

RISK MANAGEMENT **ALERT**



Fleet Safety Program

Promoting the safe operation of vehicles is essential for an effective Fleet Safety Program and specific program elements include the following.

1. Select, place and train quality drivers with CDL's and applicable endorsements.
2. Review each driver's motor vehicle records annually, meet with each driver to discuss their MVR, and take appropriate action when necessary.
3. Implement an effective driver safety training program which includes defensive driving techniques, how to make safe fuel deliveries, responding to spills, vehicle safety inspections, reporting accidents and how to avoid slips/trips/falls.
4. Establish a written disciplinary policy with guidelines for compliance and include procedures for handling accident repeaters, traffic law violators, and drivers with controlled substance problems.
5. Records are useful for measuring achievement of safety goals, for documenting compliance with safety regulations, for monitoring the effectiveness of preventive maintenance programs, determining winners of safety incentive awards and identifying loss causes.

Management should also issue a policy statement and/or a driver manual on fleet safety that includes regulations on the use of vehicles, such as who is authorized to drive company vehicles, maintenance responsibilities, accident reporting instructions, etc.

Utica National has a staff of Loss Control professionals who can help set up these programs and provide training assistance and materials.