



Fleet Control Tips

Vehicle accidents are one of the leading causes of workplace fatalities and account for a large number of workplace injuries. Although there are many aspects to fleet safety, outlining company policies, proper driver placement and safe vehicle maintenance are some of the major factors. Here are a few important tips management should discuss with drivers who operate company vehicles or who drive personal vehicles on company business:

Determine Driver Eligibility

All driver applicants should be properly screened and assigned before being allowed to drive on company business. Before giving employees authorization, management should follow these minimal key steps:

- Check Motor Vehicle Records (MVRs) - past driving records often indicate future driving experiences
- Verify possession of a valid license
- Confirm the license is appropriate for the vehicle being driven
- Road test the driver in the vehicle assigned
- Ensure they have appropriate driving experience

Discuss Company Policies and Procedures

Educating employees on company expectations and methods will help prevent problems and put employees at ease. Management should:

- Review company rules and regulations (e.g. following distances and route planning)
- Illustrate use of vehicle controls and emergency equipment
- Discuss accident procedures, prevention and reporting
- Discuss maintenance and inspection requirements

Steps To Take Periodically

- Check fluid levels
- Have oil changed
- Check safety equipment such as flares, triangles, fire extinguishers
- Inspect spare tire and jack
- Examine hoses and belts
- Have certified mechanic do full vehicle inspection

Steps To Take Before And After Each Trip

An important part of any fleet safety program is having drivers inspect their vehicles before and after use. Vehicles that perform as designed can assist drivers in unsafe situations, while vehicles with defects or problems can cause accidents.

Before and after using a vehicle, all drivers should inspect the following minimal areas:

- Look for leaks: water, oil, brake fluid, etc.
- Check for body damage
- Check tires for low air pressure or worn treads
- Look for loose or rusted lug nuts or damage to the wheel
- Inspect windows and mirrors for cracks or obstructions
- Examine wiper blades
- Check all lights and turn signals
- Adjust mirrors
- Start engine, check all gauges and warning lights
- Check operation of horn, windshield washers and wipers
- Test parking brake
- Make sure heater and defroster work properly
- Inspect all safety belts
- Check clutch and brake pedal travel, free-play in steering wheel
- Test brakes before leaving area

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