



safety tip sheet

Safety is no accident

10 steps to building a driver safety program in your workplace.

- 1 Senior management commitment & employee involvement**
Senior management commitment to the safety program is crucial – from providing leadership, setting policies to allocating resources to create a safety culture. Encouraging participation at all levels of the organisation will help the effort succeed.
- 2 Written policies and procedures**
Create a clear, comprehensive and enforceable set of traffic safety policies and communicate them to all employees. Offer incentives for sticking to the rules and point out the consequences of disregarding them.
- 3 Driver agreements**
Establish a contract with all employees who drive for work purposes. By signing an agreement, the driver acknowledges awareness and understanding of the organisation's safety policies and expectations regarding driver performance, vehicle maintenance and reporting of moving violations.
- 4 Check driver history reports**
Check the driving records of all employees who drive for work purposes. The driver history reports should be reviewed periodically to ensure that the driver maintains a good driving record. Clearly define the number of violations an employee can have before losing the privilege of driving for work, and provide training where indicated.



If you depend on your drivers and vehicles to service your customers, putting into place a solid safety program just makes sense.

- 5 Vehicle selection, maintenance and inspection**

Selecting, properly maintaining and routinely inspecting company vehicles is an important part of preventing crashes and related losses. Vehicles that demonstrate "best in class" status for crash-worthiness and overall safety should be chosen and made available to drivers. Vehicles should be on a routine preventive maintenance schedule for servicing and checking of safety-related equipment.
- 6 Disciplinary action system**

Develop a strategy to determine the course of action after the occurrence of a moving violation and/or "preventable" crash. Corrective action programs assigns points for moving violations and should provide for progressive discipline if a driver begins to develop a pattern of repeated traffic violations and/or preventable crashes.
- 7 Reward/incentive program**

Develop and implement a driver reward/incentive program to make safe driving an integral part of your business culture. 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.
- 8 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.
- 9 Crash reporting and investigation**

Establish and enforce a crash reporting and investigation process. Understanding the root causes of crashes and why they are happening, regardless of fault, forms the basis for eliminating them in the future.
- 10 Regulatory compliance**

Ensure absolute adherence to road safety regulations. It is important to clearly establish which, if any, local, state, and/or federal regulations govern your vehicles and/or drivers.

