

# Driver safety program checklist

This checklist was developed to provide employers with important elements to be included in a driver safety program. Whether your employees are driving for deliveries, or to travel from one location to another, driving any type of motor vehicle involves a high level of risk. Employers that develop driver safety programs with these elements can greatly reduce the risk of motor vehicle crashes and minimize injuries.

<input type="checkbox"/> <b>Written driver safety policy</b>		<input type="checkbox"/> <b>Vehicle selection process</b>	
<input type="checkbox"/>	<b>Seat belts</b> – Ensure all drivers and passengers are using seatbelts	<input type="checkbox"/>	<b>Safety ratings</b> – Buy vehicles that come with high safety ratings based on crash testing.
<input type="checkbox"/>	<b>Impaired-free driving</b> - Prohibit workers from operating a vehicle while impaired (substances, fatigue, and aggression). Include language to not schedule drivers for irregular hours or excessive overtime	<input type="checkbox"/>	<b>Safety features</b> – Look for advanced safety features such as lane departure warning systems, collision warning systems, rear facing cameras, and adaptive cruise control
<input type="checkbox"/>	<b>Distraction-free driving</b> - Ban the use of cell phones and other electronic devices while driving, even hands-free	<input type="checkbox"/>	<b>Driving conditions anticipated</b> – Consider vehicle options based on location, weather, and roads traveled
<input type="checkbox"/>	<b>Courteous driving</b> – Adopt a courteous driving policy that clearly outlines responsible driving behaviors	<input type="checkbox"/>	<b>Employee needs</b> – Select design features that address task needs and offer adjustability
<input type="checkbox"/>	<b>Organizational responsibilities</b> – Define and communicate roles and responsibilities of leaders, supervisors, and workers clearly	<input type="checkbox"/> <b>Driver selection, orientation, and training</b>	
<input type="checkbox"/>	<b>Driver responsibilities</b> – Clearly outline driver responsibilities including pretrip tasks, safe driving practices, and accident reporting	<input type="checkbox"/>	Enroll in DMV’s automated reporting service or review DMV and background checks annually
<b>Notes:</b>		<input type="checkbox"/>	Driver orientation of safe driving policy and procedures
		<input type="checkbox"/>	Driver training upon hire
		<input type="checkbox"/>	Ride-along driving assessment
		<input type="checkbox"/>	Explain in-vehicle monitoring systems if present; focus on safety, not productivity
		<input type="checkbox"/>	Provide refresher training after a collision or driver infraction

<input type="checkbox"/>	<b>Emergency equipment</b>
<input type="checkbox"/>	High-visibility vest
<input type="checkbox"/>	Traffic cones or triangles
<input type="checkbox"/>	Flares
<input type="checkbox"/>	Emergency escape tool (seatbelt cutter and window breaker)
<input type="checkbox"/>	Bottled water and food
<input type="checkbox"/>	Flashlight
<input type="checkbox"/>	Jumper cables
<input type="checkbox"/>	Ice scraper
<input type="checkbox"/>	Blanket
<input type="checkbox"/>	Maps
<input type="checkbox"/>	Lighter
<input type="checkbox"/>	Pen and paper
<input type="checkbox"/>	First-aid kit
<input type="checkbox"/>	Chains, snow tires, or traction devices (weather dependent)

<input type="checkbox"/>	<b>Organizational accountability</b>
<input type="checkbox"/>	Schedule ride-along driving assessment and coaching
<input type="checkbox"/>	Implement a telematics program
<input type="checkbox"/>	Conduct root-cause analysis of every incident
<input type="checkbox"/>	Review incidents and follow-up on corrections
<input type="checkbox"/>	Perform annual program management review
<input type="checkbox"/>	Promote positive reinforcements to improve driving behavior
<input type="checkbox"/>	Encourage discussion with employees that highlights challenges, opportunities, and successes
<input type="checkbox"/>	Avoid recognition for absence of collisions or vehicle damage

<input type="checkbox"/>	<b>Vehicle inspection and maintenance</b>
<input type="checkbox"/>	<p>Pretrip inspection</p> <ul style="list-style-type: none"> <li>• Walk around - look behind and under for obstacles, people, or leaks</li> <li>• Tire pressure or damage</li> <li>• Look for damage to vehicle body or glass</li> <li>• Look in vehicle before entering</li> <li>• Ask yourself "Am I well rested and alert to be driving?"</li> <li>• Have navigation setup or your route planned in advanced (download map to devices for availability offline)</li> <li>• Ensure cell phone is off and silent</li> </ul>
<input type="checkbox"/>	Verify that scheduled maintenance meets or exceeds manufacturer's recommendations
<input type="checkbox"/>	Ensure there is a method for reporting maintenance problems
<input type="checkbox"/>	Address any reported problems in a timely manner

<input type="checkbox"/>	<b>Post-incident</b>
<input type="checkbox"/>	What to do in the event of common roadside problems (animals, flat tire, snow, emergency, weather event, downed power line, flooding, fires)
<input type="checkbox"/>	Review Oregon Traffic Accident and Insurance Report to determine the appropriate information to collect
<input type="checkbox"/>	Company incident report and procedures
<input type="checkbox"/>	Communication expectation
<input type="checkbox"/>	Recordkeeping and documentation