

Driver safety training checklist

Many organizational leaders underestimate the risk driving has on their workforce. Vehicle accidents remain the leading cause of death in the workplace nationwide and in Oregon. Effective driver safety training is an important part of a comprehensive safety culture. This checklist can be used as a guide to provide instruction and clear expectations from the onboarding process to the ongoing management of safe driving habits.

Before operating the vehicle	
1. New employee orientation (NEO) training	
<input type="checkbox"/>	Company driver safety policy
<input type="checkbox"/>	Insurance requirements
<input type="checkbox"/>	Sample cell phone/texting policy (bit.ly/3xBdDN0)
2. Motor vehicle records review	
<input type="checkbox"/>	Employee motor vehicle records report (MVR) (bit.ly/3wW0NJf)
<input type="checkbox"/>	Consequences of moving violations or accidents
3. Basic driver safety training	
<input type="checkbox"/>	Pre-trip inspection (sample: bit.ly/3tku1zC)
<input type="checkbox"/>	Emergency equipment kit (bit.ly/360PzbH)
<input type="checkbox"/>	Local driving environment and inclement weather conditions <ul style="list-style-type: none"> • Snow tires or traction devices • bit.ly/3tkJVka
<input type="checkbox"/>	Driver fitness to drive (alert, sober, focused, distraction free)
<input type="checkbox"/>	Driving behavior expectations
<input type="checkbox"/>	Incident reporting procedures (saif.com/analysis)
<input type="checkbox"/>	Basic defensive driving techniques (bit.ly/3JkXHSM)
<input type="checkbox"/>	Standard vehicle safety features (seatbelts, brakes, anti-lock brakes, e-brake, airbags, stability control)
<input type="checkbox"/>	Reporting vehicle maintenance issues
4. Specific vehicle safety systems	
<input type="checkbox"/>	Overview training on specific vehicle features and general vehicle safety systems that might be found in newer vehicles (www.mycardoeswhat.org).
<input type="checkbox"/>	Review the use and benefit of any telematics or vehicle monitoring system if applicable (strivesafe.com).

First trip	
5. Ride-along driving assessment and coaching	
<input type="checkbox"/>	When starting the job and as needed
<input type="checkbox"/>	Use a ride-along risk assessment worksheet as a guide (bit.ly/3KTCyiP)
<input type="checkbox"/>	Demonstrate vehicle safety systems
<input type="checkbox"/>	Coach to address risky behaviors
Within six months	
6. Comprehensive driver training	
<input type="checkbox"/>	Describe the three main categories of collisions: <ul style="list-style-type: none"> • Driver behavior • Environmental conditions (roadways, weather, other road users) • Vehicle conditions (brakes and tires)
<input type="checkbox"/>	Include essential elements of defensive driver training <ul style="list-style-type: none"> • Focus on driver actions to spot hazards • Learn to anticipate dangerous situations • Combine classroom and computer learning with practical, behind-the-wheel training
<input type="checkbox"/>	Tailor topics based on driver assessment and/or telematics report
<input type="checkbox"/>	Describe the top five causes of crashes: <ul style="list-style-type: none"> • Speeding • Aggressive driving • Drugs and alcohol • Distractions • Bad weather
<input type="checkbox"/>	Cover vehicle safety best practices guide (bit.ly/3NAySDT)
<input type="checkbox"/>	Include journey management planning (bit.ly/3CRSJKC)
<input type="checkbox"/>	Demonstrate vehicle safety systems

Periodic	
7. Refresher training	
<input type="checkbox"/>	Classroom review every two years
<input type="checkbox"/>	Remedial training for high-risk drivers when <ul style="list-style-type: none"> • Vehicle monitoring systems show unsafe driving behaviors • Driver is involved in a collision • MVR shows a history of moving vehicle violations

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