

Fleet vehicles (automobiles)

Fleet Vehicles: General

Yes **No** **N/A**

1. Is there a driver safety/fleet vehicle program?
2. Are there clear and comprehensive vehicle/traffic safety policies?
3. Are safety policies communicated to all employees?
4. Has a determination been made as to which federal, state, and local laws apply to the company's vehicles?
5. Are procedures in place for ensuring licensing, registration, and insurance obligations are met and kept up-to-date?

Fleet Vehicles: Driver Contracts

Yes **No** **N/A**

6. Are employees required to enter into contracts to abide by the company's vehicle/safety policies and to obey all traffic laws?

Fleet Vehicles: Motor Vehicle Record (MVR) Checks

Yes **No** **N/A**

7. Are driving records checked of all employees who drive for work purposes?
8. Are periodic MVR checks conducted to ensure employees maintain good driving records?

Fleet Vehicles: Accident Reporting and Investigation

Yes **No** **N/A**

9. Are procedures in place for reporting and investigating crashes?
10. Are all crashes, regardless of severity, required to be reported and investigated?

Fleet Vehicles: Equipment and Supplies

Yes **No** **N/A**

11. Are fleet vehicles stocked with appropriate emergency supplies (flares, cones, flashlights, etc.)?
12. Are emergency numbers posted in fleet vehicles?

Fleet Vehicles: Maintenance and Inspection

Yes **No** **N/A**

13. Are all vehicles properly maintained and routinely inspected and serviced?
14. Is there a preventive maintenance program in place?
15. Are vehicles suitable for the purpose they are used for?

16. Are measures in place to ensure personal vehicles used for work purposes are in safe condition?
17. Are employees required to complete post-trip reports, noting any problems encountered?

Fleet Vehicles: Discipline

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Are appropriate disciplinary measures taken when employees operate vehicles unsafely or in violation of company policy or traffic laws? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Is the discipline policy applied consistently? |

Fleet Vehicles: Training

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Are employees instructed in safe driving behaviors, both before they are allowed to operate vehicles for work purposes, and on an on-going basis? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Are employees instructed in proper security measures (lock doors, park in well-lit areas, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Are employees trained on avoiding and dealing with road rage? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. Are employees trained to report all accidents to proper company officials? |