Transportation's National Highway Traffic Safety Administration (NHTSA) launched a promotional campaign, "Every Belt - Every Ride" at the National Safety Congress, September 14, 2004 in New Orleans to encourage federal workers to wear seat belts every time they ride in a vehicle on public business.

Costs of Traffic Crashes

- Traffic crashes are the leading cause of on-the-job fatalities in America.¹
- From 1992 to 2001, half the federal workers who died on the job lost their lives in transportation incidents.²
- In Fiscal Year 2003, at least 28 federal workers were killed in job-related traffic crashes and about 8,000 more were injured.³
- Over the past five years, the U.S. government has paid out nearly \$75 million in medical and compensation costs linked to federal employee injuries and deaths related to motor vehicle crashes.⁴

Seat Belts Save Lives

- Using seat belts cuts the risk of death by 45% for people riding in cars and by as much as 60% for those traveling in trucks or SUVs.⁵
- Seat belts save 14,000 lives each year and every state in the nation has a law mandating seat belt use. But 20% of Americans still fail to buckle up.⁶
- Federal employees are required to wear seat belts—every time they travel on public business as passengers or drivers—by Executive Order 13043.

- **Every Belt – Every Ride** seeks to remind federal employees of the life-saving value of seat belts and their obligation to use the safety devices in government vehicles, private cars and taxis, whenever and wherever they go on public business.

References

- ¹ Pegula, Paul S., Fatal Occupational Injuries to Government Workers, 1992-2001, U.S. Department of Labor, Bureau of Labor Statistics, 2004.
- ² Pegula, Paul S., Fatal Occupational Injuries to Government Workers, 1992-2001, U.S. Department of Labor, Bureau of Labor Statistics.
- ³ U.S. Department of Labor, Office of Workers' Compensation Programs. Data prepared by OWCP for OSHA.
- ⁴ U.S. Department of Labor, Office of Workers' Compensation Programs. Data prepared by OWCP for OSHA.
- ⁵ U.S. Department of Transportation, National Highway Traffic Safety Administration, National Center for Statistics and Analysis, Safety Belt Use in 2003-Use Rates in the States and Territories.
- ⁶ U.S. Department of Transportation, National Highway Traffic Safety Administration, National Occupant Protection Use Survey, June 2003.





Motor Vehicle Safety for Employers

Management provides the leadership, vision, and resources needed to ensure effective work vehicle and roadway safety. To do this, employers should:

- ▲ Commit to work vehicle and roadway safety and allocate adequate time and resources necessary for vehicle maintenance and driver training.
- ▲ Provide work vehicles that offer the highest possible levels of worker protection in the event of a crash.
- ▲ Implement a comprehensive preventative maintenance program with scheduled checks and services to ensure that your work vehicles operate safely.
- ▲ Ensure all drivers have a valid driver's license for the type of vehicle that they will be operating.
- ▲ Institute a driver's training program that provides initial, ongoing, and refresher training to keep employees focused on safe driving principles.
- ▲ Establish, with employee input, policies on seat belt use, distracted driving, impaired driving, and accident or mechanical failure reporting.
- ▲ Review operational procedures to ensure that the procedures are not causing or contributing to employee distracted driving.
- ▲ Ensure that workloads and work schedules allow employees to drive at a safe speed and obey any applicable hours-of-service regulations.
- ▲ Establish an accident investigation process to determine the root cause and whether any changes in policy or practices are needed.
- ▲ Ensure vehicles that employees operate for their entire shift, or a majority of their shift, have appropriate heating and cooling, where possible.



Motor Vehicle Safety for Drivers

Your safety and the safety of others on the road must always be a priority. Please use this guidance before you get behind the wheel.

▲ Inspect your work vehicle at the beginning of every workday. Pay specific attention to:

- Brakes/brake systems
- Tires – tread depth and air pressure to standards
- Wheels, fasteners, and hubs
- Lights and signals
- Steering functions
- Fuel and exhaust system
- Fluid levels
- Windows and mirrors – clear view
- Emergency equipment and safety devices
- Cargo securement – if applicable
- Flatbed trailer fall protection systems – if applicable



▲ Do not drive a vehicle with safety deficiencies.

▲ Document and report any safety deficiencies to the fleet manager or employer.

▲ Ensure your state-issued driver's license is up to date.

▲ Obey all traffic laws.

▲ Always buckle your seat belt before moving the vehicle regardless of the distance that you are traveling.

▲ Keep 100% of your attention on driving, 100% of the time.

▲ If you must communicate with your employer, customer, or anyone else while driving, pull off the road to a safe area and complete your communication before returning to the road.

▲ Never drive a vehicle while distracted, drowsy, or impaired.

▲ Be extra careful while traveling through work zones. Look for signage when approaching and traveling through work zones for reduced speeds, flaggers, lane shifts, and other important information.



Motor Vehicles Safe Driving Practices for Employees

You are your employer's most valuable asset! The way that you drive says everything about you and your company. Make a positive statement by following these work-related safe driving practices.

Stay Safe

- Use a seat belt at all times – driver and passenger(s).
- Be well-rested before driving.
- Avoid taking medications that make you drowsy.
- Set a realistic goal for the number of miles that you can drive safely each day.
- If you are impaired by alcohol or any drug, do not drive.

Stay Focused

- Driving requires your full attention. Avoid distractions, such as adjusting the radio or other controls, eating or drinking, and talking on the phone.
- Continually search the roadway to be alert to situations requiring quick action.
- Stop about every two hours for a break. Get out of the vehicle to stretch, take a walk, and get refreshed.

Avoid Aggressive Driving

- Keep your cool in traffic!
- Be patient and courteous to other drivers.
- Do not take other drivers' actions personally.
- Reduce your stress by planning your route ahead of time (bring the maps and directions), allowing plenty of travel time, and avoiding crowded roadways and busy driving times.

For more information:



U.S. Department of Labor



**Occupational
Safety and Health
Administration**

www.osha.gov (800) 321-OSHA (6742)

OSHA 3314-08N-06

WORKPLACE SOLUTIONS

From the National Institute for Occupational Safety and Health

Preventing Worker Injuries and Deaths from Backing Construction Vehicles and Equipment at Roadway Construction Worksites

Summary

Workers on roadway construction worksites are exposed to possible injury and death from moving construction vehicles and equipment [NIOSH 2001].

The National Institute for Occupational Safety and Health (NIOSH) recommends that specific procedures and controls be in place at roadway construction worksites to help prevent injuries and deaths from backing construction vehicles and equipment.

Description of Exposure

According to a Bureau of Labor Statistics review of the 962 fatal workplace injuries at road construction sites from 2003 to 2010, 443 were due to a worker being struck by a vehicle or mobile equipment [BLS 2013]. Workers were fatally struck 143 times by a vehicle or mobile equipment that was backing up. In 84 of these cases, the worker was fatally struck by a dump truck that was backing up.

Between 1992 and 2009, NIOSH and State partners investigated 36 deaths of

workers killed by backing construction vehicles or equipment on roadway construction worksites through the Fatality Assessment and Control Evaluation (FACE) Program.

Case Study

In October 2006, a 28-year-old laborer was backed over by a tack truck (Figure 1) while working as a flagger on an asphalt resurfacing job in a residential roadway work zone. The victim was standing with his back to the reversing tack truck when a dump truck driver attempted to warn him by waving his arms. The tack truck struck the victim; the driver thought he had passed over a manhole cover and continued backing. The tack truck driver stopped when he saw the dump truck driver running and waving his arms in his mirror. Both drivers found the victim at the front of the tack truck lying face down on a man-hole cover on the ground [NIOSH 2007].

Controls

NIOSH and State FACE investigations identified the following controls that employers, contractors, workers, and construction vehicle and equipment manufacturers should take to protect



Figure 1. FACE Case Study. Photograph courtesy of the North Carolina Occupational Safety and Health Administration [NIOSH 2007]

workers from injury while working around backing construction vehicles and equipment on roadway construction worksites.

Employers, including Contractors, and Sub-Contractors

Standard Operating Procedures

- Develop, implement, and enforce standard operating procedures that address worker safety and minimize work to be performed near vehicles and equipment.

- Use equipment designed to minimize blind areas and equipment with proximity warning systems.
- Establish safe work practices for night work and backing equipment, requiring high visibility apparel.
- Design worksites to minimize backing vehicles and equipment [RWZSHCA 2005].
- Provide adequate oversight and supervision by a competent* person.
- Ensure that drivers only back under the direction of a spotter.
- Ensure daily communication between the prime and subcontractors to discuss any changes or revisions in construction traffic flow.
- Channel construction vehicles and equipment away from workers using visual safety devices (retro reflective barrels, delineators, portable barricades, cones).
- Install signs to guide workers on foot with respect to traffic areas, vehicle flow, and worker-free zones.

Compliance

- Ensure compliance with worker safety, traffic control, vehicle regulations, and consensus standards pertaining to work in roadway construction worksites.
 - 29 CFR 1926†, Subparts O and G
 - Manual on Uniform Traffic Control Devices [DOT 2009]
 - ANSI/ASSE A10.47-2009
 - ANSI/ISEA 207-2011
 - ANSI/ISEA 107-2010

Equipment Operation and Servicing

- Ensure that construction vehicles and equipment operating onsite are maintained in safe operating condition at all times by developing and implementing the following:
 - A scheduled maintenance program for all roadway construction vehicles and equipment.
 - Safety features (reverse alarm, video cameras) installed in accordance with manufacturer's specifications, that operate as intended, and function properly.

* Competent person is defined by OSHA as one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.

† Code of Federal Regulations. See CFR in References.

- Inspection of all vehicles, equipment, and safety devices (brakes, lights, horns, and reverse alarms) at the beginning of each work shift. Defective vehicles, equipment, and safety devices should be immediately reported and removed from service until repairs are made.
- Installation of collision avoidance or proximity warning systems (radar and sonar devices, or tag-based systems that use personal electronic tags to detect a marker field generated by a transmitter on the vehicle) or monitoring technologies (video cameras and additional mirrors) on construction vehicles and equipment to increase the likelihood that equipment operators will detect workers on foot around their equipment.

Vehicle and Equipment Operators

- Inspect your vehicle, equipment, and safety devices (reverse alarm, mirrors, and windows) at the beginning of each shift and report any deficiencies to your supervisor or employer; remove any defective equipment from service until repairs are made.
- Ensure mirrors and windows are functioning, in good condition, clean and properly adjusted.
- Be aware of equipment and vehicle blind areas and watch for workers.
- Use and maintain contact (visually, verbally, or by hand signals) with a spotter when backing any vehicle or equipment [WDOLI 2007]. If contact with the spotter is lost, STOP immediately.

Communication

Develop, implement, and test the method(s) of communication that will be used during operations. At the start of each shift, review communications signals (verbal, hand signals, flags) between spotters, machine operators, truck drivers, and workers on foot. Prohibit the use of personal cellular phones and head phones or similar items that could pose a distraction [VDOLI 2009]. Provide two-way radios to personnel who coordinate vehicular and equipment activity within the worksite.

Training

- Develop, implement, and enforce a comprehensive safety and training program in the workers' primary language and at the appropriate literacy level, that includes the following information.
 - Targeted training on the operator's visual limits of the specific equipment being used on the site, and provided

to both equipment operators, and workers required to work on foot near the equipment blind areas [NIOSH 2009; ISO 2006].

- Standard operating procedures that minimize exposure of workers on foot to moving construction vehicles and equipment.
- Daily pre-work safety meetings to discuss the work to be performed, safety hazards, safe work procedures, and the method of communicating changes in the work plan.

Workers

Workers on Foot

- Always wear high visibility apparel that is appropriate for your job task and work environment [ANSI/ISEA 2010].
- Be aware of equipment and vehicle blind areas and avoid being near these areas.
- Confirm communications signals with an operator and do not approach until the operator gives acknowledgment.
- Be aware of equipment travel paths and avoid standing or walking in these areas.
- LISTEN for reverse signal alarms in the area.
- Do not rely solely on one safety practice, always be aware of your surroundings and ensure that workers are aware of you.

Construction Vehicles and Equipment Manufacturers

- Minimize the hazards of blind areas of construction vehicles and equipment.
 - Reduce the blind areas during the design of new models.
 - Incorporate video cameras and proximity warning technology to help monitor the presence of workers in blind areas.
 - Include collision avoidance technology on equipment.
 - Specify in the owner's manual any upgrades or changes in lever, button, or pedal locations from model to model and the locations of blind areas on the equipment.

After Market Installers

- Ensure that safety equipment is installed in accordance with the manufacturer's specifications and operates as intended.

Acknowledgments

The principal contributors to this publication were Nancy T. Romano and Virgil J. Casini, NIOSH Division of Safety Research (DSR). Statistical and development assistance was provided by Suzanne Marsh, David Fosbroke, and Jennifer Lincoln, DSR. Todd Ruff, formerly Spokane Research Laboratory, gave consultation on work zone safety measures.

References

- ANSI/ASSE [2009]. American national standard for work zone safety for highway construction. New York, NY: American National Standards Institute, ANSI/ASSE A10.47-2009.
- ANSI/ISEA [2010]. American national standard for high-visibility safety apparel and headwear devices. New York, NY: American National Standards Institute, ANSI/ISEA 107-2010.
- ANSI/ISEA [2011]. American national standard for high-visibility public safety vest. New York, NY: American National Standards Institute, ANSI/ISEA 207-2011.
- BLS [2013]. An analysis of fatal occupational injuries at road construction sites, 2003–2010. Washington, DC: U.S. Department of Labor, Bureau of Labor Statistics, BLS Monthly Review. November, pp. 37–40.
- CFR. Code of Federal regulations. Washington, DC: U.S. Government Printing Office, Office of the Federal Register.
- DOT [2009]. Manual on uniform traffic control devices (MUTCD). U.S. Department of Transportation, Federal Highway Administration. <http://mutcd.fhwa.dot.gov>
- ISO [2006]. International Organization for Standardization earth-moving machinery-operator's field of view-test method and performance criteria. Geneva, Switzerland: ISO Central Secretariat, ISO 5006-2006.
- NIOSH [2007]. Laborer dies when backed over by a tack truck in residential roadway construction work zone—North Carolina. DHHS (NIOSH) Publication No. FACE 2007-02. <http://www.cdc.gov/niosh/face/in-house/full200702.html>
- NIOSH [2009]. NIOSH highway work zone safety construction equipment visibility. <http://www.cdc.gov/niosh/topics/highwayworkzones/BAD/imagelookup.html>
- NIOSH [2001]. Building safer work zones: measures to prevent worker injuries from vehicles and equipment. DHHS (NIOSH) Publication No. 2001-128. <http://www.cdc.gov/niosh/docs/2001-128>
- RWZSHCA [2005]. Internal traffic control plans. Washington, DC: Laborers' Health and Safety Fund of North America under the Roadway Work Zone Safety and Health Coalition Alliance, CDC Contract 212-2003-M-02677.
- WDOLI [2007]. Safety standards for construction work,

motor vehicles on construction sites. State of Washington, Department of Labor and Industries. Washington Administrative Code, Chapter 296-155-610.
VDOLI [2009]. Virginia labor standard: Reverse signal operation

safety requirements for motor vehicles, machinery and equipment in general industry and the construction industry. Virginia: Virginia Department of Labor and Industry. VDOLI 16 VAC 25-97 2009.

For More Information

For more information on improving motorist, workers, and pedestrian safety in roadway work zones, visit the National Work Zone Information Clearinghouse at www.workzone-safety.org. The OSHA Preventing Backovers Topic Page at www.osha.gov/doc/topics/backover/.

For further guidance on preventing worker injuries and deaths from backing construction vehicles and equipment at roadway construction worksites, visit the NIOSH Safety and Health Topic Page on Highway Work Zones at www.cdc.gov/niosh/topics/highwayworkzones/.

The information in this document is based on investigative reports from the NIOSH Fatality Assessment and Control Evaluation Program and data from the Bureau of Labor For information about the NIOSH FACE Program or to subscribe to receive FACE Reports visit www.cdc.gov/niosh/face/.

To receive documents or other information about occupational safety and health topics, contact NIOSH at

Phone: 1-800-CDC-INFO (1-800-232-4636)
TTY: 1-888-232-6348 ■ E-mail: cdcinfo@cdc.gov
or visit the NIOSH website at www.cdc.gov/niosh.

For a monthly update on news at NIOSH, subscribe to *NIOSH eNews* by visiting www.cdc.gov/niosh/eNews.

• Mention of any company or product does not constitute endorsement by NIOSH. In addition, citations to websites external to NIOSH do not constitute NIOSH endorsement of the sponsoring organizations or their programs or products. Furthermore, NIOSH is not responsible for the content of these websites.

• This document is in the public domain and may be freely copied or reprinted. NIOSH encourages all readers of the *Workplace Solutions* to make them available to all interested employers and workers.

As part of the Centers for Disease Control and Prevention, NIOSH is the Federal agency responsible for conducting research and making recommendations to prevent work-related illnesses and injuries. All *Workplace Solutions* are based on research studies that show how worker exposures to hazardous agents or activities can be significantly reduced.

• **Preventing Worker Injuries and Deaths from Backing Construction Vehicles and Equipment at Roadway Construction Worksites**
• **DHHS (NIOSH) Publication No. 2014-125**

Driving Risk: Trends in Motor Vehicle Accidents



Traffic crashes often result in severe, complex injuries and are one of the leading causes of large losses in workers compensation (WC). Five percent of all lost-time claims in WC are a result of motor vehicle accidents (MVAs).

In an evolving world of transportation and an expanding demand for deliveries, NCCI explored workers compensation trends in MVAs.

Motor Vehicle Accidents at a Glance

>70% more costly than other WC claims on average



Cause 4 out of 10 WC fatalities



Account for 1 in 5 dollars from WC claims over \$1M

30% of jobs require some driving¹

Jobs with highest claim share:



Salespeople
CC 8742
Outside Sales



Truck Drivers
CC 7219
Trucking



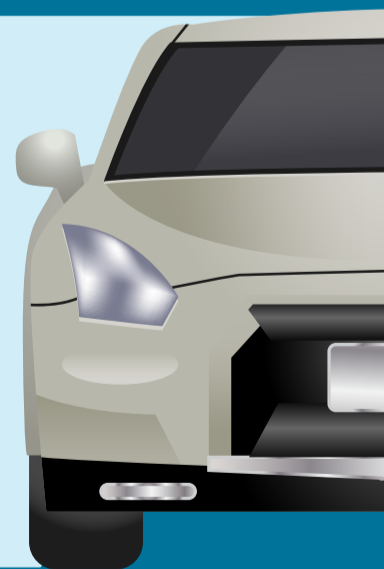
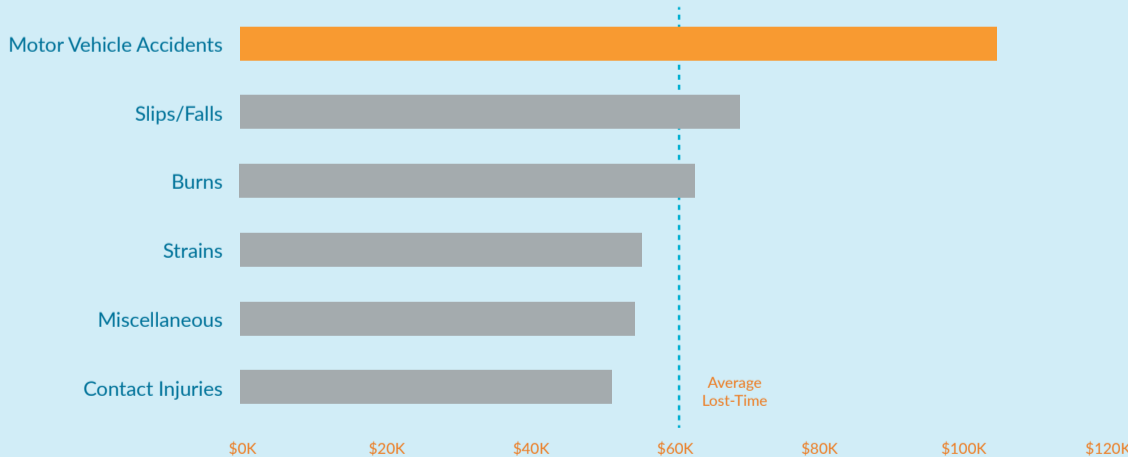
Other Drivers
CC 7380
Drivers



Driving Costs: Why Are MVAs So Expensive?

Both indemnity and medical costs are higher for MVA claims; these accidents are high-energy and frequently cause multiple injuries to workers. Injuries to the head, leg, and pelvis/hip are most expensive, driven by inpatient facility costs. Crashes also stand out in their ability to cause injuries to several workers at once.

Average Lost-Time Claim Severity by Cause of Injury



>50% of MVA claims involve another driver




1 in 4 MVA claims experience a subrogation recovery


SPEED MATTERS

A heavy vehicle moving fast has destructive potential unlike almost anything else in the workers compensation system.

FFVA Mutual's Employer Resources

Report an Injury 24/7

 Phone: 1-800-226-0666

 Fax: 321-214-0235 or 321-214-0234

 Login to access your policy at www.ffvamutual.com

Claims Support:

customersupport@ffvamutual.com

Customer Service:

800-346-4825

Employer Resources & Forms:

www.ffvamutual.com/employers

Corporate Office:

PO Box 948239

Maitland, Florida 32794

321-214-5300

www.ffvamutual.com/safety

