

DRIVING SAFETY POLICY FOR NON-COMMERCIAL DRIVERS

*This document provides a template for developing a driving safety policy (DSP). However, it does not provide all possible steps or procedures needed for implementation. Each organization and location **must develop and implement programs and policies based on their unique operations and applicable requirements**. Consult those responsible for developing employment policies in your organization, so that programs such as this fit the language and format used in other employment documents. This document is by no means intended to provide legal advice, which should be sought for all employment policies.*

Scope and Application

This policy ensures that all drivers of motor vehicles used on official business are qualified and drive safely. This policy applies to both [enter organization name]-owned and privately owned motor vehicles. Its purpose is to ensure that drivers have sufficient knowledge about vehicle handling, as portrayed through a safe driving record, in order to protect employees, [enter organization name] customers and the general public from unsafe vehicle operations. This policy does not apply to commercial motor vehicle drivers as specified in CFR Chapter 49.

This policy applies to all locations or projects where vehicles are used by [enter organization name] employees while on the job. [Enter organization name] jobs will be evaluated to decide whether driving is a condition of employment. When driving is a condition of employment, an employment offer will be made contingent upon obtaining satisfactory proof of an acceptable driving history report. The [enter designated manager] will review these documents. Recruitment announcements for these positions will include a statement informing applicants of this requirement. Applicants who do not provide required documents will not be considered for employment or promotion for positions that involve driving.

The following positions will be included in the Driving Safety Policy (DSP): [enter job titles included in the Driving Safety Policy]

No vehicle, while on [enter organization name] business, shall be operated by an improperly licensed driver or by a driver with an unacceptable driving record as defined within this policy.

Implementation

The [enter designated manager] is responsible for managing and directing the policies for driver authorization and qualification.

It is the responsibility of [enter designated manager] to administer this policy. It is the responsibility of all employees and managers involved to adhere fully to this policy. Individual responsibilities for implementing this plan are indicated below.

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- 1.0** Management: [Insert job title(s)]
- A. Ensure compliance with this program.
 - B. Conduct immediate corrective action for deficiencies found in the program.
 - C. Maintain an effective driving safety policy.
 - D. Ensure the availability of the policy and written documents associated with this program for employees or their designated representative.
- 2.0** [Enter designated manager]:
- A. Maintain a list of jobs that requires the operation of non-commercial vehicles for [enter organization name] business and a list of the individual employees that are holding those jobs and/or authorized to operate the vehicles.
 - B. Ensure that each driver has met the requirements of the Driving Safety Policy. This information may be maintained electronically as long as it is available at all times.
 - C. Monitor the effectiveness of the program.
 - D. Conduct an annual audit of the program.
 - E. Monitor employee training to ensure it is effective.
 - F. Keep management informed of necessary changes.
 - G. Use COI Track[®] to monitor records to ensure that insurance coverage on employee-owned vehicles is current.
 - H. Ensure that Motor Vehicle Records (MVRs) are up-to-date for driver-employees.
 - I. Provide information to supervisors proactively, and as requested, regarding items of concern in MVRs that make employees non-compliant with the Driving Safety Policy.
 - J. Provide specific driving safety training for assigned employees.
 - K. Verify driving records for all newly hired employees who are required to drive on [enter organization name] business.
 - L. Obtain a release from new employees prior to a MVR check and ensure that it complies with applicable state and federal laws, and/or oversee a contract with a reputable external agency to gather and report this information.
 - M. At the time of an annual performance evaluation, discuss driving records with employees whose work duties require operating a motor vehicle. This includes verifying the current status and validity of the employee's driver's license.
 - N. Ensure that employee-conducted vehicle inspections and records are maintained.
- 3.0** Employees
- A. Comply with the requirements of this program.
 - B. Immediately report to their supervisor any suspensions, restrictions, limitations, revocations or restrictions of the driver's license or any other changes in their driving status, regardless of the actions that brought about the changes.
 - C. Immediately report vehicle incidents and accidents to their supervisor.
 - D. Use only those vehicles or types of vehicles for which they have been trained and that they are authorized to operate.

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- E. Within 30 days of employment and annually thereafter, provide copies of their driver's licenses and other needed information, to enable [enter organization name] to obtain their motor vehicle records.
- F. Within 30 days of employment and annually thereafter, provide proof of insurance allowing for the operation of their personal motor vehicles for organization business.
- G. Visually inspect vehicles being used on a daily basis, and complete and provide weekly inspection reports to their immediate supervisors.

Procedures

1.0 General Program Information

- A. The written Driving Safety Policy (DSP) consists of:
 - 1. The DSP.
 - 2. An inventory of jobs that require driving as a critical element.
 - 3. Employee training.
 - 4. A list of authorized drivers.
 - 5. Incident and violation reporting procedures.
 - 6. Procedures for inspecting and maintaining vehicles.
 - 7. Procedures for tracking COIs in COI Track[®].
 - 8. Driver motor vehicle records.

2.0 Driving Position Inventory

- A. An inventory of driving jobs will be created, reviewed and updated annually by [enter designated manager].
- B. The inventory will be located in [list document location, and/or include location on computer if electronic].

3.0 Employee Training

- A. Initial orientation training
 - 1. All new employees shall receive driver safety orientation training by [enter designated manager], covering the elements of the DSP.
 - 2. The training will be assigned using Training Track[™] in the Risk Management Center.
 - 3. This general training will cover:
 - a) Driving preparation
 - b) Defensive driving
 - c) Driver readiness
 - d) Sharing the road
 - e) Emergencies and adverse conditions
- B. Job-specific training
 - 1. Employees will receive on-the-job training from their immediate supervisor or [enter designated manager].
 - 2. Training will include:

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- a) Hazards unique to their driving situations or assigned vehicles.
 - b) Defensive driving techniques to reduce the hazards.
 - c) Proper use of vehicle-specific equipment.
 - d) Emergency procedures, including actions to take in the event of an accident.
 - e) Accident reporting procedures.
- C. Annual refresher training
- 1. Annual refresher training will be conducted as part of continuing safety training by [enter designated manager].
- D. Immediate on-the-spot training
- 1. This training will be conducted by supervisors, the Location Safety Representative and/or [enter designated manager] when:
 - a) A new vehicle type is assigned to the driver.
 - b) Any employee requests additional information or exhibits a lack of understanding of safe driving requirements.

4.0 Standards for Operating Vehicles

- A. All persons operating a motor vehicle on behalf of [enter organization name] must have a valid driver's license.
- B. No authorized driver shall relinquish to another individual the operation of a [enter organization name] vehicle unless approved by the immediate supervisor.
- C. Drivers will receive proper instruction regarding [enter organization name] vehicles and equipment before being authorized to operate them. This includes the review of this policy, specific driving responsibilities of the driver, a driving performance evaluation conducted by the immediate supervisor and attending the driving safety program.
- D. When private vehicles are used for [enter organization name] business, owners of the private vehicles will provide to their supervisor:
 - 1. Documentation that the vehicle is operable and in sound mechanical condition by completing the vehicle inspection checklist with their supervisor. There must not be any discrepancies noted on the checklist.
 - 2. Documentation that the vehicle is insured as required under local law and as specified by [enter organization name]. Evidence of insurance must be provided to the [enter designated manager] prior to using the vehicle for conducting business and at least annually thereafter.
- E. A clean driving record for the preceding 12-month period must be provided. An unacceptable driving record is defined as either of the following:
 - 1. Being convicted of a major traffic offense, including driving while under the influence of intoxicants, hit-and-run, reckless driving, fleeing or trying to elude a police officer or driving with a suspended or revoked license.
 - 2. Three moving violations.

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5.0 Driver Safety

- A. All authorized drivers of vehicles on [enter organization name] business will exercise reasonable care while operating a vehicle. Drivers are expected to obey all traffic laws and registration and licensing requirements applicable to the vehicle being operated.
- B. All drivers and passengers of vehicles equipped with safety belts are required to wear safety belts. It is the responsibility of the driver to ensure that all occupants use seat belts while riding in the vehicle.
- C. Possession, use or being under the influence of alcohol, any narcotic, hallucinogen, stimulant, sedative or other controlled substance while operating a [enter organization name] vehicle, or a private vehicle while on [enter organization name] business, is prohibited.
 1. A driver will be deemed to be 'under the influence' for purposes of this policy if they operate a vehicle within four hours of having consumed alcoholic beverages, when mental faculties are impaired to any perceptible degree or when the driver's blood alcohol content exceeds .02 percent.
 2. If the use of legally prescribed controlled substances (or withdrawal symptoms from them) adversely affect a driver's physical or mental faculties to any perceptible degree or if the driver tests positive for controlled substances by screening and confirmation tests, the driver will be deemed to be 'under the influence' for the purpose of this policy.
 3. Employees using any prescription medication which limits or affects their ability to operate a motor vehicle while on [enter organization name] business must report the use of the medication to their supervisor prior to the operation of a vehicle. The supervisor, in collaboration with the [enter designated manager], will determine whether the driver can safely operate the vehicle based upon a written recommendation of the driver's physician.
- D. [Enter organization name] vehicles are not to be used to transport controlled substances or alcoholic beverages, including open containers of alcoholic beverages, under any circumstances.
- E. Eating while operating [enter organization name] vehicles is prohibited. Non-alcoholic beverages may be consumed while driving; however, drivers must exercise caution in these situations.
- F. The following applies to cell phone use by an employee operating a vehicle as part of their job duties or while operating a personal vehicle on [enter organization name] business:
 1. [Enter organization name] employees may not use a hand-held cell phone while operating a vehicle, whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations and reading or responding to emails, instant messages or text messages.
 2. If [enter organization name] employees need to use their phones, they must pull over safely to the side of the road or another safe location.

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3. Additionally employees are required to:
 - a) Turn cell phones off or put them in silent mode before starting the vehicle.
 - b) Modify voicemail greetings to indicate that they are unavailable to answer calls or return messages while driving.
 - c) Inform customers, associates and business partners of this policy as an explanation of why calls may not be returned immediately.

6.0 Traffic Violations or Accidents

- A. Notify your immediate supervisor and the [enter designated manager] as soon as possible if you have obtained a traffic violation in the course of your duties or are involved in any vehicular accident.
- B. Follow State laws pertaining to filing an accident report should an accident occur while operating a [enter organization name] vehicle.
- C. All vehicle accidents will be reviewed to determine whether they are chargeable or non-chargeable. A chargeable accident is defined as:
 1. An accident which results from the driver's negligence, in which the driver failed to do everything he or she reasonably could have done to prevent it.
 2. An accident that is cited as the driver's fault by a law enforcement officer.
- D. If the accident is non-chargeable and it is the first involvement while on [enter organization name] business, a record will be made in the employee's personnel file and the employee will receive a copy.
- E. If the accident is non-chargeable, but the employee had been involved in another [enter organization name] vehicle accident within the past 12 months, the supervisor will review the circumstances of the accidents and take appropriate corrective action.
- F. If the accident is chargeable, the supervisor in collaboration with the [enter designated manager] will determine appropriate corrective action. Documentation of the action taken will be provided to the employee and also be placed in the employee's personnel file.

7.0 Corrective Action

- A. The [enter designated manager] will be consulted prior to any disciplinary or corrective action.
- B. The [enter designated manager] may obtain a driving history from the Department of Motor Vehicles on each operator involved in a chargeable accident. This information will be reviewed and considered in making recommendations regarding the continuation of driving privileges while on [enter organization name] business.
- C. The following are violation types with suggested corrective actions. Nothing in this policy precludes termination on the first offense where the circumstances warrant it.
 1. Citations: Any driver conducting [enter organization name] business who is convicted of a moving violation may be disciplined. Any driver who receives

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three moving violations in any one-year period will be reviewed by the [enter designated manager] who may recommend appropriate action including a suspension of driving privileges for [enter organization name] business. In cases where driving is a job requirement, this may result in an inability to do assigned work and, therefore, termination.

2. Accidents: Any operator involved in a chargeable accident while on [enter organization name] business should be appropriately disciplined.
3. Driving under the influence: Any driver convicted of driving under the influence of an intoxicating substance shall not operate a vehicle on behalf of [enter organization name] until the individual is in possession of a valid license of the appropriate class, the case has been reviewed and driving duties are approved and authorized by [enter designated manager].

8.0 Vehicle Inspections

- A. Each vehicle type will have a specific inspection form that will be completed weekly at a minimum. This form is contained in the forms section of My Content in the Risk Management Center.
- B. Completed inspection reports will be provided to the immediate supervisor [enter date or time period].
- C. Visual inspections will occur on a daily basis. These will follow the format outlined in the daily inspection checklist stored in each vehicle.

9.0 Motor Vehicle Records (MVR)

- A. MVRs are supplied by individual states where employees reside or by private firms that provide such records as a service. An MVR provides details on the following items: driver's license status or license suspension; license points and violation codes; traffic tickets, violations and fines; auto accidents; license classification and endorsements (if applicable).
- B. Once obtained, MVRs will be kept in [insert location of MVRs, either physical or electronic].
 1. Prior to beginning work, and annually thereafter, the MVR must be obtained and accepted by the [enter designated manager].
 2. Supervisors must ensure that an MVR is obtained and then discussed with employees during the personnel evaluation process.

10.0 Accident Reporting and Emergencies

- A. In case of an emergency, follow the driver emergency actions covered in the training.
- B. If involved in a vehicular accident, drivers are to follow the procedures outlined below and those contained in the accident report kit stored in the vehicle glove compartment.
 1. Render aid or assistance to the injured.

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2. Do not admit fault and do not discuss the accident with anyone except [enter organization name] managers and supervisors, [enter designated manager] or law enforcement authorities.
3. Notify the nearest law enforcement agency immediately if an accident involves a fatality, injury or property damage.
4. If the accident involves another party, please use the information contained in the accident report kit.
5. During normal working hours, immediately notify your supervisor.
6. Complete the [enter applicable State] Accident Report.
7. If the accident results in injury or death of any person, or if the total property damages equal or surpass the apparent amount of [State-specified amount], the accident report required by [enter applicable State] must be filed within [State-specified] hours of the accident. These forms are available from [enter designated manager].

11.0 Insurance Coverage for Employee-Owned Vehicles

- A. [Enter designated manager] will maintain records in COI Track[®] to ensure that insurance coverage on employee-owned vehicles is current.
- B. Employees will provide proof of insurance annually to allow for the operation of their personal motor vehicle for organization business.

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12.0 Documentation Summary

A. The Risk Management Center is to be used to document all information including the following:

Documents	Risk Management Center Location
Driving Safety Policy for Non-Commercial Drivers	My Content™
Training Documentation including: - Classroom training and training course completed - Sign-in sheets - Quizzes - Skills evaluations - Operator Certificates	Training Track™ application
Pre-shift Inspection Checklists	My Content™
Safety Observations	BBS Track™
Near misses	Incident Track™
Accidents and claims	Incident Track™
Supplier and manufacturer COIs	COI Track®
Safety Data Sheets	SDS Track™