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**Sample Fleet Safety Manual**

This fleet safety manual was established to guide management in the implementation of our fleet safety initiatives and policies. It is to be used in conjunction with our *Driver Safety Manual*, which details specific rules and requirements for drivers. This manual, as well as our *Driver Safety Manual,* will be reviewed on an annual basis to ensure it is line with industry best practices and current regulations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, President

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**Fleet Safety Responsibilities and Safety Committee**

Topic note: Organizations should designate individuals and/or groups responsible for fleet safety activities to ensure they are conducted well and on a timely basis. For small organizations, most activities may be carried out by one individual. Larger organizations may create a fleet safety committee to provide guidance to fleet safety initiatives.

**Assigned Responsibilities**

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| **Assignment** | **Primary Responsibility** |
| * Hiring and qualifying drivers
 | Human resources manager |
| * Approving employee use of their own vehicles and monitoring requirements
 | Human resources manager |
| * Driver safety orientation and ongoing training
 | Safety manager |
| * Driver supervision
 | Driver manager  |
| * Driver incentives and recognition
 | Safety manager |
| * Selection of new vehicles
 | Operations and safety manager |
| * Inspection and maintenance of vehicles
 | Maintenance manager |
| * Accident management
 | Safety manager |

**Fleet Safety Committee**

The fleet safety committee will consist of the following permanent staff: safety director, maintenance manager, human resources manager and operations manager. The committee will also consist of three drivers who rotate on staggered three-year terms. Minutes of each committee meeting will be submitted to the President. The committee will meet on a bimonthly basis with responsibility for:

* Discussing/ensuring compliance with new driving laws and DOT regulations.
* Reviewing new best practices in fleet safety and discussing implementation, if desired.
* Keeping up-to-date on vehicle safety technology and developing minimum technology standards for new vehicles.
* Providing direction for driver meetings, driver training, safety awareness campaigns, etc.
* Reviewing accident investigation reports to determine preventability on individual crashes.
* Review all accidents to identify fleet trends and corrective measures needed.
* Completing an annual review of this *Fleet Safety Manual,* our *Driver Safety Manual*, and any other fleet-related policies.

**Vehicle Use**

* Employees must be authorized in advance before they are allowed to drive on company business. This includes operating company-owned, leased, rented, or employee-owned vehicles.
* Non-employees are not allowed to drive company vehicles, with the exception of those hired to repair vehicles for test drive purposes.
* Approval will be based on meeting driver eligibility/qualification and training requirements outlined in this manual. Approval may be limited to specific vehicles, routes, etc.
* Non-employees are not allowed to ride as passengers in company vehicles without authorization.
* Company vehicles are not allowed to be used for personal use, with the exception of incidental stops during breaks. Vehicles are to be returned to their designated garaging location at the end of each shift or use.
* Based on job duties and travel requirements, some drivers may be authorized to drive their vehicles home at the end of the day/shift. Once home, these vehicles cannot be driven/used for personal use.

Topic Note: Personal use of company vehicles creates significant liability exposure to an organization and should be thoroughly scrutinized. Drug and alcohol use are more prevalent after hours and on weekends, and non-employee passengers significantly increase claim severity in the event of an accident. The likelihood of unauthorized drivers (spouses, children, etc.) operating the vehicles also increases when a vehicle is brought home. If personal use of vehicles is allowed, additional policies need to be established: authorized drivers, limits on uses (vacations, pulling trailers), etc.

**Employee-Owned Vehicles**

* Employees are not allowed to drive their own vehicles for company business without authorization.
* In order to be authorized the driver must:
	+ Meet eligibility/qualification requirements as outlined in the following section.
	+ Adhere to all applicable requirements in the *Driver Safety Manual*.
	+ Provide proof that the vehicle is employee-owned/leased and registered.
	+ Provide proof of insurance via a certificate of Insurance (COI):
		- Minimum limits of at least: $100,000/$300,000/S100,000 (bodily Injury per person/bodily injury per accident/property damage.
		- The policy should include no exclusions for business use of the vehicle.
		- (Company Name) should be listed as “additional insured” on that policy.
		- The employee should submit a revised COI at renewal time.
* Vehicles must be in good repair, less than 10 years of age, and less than 150K miles.
* Vehicles must be maintained according to manufacturer guidelines and records of maintenance and repairs retained by the employee.
* Drivers are required to conduct a daily inspection of their vehicle with special emphasis on lights, turn signals, and tires. Monthly documented inspections are required using our *Monthly Vehicle Inspection Checklist.*
* At least annually, an inspection should be completed by a qualified mechanic, with the inspection submitted to our maintenance department.
* Employees who may drive on rare occasions, such as 1-3 times a year, are required to get authorization but may not be subjected to all the requirements listed above. However, at a minimum they are required to meet the following:
	+ The driver must have a valid driver’s license.
	+ The vehicle must be employee-owned and in good repair.
	+ The vehicle must be insured. Validate by obtaining a copy of the policy declarations page or insurance identification card.
	+ Follow rules outlined in the Driver Safety Manual including: mandatory seatbelt policy, distracted driving\* policy, drug and alcohol use/possession rules.

**NOTE: The term “distracted driving” is defined as a specific legal term in some states. For the purposes of this manual, “distracted driving” does not refer to any legal or statutory definition.**

Topic Notes: Drivers are often concerned with the costs associated with the newer vehicle and insurance requirements. However, these costs are included in the mileage reimbursement plans most organizations provide.

**Driver Rules and Responsibility**

Our Driver Safety Manual is considered a component of this program and outlines specific driving rules, policies and procedures. Driver supervisors are responsible for reviewing the manual during orientation, requiring the driver to initial each section, and signing the statement of acknowledgement. And, ensuring the driver adheres to the requirements outlined in the manual.

**Driver Eligibility/Qualifications**

The following guidelines establish minimum criteria for employees to be authorized to operate company vehicles or personally-owned vehicles for company business. Exceptions may be made on a limited basis with management team approval providing additional controls such as training, supervision, monitoring, or limits are put in place. Exceptions should be rare and discussed with our insurance agent to ensure the decision does not impact our ability to be insured.

**Proper License and Experience**

* Drivers must possess the required license to operate the vehicle assigned. Provide license requirements for your operations – proper class or Commercial Driver’s License (CDL) if needed.
* Drivers must have a minimum of five years of general driving experience, at least two of which are in the United States or a country with similar traffic laws and driving conditions.
* At least two years of driving in:
	+ Similar conditions: Large urban, mountains, snow/ice, etc.
	+ Similar vehicles: delivery vans, small box trucks, vehicles pulling trailer, etc.
* Drivers of vehicles over 10,000 GVW must have at least two years of experience:
	+ Operating a similar vehicle under similar conditions: GVW, tractor-trailer, flatbed, over-the-road.
	+ Handling similar cargo: heavy machinery, perishables, bulk, liquids, HAZMAT, etc.
	+ Three years of experience may be required for operating specialty vehicles such as dump trucks, tank trucks, or flatbeds where specialized load securement knowledge is required.

**Safe Driving Record**

* Drivers must maintain an acceptable motor vehicle driving history.
	+ Moving violations and at-fault collisions (combined):
		- No more than three in the past three years.
		- No more than two in the last 12 months.
	+ No major violations in the last three years.
	+ No drug- or alcohol-related violations, such as driving under the influence (DUI) or driving while intoxicated (DWI), in the last five years.
	+ Drivers identified as “At-Risk” below will be warned of their status and repercussions of another violation/accident.

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| --- | --- | --- | --- |
| **#** | **Moving violations and preventable accidents combined\*** | **Major violations** | **Drug or alcohol related** |
|  | **Last 12 mo.** | **Last 36 mo.** | **Last 36 mo.** | **Last 60 mo.** |
| 0 | Acceptable | Acceptable | Acceptable | Acceptable |
| 1 | Acceptable | Acceptable | Unacceptable | Unacceptable |
| 2 | At-Risk | Acceptable | Unacceptable | Unacceptable |
| 3 | Unacceptable | At-Risk | Unacceptable | Unacceptable |
| 4+ | Unacceptable | Unacceptable | Unacceptable | Unacceptable |
| \* a violation received because of an accident would be considered one incident |

|  |  |
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| **Major Violations** | **Minor Violations/Accidents** |
| * Excessive speeding — 15 mph or more over the posted speed limit
* Racing or exhibition driving
* Careless/reckless/imprudent driving
* Attempting to elude a police officer
* Failure to stop/report an accident
* Making a false accident report
* Failure to stop for a school bus
* Vehicular homicide, manslaughter or assault resulting from a vehicle-related incident
* Driving with a suspended or revoked license
* Other violations of a similarly severe nature
 | * Any moving violation not listed under major violations
* Nonmoving violations are not typically counted but should be reviewed individually as some may indicate a disregard for safety
* All accidents, except:
	+ Verifiable not-at-fault accidents
	+ Animal collisions
	+ Broken windshields

Organizations may want to establish more defined criteria as to what constitutes an accident |

* DOT-regulated drivers must maintain an acceptable Pre-employment Screening Program (PSP) record. Unacceptable PSPs include:
	+ Unsafe Driving BASIC violations with a severity weight of 10.
	+ A frequency of Unsafe Driving BASIC violations: speeding, following too closely, making unsafe lane changes, etc
	+ Violation of out-of-service orders.
	+ Frequent violations indicating a consistent disregard for FMCSR compliance.
	+ DOT-recordable accidents should be included in the MVR evaluation.

**Other Qualifications**

* Must be drug and alcohol free in accordance with our Drug and Alcohol Program.
* Drivers must be physically able to safely operate the vehicle assigned with or without reasonable accommodations.
* Drivers operating DOT-regulated vehicles must be medically qualified in accordance with the regulations, with recertification every two years.
* DOT-regulated drivers must also meet general qualification requirements:
	+ Intrastate drivers, as outlined in state regulations.
	+ Interstate drivers, as outlined in CFR §391.11 [General Qualifications of Drivers](https://www.law.cornell.edu/cfr/text/49/391.11) - summarized below.
		- Is at least 21 years old;
		- Can read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records;
		- Can, by reason of experience, training, or both, safely operate the type of commercial motor vehicle he/she drives;
		- Is physically qualified to drive a commercial motor vehicle in accordance with subpart E - Physical Qualifications and Examinations of this part;
		- Has prepared and furnished the motor carrier that employs him/her with the list of violations, or the certificate as required by § 391.27;
		- Is not disqualified to drive a [commercial motor vehicle](https://www.law.cornell.edu/cfr/text/49/391.11) under the rules in [§ 391.15](https://www.law.cornell.edu/cfr/text/49/391.15); and
		- Has successfully completed a [driver](https://www.law.cornell.edu/cfr/text/49/391.11)'s road test and has been issued a certificate of [driver](https://www.law.cornell.edu/cfr/text/49/391.11)'s road test in accordance with [§ 391.31](https://www.law.cornell.edu/cfr/text/49/391.31), or has presented an [operator](https://www.law.cornell.edu/cfr/text/49/391.11)'s license or a certificate of road test which the [motor carrier](https://www.law.cornell.edu/cfr/text/49/391.11) that employs him/her has accepted as equivalent to a road test in accordance with [§ 391.33](https://www.law.cornell.edu/cfr/text/49/391.33).
	+ Any special qualifications related to CDL, HAZMAT, longer combination vehicles, etc.

**Hiring Steps Specific to Drivers**

This procedure outlines the steps required to validate the driver applicant meets the qualification/eligibility requirements for the position. These steps, forms, and procedures should be in addition to normal employee hiring procedures.

**Driver Applications and Background Checks**

* In addition to our standard employment application, driver applicants must complete our [Supplemental Driver Employment Application.](https://csa.fmcsa.dot.gov/SafetyPlanner/documents/Forms/Drivers_Employment_Application_508.pdf)
* Our [Driver Employment Application](https://csa.fmcsa.dot.gov/SafetyPlanner/documents/Forms/Drivers_Employment_Application_508.pdf) was designed by the FMCSA for DOT-regulated drivers, however, we have chosen to use it for all drivers, as it does a good job of obtaining a driver’s driving experience, license information, past violation and accident history, as well as past driving positions.
* We will conduct prior employer background checks for all positions going back at least 10 years to assess the actual driving experience of the applicant.
* We will make at least three attempts to obtain background information. All background check attempts, including no responses, will be documented.
* For DOT-regulated drivers, a [Safety Performance History Records Request](https://csa.fmcsa.dot.gov/SafetyPlanner/documents/Forms/Safety-History-Records-Request_tagged.pdf) needs to included as part of the background investigation.

**Motor Vehicle Records (MVR) and PSPs**

* MVRs are obtained on all driver applicants prior to being allowed to operate a company vehicle.
	+ All MVRS are obtained using (Vendor Name).
	+ Drivers are required to authorize in writing permission to run their MVR. We will use (Vendor’s Name) sample authorization form.
	+ MVRs provided by the driver will not be accepted. They are too easily forged, and the MVR source may not be as thorough as our service.
	+ Drivers not meeting our MVR requirements will not be hired.
* For DOT-regulated drivers or drivers of vehicles over 10,001 GVW a [Pre-Employment Screening Program](https://www.psp.fmcsa.dot.gov/psp/) (PSP) report will be obtained. We are required to obtain authorization from the driver prior to obtaining a PSP. We have chosen to utilize the PSP Authorization form provided by the FMCSA when signing up for PSP access.

**Driver Interview and Road Test**

* From a safety standpoint, the purpose of the interview is to:
	+ Validate qualification/eligibility requirements.
	+ Review discrepancies/inconsistencies/issues identified in the application, MVR, PSP and background checks.
	+ Validate driver’s knowledge of vehicle operation, safe driving procedures, and regulatory requirements related to the vehicle they will be driving. Completion of quizzes may be required, or the applicant may be required to demonstrate safe practices, such as pre-trip inspections or load securement.
* Every driver, regardless of experience or vehicle to be driven, will be required to complete a road test in a vehicle similar to the one they will be operating, to demonstrate their competence and safe driving abilities.
	+ The test will be conducted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
	+ The test should be conducted along our designated road test route with an evaluation completed on our *Driver Road Test Form*.
	+ Drivers who perform poorly on a road test will not be hired for a driving position or may be subject to extensive training and monitoring throughout a probationary period.

**Drug and Alcohol (D&A) Testing**

Pre-employment drug and alcohol testing will be conducted in accordance with our written drug and alcohol testing program.

**Topic note:** [Click here](https://csa.fmcsa.dot.gov/SafetyPlanner/MyFiles/Sections.aspx?ch=23&sec=66) for additional guidance and sample forms related to DOT hiring requirements.

**Driver Orientation and Ongoing Safety Training**

It is important that all drivers understand safe driving principles as well as our fleet safety requirements. We will not assume that experienced drivers are good drivers. Many experienced drivers have developed poor driving habits or have not been properly trained. Training will be provided to ensure all drivers maintain a basic skill set. All training will be documented. Core training includes:

New driver orientation training:

* Policies and procedures outlined in our *Driver Safety Manual*
* DOT-required training for DOT-regulated vehicles.
* Safe driving principles including:
* Distracted driving prevention
* Speed and space management, including proper following distance
* Intersections and yielding the right-of-way
* Backing safely
* Impaired driving: fatigue, illness and D&A
* Driving techniques identified as in need of improvement during the road test.

Ongoing safety training and awareness:

* At least annually, all drivers will be provided refresher training in our policies and procedures and the safe driving principles listed above.
* Training may be conducted in small segments throughout the year or in annual meetings.

Post-Accident training:

* All drivers involved in a crash will be required to attend a post-accident meeting where casual factors will be discussed and training assigned, if required.

**Driver Supervision**

Ensuring drivers are operating their vehicles in a safe manner is a difficult task, as they are not under our direct supervision while driving.

* Annually, MVRs will be pulled on all drivers to ensure the driver continues to meet eligibility requirements. We have established January 15th for running annual MVRs on all drivers.
	+ Drivers not meeting our MVR requirements will have their driving privileges suspended, which could lead to dismissal. Or, depending on the number and severity of violations, may be placed on probation. If placed on probation, the drivers MVR will be run on a quarterly basis to ensure no further violations or accidents occur. They will also be subject to additional ride-alongs and monitoring.
	+ Drivers who are within one violation (At-Risk) of not meeting our standards will be warned in writing of the situation.
* All managers are required to report unsafe driving observed including: failure to wear a seatbelt, excessive speeding, distracted driving, tailgating, etc.
* All managers are required to ensure drivers follow rules/polices/procedures outlined in the Driver Safety Manual.
* Each driver who operates a vehicle over 10,000 GVW or pulls a trailer as part of their typical driving duties will take semi-annual documented road tests.
* Maintenance staff are required to report excessive wear on a vehicle as this may indicate aggressive driving, and signs of damage.
* (DOT-regulated fleets) Management will review all drivers’ DOT roadside violations reports when submitted and check the FMCSA Portal at least weekly to identify violations and accidents not submitted/reported.
* Unsafe driving identified through violations, general observations, road tests, or maintenance will require documented driver counseling and training, if appropriate. The driver may also be subject to supervisor ride-alongs or road tests to ensure behavior has improved.

Topic Note: If using telematics which monitor critical driving events such as hard braking, speeding, etc., this information should be used in the driver supervision process. Organizations should stipulate how often these systems should be reviewed and indicate at what levels action should be taken.

**Driver Incentives and Recognition**

To encourage safe driving, we have established an incentive and recognition program to reward drivers for their efforts.

Incentives

Drivers operating vehicles under 10,001 GVW will earn $100 a quarter for meeting the following criteria. They will earn an additional $100 for meeting the criteria over the course of the entire year. $500 maximum payout.

* Submission of all monthly vehicle inspection reports in a timely basis.
* No signs of vehicle misuse or abuse
* Attendance at all safety meetings
* Successful completion of all required training
* No at-fault accidents or passenger injuries.
* No moving violations
* No unsafe driving observed by management.

Drivers operating vehicles over 10,000 GVW and drivers pulling trailers as part of their typical driving duties will earn $250 a quarter for meeting the following criteria. They will earn an additional $250 for meeting the criteria over the course of the entire year. $1,250 maximum payout.

* Criteria listed above
* No DOT roadside violations (under driver’s control)
* No DOT hours-of-service violations as identified internally.
* No unsafe load securement issues.
* Must complete daily vehicle inspections and maintenance, as outlined in our *Driver Safety Manual.*

Recognition

Management will maintain records of all quarterly and annual achievements. A list of drivers meeting the quarterly and annual incentives will be prominently posted in the employee lounge and in employee newsletters. Drivers who have reached significant milestones will be uniquely recognized as well.

Topic Note: If using telematics which monitor critical driving events such as hard braking, speeding, etc., this information should be used in incentive and recognition programs.

**Vehicle Selection, Maintenance and Inspections**

**Vehicle selection**

Vehicle and passenger safety will be a factor when selecting new vehicles. Safety ratings are available from the [Insurance Institute for Highway Safety](https://www.iihs.org/ratings/vehicle/ford/fusion-4-door-sedan/2020) and the [National Highway Safety Administration](https://www.nhtsa.gov/ratings) on most light vehicles. Both organizations provide crashworthiness (how well a vehicle protects its occupants in a crash) and crash avoidance and mitigation (technology that can prevent a crash or lessen its severity) ratings. Crash avoidance and mitigation technology has become standard on many light vehicles and is becoming available on heavier vehicles.

**Vehicle Supplies**

All vehicles will contain emergency triangles, reflective vest, first aid kit, accident report form and insurance card.

**Vehicle Inspections and Repairs**

Drivers

* Are required to report all on-the-road breakdowns immediately to maintenance for guidance on repairs and towing, if needed, and follow guidelines laid out in the *Driver Safety Manual*.
* Are required to conduct a daily walk-around inspection of their vehicle and trailer with special emphasis on lights, turn signals, and tires. Monthly documented inspections are required using our *Monthly Vehicle Inspection Checklist.*
* Defects are to be reported immediately and discussed with maintenance to determine the vehicle or trailer’s status for safe operation. Drivers are not to operate vehicles or trailers deemed unsafe until repairs are made.
* In addition, DOT-regulated vehicle drivers are required to:
	+ Complete daily pre-trip and post-trip inspections. Required documentation of defects.
	+ Ensure safety-related defects are fixed prior to operating.
	+ Ensure their vehicle and trailer have valid annual inspection stickers.
	+ Turn in DOT roadside inspection reports when returning to base or no more than 24 hours after each inspection.
	+ Not operate a vehicle that has been placed out-of-service by the DOT until repairs or conditions have been corrected.

Maintenance personnel

* Will inspect all vehicles over 10,000 GVW and all trailers at least weekly to ensure they are in a safe condition.
* Will review driver inspection defect reports and not release the vehicle for use unless the vehicle has been inspected and repaired (if necessary) or determined if it is fit to operate; the inspection/defect report will be updated to reflect the vehicle’s status.
* Will ensure vehicles/trailers deemed unsafe to drive will be communicated to the driver and identified/tagged as such to prevent further use.
* Will monitor/track defects and repairs to identify possible trends, such as premature wear or failure.

**Preventative Maintenance**

All vehicles will be on a scheduled inspection and preventative maintenance program. Inspection and maintenance frequency will be based on manufacturer recommendations and industry best practice.

* The maintenance department will establish a scheduling spreadsheet or utilize maintenance software to indicate when inspections/maintenance are required and to record all inspection/maintenance activities.
* A separate electronic maintenance file will be maintained on each vehicle and trailer and include:
	+ A record of all maintenance activities
	+ Records/invoices for all parts purchased
	+ Records/invoices for services rendered by outside vendors.
	+ DOT-required maintenance information (company number, make, serial number, year, tire size).
* Management will ensure maintenance personnel are adequately qualified and trained and evaluate external maintenance/repair resources for capabilities/qualifications.

**Employee-Owned Vehicles**

Employees approved to drive their own vehicles on organization business are required to adhere to vehicle age, mileage, inspection and maintenance requirements stated in the previous section. Maintenance personnel are required to:

* Maintain a file on each employee-owned vehicle which contains monthly inspection reports and an annual vehicle inspection by a qualified mechanic.
* Ensure the vehicle is less than 10 years old and less than 150K miles.
* Review the annual inspection to ensure it was completed by a qualified mechanic and that safety issues identified where repaired.

**Accident Management**

**Accident Reporting**

* Vehicle accident report forms will be put in the glove compartment of each vehicle, as well as the Roadway Emergency Stops and Accidents sections of our *Driver Safety Manual*, to provide on-scene guidance to our drivers.
* All accidents are to be reported to \_\_\_\_\_\_\_\_\_\_\_ at (000-000-0000) as soon as possible, preferably while still at the accident scene. As an alternative, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(000-000-0000) should be contacted.
* Office staff should use the *Office Accident Procedures – Auto* to guide drivers at the scene and use the *Initial Report of Accident* to document accident information.
* Insurance reporting
	+ All accidents will be reported directly to our insurer as soon as practical. As a secondary step we will also notify our insurance agent. Accidents should be submitted no later than the next business day.
	+ For severe accidents, we will contact our insurer immediately, via their 24-hour claim hotline, so they can assist and guide us in a timelier manner.
	+ Exception: for very minor crashes involving only our own vehicle and no injury to our driver, such as sliding off the road in an ice storm, we may decide to not submit to insurance and pay for repairs on our own.
* All documentation related to an accident will be kept in one electronic file.
* For DOT-regulated vehicles we are required to update our DOT Accident Register for accidents involving:
	+ A fatality;
	+ Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
	+ One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.
	+ The following do not go on the register:
		- An occurrence involving only boarding and alighting from a stationary motor vehicle; or
		- An occurrence involving only the loading or unloading of cargo.

**Drug and Alcohol Post-Accident Testing**

Refer to our written drug and alcohol program for guidance on when post-accident D&A is needed. Reminder: for drivers operating vehicles that require a Commercial Drivers License (CDL), testing is required for specific accidents and must be administered within two hours following the accident.

**Accident Investigation**

An internal investigation of all accidents will be conducted to determine causal factors and preventability. It is important to determine causal factors so that corrective action can be taken to prevent a reoccurrence, if possible.

Core investigation documents include: police report, driver statements, witness statements, insurance company investigation reports, dash cam videos or videos from other sources, vehicle inspection and maintenance reports, and engine information from the vehicle’s engine control module (ECM).

During the investigation, root causes should be identified, such as why the driver was speeding, why the driver was talking on a cell phone, or why tire treads were below acceptable levels. It should also be determined if the driver or other employees violated any company policies.

At the conclusion of the investigation, a determination of preventability should be made. Preventability is different than fault. A police report may indicate a driver is not at fault, but there could have been actions the driver could have taken to prevent the accident, such as driving more defensively.

For severe accidents, parts of the internal investigation and determination of preventability may be postponed until after legal action is complete. This is to prevent interference with external investigations and ensure all external findings are available for review.

**Corrective Action**

For drivers involved in preventable accidents:

* Disciplinary action will be taken, based on company disciplinary procedures.
* A review of the driver’s entire moving violation and accident history will be conducted to ensure his or her driving record is still acceptable. The driver will be warned if they are one accident or violation away from unacceptability.
* The driver will be counseled on what changes they need to make in his or her driving behavior to prevent a recurrence.
* The driver will complete driver safety training related to the accident.
* Management will complete a ride-along assessment of the driver to ensure they understand expected driving behavior.

**Accident Trending**

An accident spreadsheet will be maintained on every vehicle accident containing: date of accident, time of accident, accident location, driver name, driver division, driver terminal, driver length of employment, driver experience driving type of vehicle, accident type (backing, lane change, etc.) and causal factors (speeding, distracted, etc.). On at least an annual basis the accident data will be reviewed for trends so that corrective measures can be taken, if necessary.

**Office Accident Procedures - Auto**

(Complete insurance information below and post these procedures in office so they are readily available)

Drivers should be instructed to report all accidents and incidents, no matter how minor, when they happen. Getting detailed accident information as quickly as possible is important to limiting loss exposure as well as complying with regulations. Please adhere to the following:

1. Each time a driver calls to advise that he/she was involved in an accident, remind the driver of the following:
2. Go to other vehicles (if safe) and see if medical attention is needed. Call 911 for assistance.
3. Protect the scene: use four-way flashers and set out safety equipment (reflective triangles) ASAP.
4. If accident is serious, do not move the vehicle.
5. Get names and phone numbers/email addresses of witnesses.
6. Get information from other drivers involved in accident: name, phone, make, model, vehicle owner, license plate number/state, insurance info.
7. Do not discuss the specifics of the accident with other drivers. Do not admit fault.
8. Check for a fuel spill.
9. Take photos of the scene and vehicles.
10. Complete our accident report form (in vehicle glove compartment), including diagram.
11. Stay in contact with the company on the status of the accident scene.
12. Contact emergency response company for fuel cleanup (if applicable).
13. Get police information (officer, phone number, badge number, report number).
14. For CDL-regulated vehicles, D&A testing is required if accident involves a fatality; personal injury requiring medical treatment away from the scene and our driver is issued a citation; or any vehicle is towed and our driver is issued a citation. Obtain information on test site and advise the driver. Breath alcohol test must be completed within two hours. If not, document circumstances. If after eight hours, discontinue any attempt to test for alcohol. The drug test must be completed within 32 hours of the accident.
15. For serious accidents (major property damage, injury, fatality), notify the insurance company immediately.
16. Notify our shop of possible damages or repair issues.
17. Complete our *Initial Report of Accident*.

**Insurance contacts**

Agent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Coverage | Insurer | Policy # | Expiration | Claim Reporting # |
| Auto Liability |  |  |  |  |
| Auto Physical Damage |  |  |  |  |
| Cargo |  |  |  |  |
| Workers compensation |  |  |  |  |

Nationwide claim reporting information: 1-800-421-3535 or ENEWLOSS@nationwide.com

**Initial Report of Accident**

**When**

Date \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_ AM PM / EST CST MST PST Number of vehicles involved \_\_\_\_\_\_\_\_\_

**Where**

Our vehicle traveling: N S E W on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in or near \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or at mile marker\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What (describe what happened)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Our driver** Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of other drivers or passengers in our vehicle\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Driver or passenger injured?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Our vehicle**

Vehicle #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_ Make \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VIN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plate # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_ Owned by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Describe damage\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trailer #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_ Make \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VIN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plate # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_ Owned by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Describe damage\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equipment/cargo**

Description of cargo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Describe any damage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Towing and recovery**

Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location towed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone/Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Police information**

Did law enforcement respond? Yes/No Officer name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Badge # \_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Report/crash/case #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other vehicle** (Obtain same information on all other vehicles involved on another sheet)

Driver\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Owned by (if not driver)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_ Make\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Model\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plate # \_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_ Describe any damage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Insurance co. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Policy # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other property** (guardrail, poles, buildings)

Describe other property damaged\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone/Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Road/weather conditions** (circle all that apply)

* Road type: 2-lane 4-lane 4-lane divided More than 4-lane divided Ramp One-way Lot
* Road surface: Asphalt Concrete Gravel Off-road
* Surface cond.: Dry Wet Snow-covered/packed Ice-covered/patchy wind
* Light condition: Daylight Dawn/dusk Dark Dark w/lighting
* Weather: Sunny Cloudy Raining Misting Foggy Snowing Freezing rain/drizzle Excessive wind
* Traffic control: Stop sign Traffic light Flagman Police RR crossing crossbuck/gate

**For CDL-regulated vehicles, post-accident drug/alcohol testing required if:**

There is a fatality; personal injury requiring medical treatment away from the scene, and our driver issued a citation; or any vehicle is towed, and our driver is issued a citation

Testing facility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of test\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_

**Follow-up checklist — have you:**

* Requested a copy of the police report? \_\_\_Yes \_\_\_NA
* Completed and filed a state, county or local accident report if required? \_\_\_Yes \_\_\_NA
* Set up a separate accident file for all documents to be kept? \_\_\_Yes
* Received accident report from driver? \_\_\_Yes \_\_\_NA Scene photos from driver? \_\_\_Yes \_\_\_NA
* Received post-accident drug/alcohol test results? \_\_\_Yes \_\_\_NA
* Retained driver logs/time cards for minimum of seven days prior to the accident date? \_\_\_Yes \_\_\_NA
* Retained maintenance records on equipment involved? \_\_\_Yes \_\_\_NA
* Recorded the accident in the DOT Recordable Accident Register? \_\_\_Yes \_\_\_NA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Insurer** | **Reported** | **Claim #** | **Adjuster name, phone, email** |
| **Auto Liability** |  |  |  |  |
| **Auto Phy/Dam** |  |  |  |  |
| **Cargo** |  |  |  |  |
| **Workers comp.** |  |  |  |  |
| **Other party 1** |  |  |  |  |
| **Other party 2** |  |  |  |  |

**Driver Hiring & Orientation Checklist**

|  |  |  |
| --- | --- | --- |
| **Hiring** | **Date** | **Initial** |
| * Completion of all other forms and background checks required by human resources
 |  |  |
| * Pre-employment D&A test completed (if required)
 |  |  |
| * Driver physical (if required)
 |  |  |
| * Supplemental driving application completed
 |  |  |
| * Past employer verification of driving experience/performance
 |  |  |
| * Copy of driver’s license obtained to verify proper license class and endorsements
 |  |  |
| * Fair Credit Reporting Act Authorization signed so MVR can be obtained
 |  |  |
| * Motor Vehicle Record (MVR) obtained
 |  |  |
| * DOT-regulated drivers – driver qualification file completed as required
 |  |  |
| * DOT-regulated drivers – Pre-employment Screening Program (PSP) obtained
 |  |  |
| * Road test completed and conducted by:
 |  |  |
| * Interview/review of job requirements
 |  |  |
| **Orientation** |  |  |
| * Review of *Driver Safety Manual* (sections outlined below)
 |  |  |
| * + Policy statement (signed by driver)
 |  |  |
| * + Driver Qualification/Eligibility
 |  |  |
| * + Vehicle Use and Restrictions
 |  |  |
| * + Distracted Driving
 |  |  |
| * + Fatigue/Illness/Drugs and Alcohol
 |  |  |
| * + Defensive Driving
 |  |  |
| * + Vehicle Inspections and Maintenance
 |  |  |
| * + Additional Driver Rules and Responsibilities
 |  |  |
| * + Roadway Emergency Stops
 |  |  |
| * + Accidents
 |  |  |
| * Training on safe driving principles including:
 |  |  |
| * + Distracted driving prevention
 |  |  |
| * + Speed and space management, including proper following distance
 |  |  |
| * + Intersections and yielding the right-of-way
 |  |  |
| * + Backing safely
 |  |  |
| * + Impaired driving: fatigue, illness and D&A
 |  |  |
| * + Driving techniques identified as in need of improvement during the road test.
 |  |  |
| **Drivers Using Their Own Vehicles** |  |  |
| * + Review *Driver Safety Manual* - Employee-Owned Vehicles section
 |  |  |
| * + Certificate of insurance obtained with appropriate limits and additional insured
 |  |  |
| * + Vehicle age \_\_\_\_\_\_\_ and mileage \_\_\_\_\_\_\_\_\_\_\_\_ (< 10 years and 150,000 miles)
 |  |  |
| * + Recent vehicle inspection report by qualified mechanic
 |  |  |

**Driver Road Test – Light Vehicles**

|  |  |
| --- | --- |
| **Driver:**  | **Department:** |
| **Vehicle Year/Make/Model:** | **Vehicle Number:** |
| **Date of Test:** | **□ Fail □ Pass with add. training/supervision □ Pass**  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pre-Trip Inspection** | S | U | **Lane Changes & Merging** | S | U |
| Exterior body & windshield |  |  | Minimizes lane changes |  |  |
| Tires |  |  | Ensures proper following distance  |  |  |
| Headlights, high beams, turn signals, hazards |  |  | Utilizes turn signals |  |  |
| Windshield wipers |  |  | Ensures adequate space in lane moving into |  |  |
| Fluid levels – oil, coolant, wiper, steering, brake |  |  | **Passing** |  |  |
| **General Vehicle Operation** |  |  | Only passes when necessary |  |  |
| Seatbelt Use |  |  | Ensures proper following distance  |  |  |
| Sets up GPS, radio, etc. in advance |  |  | Ensures space in front of vehicle being passed |  |  |
| Maintains appropriate speed for conditions |  |  | Ensures adequate space of oncoming traffic |  |  |
| Maintains proper following distance (3 seconds) |  |  | Utilizes turn signals |  |  |
| Maintains adequate distance to sides and rear |  |  | **Entrance and Exit Ramps** |  |  |
| Keeps eyes focused on forward roadway |  |  | Entrance ramps - increases speed as appropriate |  |  |
| Scans ahead to identify potential hazards |  |  | Entrance ramps – turn signal |  |  |
| Checks mirrors frequently (limit to 1.5 seconds)  |  |  | Entrance ramps – safe merging |  |  |
| Utilizes caution around pedestrians & cyclists |  |  | Exit Ramps – gets into appropriate lane early |  |  |
| No cell phone use |  |  | Exit Ramps – turn signal |  |  |
| Limits other distractions |  |  | Exit Ramps – appropriate speed |  |  |
| **Intersections** |  |  | **Backing** |  |  |
| Prepared to stop, even if light is green |  |  | Only backs when necessary |  |  |
| Checks for cross traffic and yields as appropriate |  |  | Backs from driver side (avoids blind side backing) |  |  |
| Stops adequate distance behind vehicles |  |  | Uses mirrors properly |  |  |
| Keeps foot on brake to prevent rolling |  |  | When view restricted, gets out and looks. |  |  |
| **Turning** |  |  | **Parking** |  |  |
| Signals turn in advance |  |  | Parks in well-lit areas |  |  |
| Makes sure vehicle is in proper lane for turning |  |  | Uses pull-though parking spaces when available |  |  |
| Uses the right lane of two left turn lanes |  |  | Checks around vehicle before leaving for:  |  |  |
| Checks for cross traffic and yields as appropriate |  |  | * Damage
 |  |  |
| Turns into the proper lane |  |  | * Hazards
 |  |  |
| *S = Satisfactory, U = Unsatisfactory. Leave blank for situations not observed.* |

|  |
| --- |
| **Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **Driver Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **Examiner Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Monthly Vehicle Inspection Checklist – Light Vehicles**

|  |  |
| --- | --- |
| Assigned Driver: | Department: |
| Vehicle Year/Make/Model: | Vehicle Number: |
| License/Tag Number: | Mileage: |
| **Fluid Levels** |  **Status** |
|  | **OK** | **Low** | **Fixed** | **Comments** |
| Engine coolant level |  |  |  |  |
| Engine oil level |  |  |  |
| Transmission Fluid Level |  |  |  |
| Brake fluid level |  |  |  |
| Washer fluid level |  |  |  |
| Power steering fluid level |  |  |  |
| **Vehicle Components** |  **Status** |
|  | **OK** | **Issue** | **Fixed** | **Comments** |
| Auto body condition |  |  |  |   |
| Windshield condition |  |  |  |
| Wipers |  |  |  |
| Rear view, side view mirrors |  |  |  |
| Headlights and high beams |  |  |  |
| Fog lights |  |  |  |
| Taillights and brake lights |  |  |  |
| Turn signals |  |  |  |
| Emergency flashers |  |  |  |
| Brakes |  |  |  |
| Tires and treads |  |  |  |
| Engine |  |  |  |
| Battery |  |  |  |
| Cooling system |  |  |  |
| Steering  |  |  |  |
| Transmission |  |  |  |
| Seat belts |  |  |  |
| Interior condition |  |  |  |
| Interior lights & horn |  |  |  |
| First aid kit/triangles |  |  |  |
| Accident report & ins. card |  |  |  |
| **Driver Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **( ) Repairs made and vehicle is safe to operate** **( ) Repairs needed, vehicle is safe to operate** **( ) Repairs needed, vehicle is not safe to operate**   | **Mechanic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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