

ALLIANZ COMMERCIAL

Sample fleet management policy

Allianz Risk Consulting

Risk bulletin



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Motor vehicle safety policy

1. Policy

Many employees operate company owned, leased, rental or personal vehicles as part of their jobs. Employees are expected to operate vehicles safely to prevent accidents which may result in injuries and property loss. It is the policy of (INSERT COMPANY NAME HERE) to provide and maintain a safe working environment to protect our employees and the citizens of the communities where we conduct business from injury and property loss. The company considers the use of automobiles part of the working environment. The company is committed to promoting a heightened level of safety awareness and responsible driving behavior in its employees. Our efforts and the commitment of employees will prevent vehicle accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities outlined in the Motor Vehicle Safety Program. Elements of this program include:

- Assigning responsibilities at all levels of employment.
- Vehicle use and insurance requirements.
- Employee driver's license checks and identification of high risk drivers.
- Accident reporting and investigation.
- Company Accident Review Board.
- Vehicle selection and maintenance.
- Training standards.
- Safety regulations.

2. Responsibility

Management is responsible for successful implementation and on-going execution of this program. Supervisors and employees are responsible for meeting and maintaining the standards set forth in this program.

3. Scope

This policy applies to employees who operate vehicles on company business and will be reviewed by managers and supervisors to ensure full implementation and compliance.

Organization and responsibilities

1. Company President

The company president is responsible for directing an aggressive vehicle safety program.

2. Management will

- Implement the Motor Vehicle Safety Program in their areas of responsibility.
- Establish measurement objectives to ensure compliance with the program.
- Provide assistance and the resources necessary to implement and maintain the program.

3. Supervisors will

- Investigate and report all accidents involving a motor vehicle used in performing company business. Forward all accident reports to the Vehicle Safety Coordinator.
- Be responsible for taking appropriate action to manage high risk drivers as defined by this program.
- Provide driver training either internally or through external means for high risk drivers.

4. Vehicle Safety Coordinator

- Issue periodic reports of losses for the president's review.
- Review motor vehicle accident reports as part of the Company Accident Review Board.
- Revise and distribute changes to the Motor Vehicle Safety Program to managers, supervisors and drivers as necessary.
- Maintain appropriate records.

5. Drivers will

- Always operate a motor vehicle in a safe manner as explained under the section titled, "Driver Safety Regulations".
- Maintain a valid driver's license and minimum insurance requirements on personal vehicles used in company business.
- Maintain assigned vehicles according to established maintenance standards.

Vehicle use

1. Company Owned Vehicles

- a. Passenger Cars
Employees authorized by their supervisors will be permitted to operate a passenger car. When the vehicle is driven for personal use, only the employee or the employee's spouse will be permitted to operate the vehicle. No one under the age of 21 will be permitted to operate the vehicle.
- b. Commercial Vans and Trucks
Employees with appropriate commercial driver's license (if required by the state), authorization from their supervisor and qualified by state and Federal DOT when applicable will be permitted to operate the vehicle.

2. Personal Vehicles on Company Business

- a. Employees who drive their personal vehicles on company business are subject to the requirements of this program including:
 - i. Maintaining auto liability insurance with minimum limits of \$_____ for bodily injury and \$_____ for property damage with combined single limit of \$_____.
 - ii. Maintain current state vehicle inspections when required.
 - iii. Maintain their own vehicle in a safe operating condition when driven on company business.
 - iv. Proof of insurance (copy of declaration page) will be sent to _____.
 - v. Acceptable Motor Vehicle Report (MVR).
 - vi. No 'business use' exclusion on personal insurance policy.

3. Rental Vehicles

- a. Rental vehicles will be leased from (INDICATE VENDORS SUCH AS HERTZ, AVIS, ETC.).
- b. Collision damage waiver will be refused.

4. Unauthorized Use of Vehicles

Assigned drivers and other authorized employees will not allow an unauthorized individual to operate a company vehicle. No exceptions! Disciplinary action may be taken. Additionally, if unauthorized use results in an accident, the responsible employee will be required to make restitution for the damages.

5. Contractors and Temporary Hire Employees

Contractors and temporary employees will be treated as company employees and will comply with the requirements of this program. Failure to meet all requirements will result in the immediate loss of driving privileges.

Driver selection

1. Driver Evaluation

Employees will be evaluated and selected based on their driving ability. To evaluate employees as drivers, management will:

- a. Review past driving performance and work experience through previous employers reference checks. All new employees and current employees recently assigned to driving duties will be required to complete the "Application Addendum For Employment Requiring Driving".
- b. Review the employee's Motor Vehicle Record (MVR) annually (more frequently if reasons warrant).
- c. Ensure the employee has valid driver's license.
- d. Ensure the employee is qualified to operate the type of vehicle he/she will drive.

2. Driver Qualification

Effective driver qualification controls are important elements of a successful motor vehicle safety program. Management developed and incorporated standards into this program, which reflect the skills necessary for satisfactory job performance while taking into consideration applicable Federal and state regulations.

- a. The company has implemented three levels of driver qualification criteria. Use of any or all of these criteria is dependent upon the nature and scope of the driving requirements.
 - i. State-regulated driver qualification parameters must be met. Regulatory information will be obtained from applicable state departments of transportation and motor vehicle services.
 - ii. Where applicable, drivers will comply with DOT Commercial Driver License (CDL) regulations.
 - iii. Drivers involved in interstate or foreign commerce in vehicles with Gross Motor Vehicle Weight Rating (GMVR) of 10,001 pounds or more, designed to transport 16 or more passengers, including the driver, or used in the transportation of hazardous materials in a quantity requiring placarding under the DOT Hazardous Materials Regulations, are subject to the requirements of the DOT Federal Highway Administration's Federal Motor Carrier Safety Regulations.
 - iv. Drivers involved in intra or interstate operations with GMVR of 26,001 pounds or more must have a CDL license and be enrolled in a DOT Drug and Alcohol Testing Program.

- b. The following criteria was established to identify high risk drivers. A driver is unacceptable if the driver's accident/violation history in the past year includes one or more of the following moving violation convictions:
 - i. Driving under the influence of alcohol or drugs (DWI).
 - ii. Hit and run.
 - iii. Failure to report an accident.
 - iv. Negligent homicide arising out of the use of a motor vehicle.
 - v. Operating during a period of suspension or revocation.
 - vi. Using a motor vehicle for the commission of a felony.
 - vii. Operating a motor vehicle without the owner's authority.
 - viii. Permitting an unlicensed person to drive.
 - ix. Reckless driving.
 - x. Speeding (3 or more in a 3 year period).
 - xi. Two preventable accidents in a 12 month period.

Drivers who are identified as high risk or in violation may be subject to several actions from management including, but not limited to:

- i. Driver may be required to attend a Defensive or Safety Driving course on their own time & expense.
- ii. Driver may be required to operate their own personal vehicle on company business.
- iii. Driver may have their driving privileges suspended or revoked.

Accident recordkeeping, reporting and analysis

1. This company considers elimination of motor vehicle accidents as a major goal. To meet this objective, all accidents will be reported to management, investigated, documented and reviewed by the Company Accident Review Board. The investigation identifies need for:
 - a. Improved driver selection procedures.
 - b. Improve vehicle inspection and/or maintenance activities.
 - c. Changes in traffic routes.
2. A more intensive driver training and/or remedial training.
 - a. Improved driver selection procedures.
 - b. Improve vehicle inspection and/or maintenance activities.
 - c. Changes in traffic routes.
3. Motor vehicle accident recordkeeping procedures consist of the following components:
 - a. Documentation of causes and corrective action.
 - b. Management review to expedite corrective action.
 - c. Analysis of accidents to determine trends, recurring problems and the need for further control measures.

4. Responsibility

Implementation of these procedures remains the responsibility of both the driver and manager.

- a. Driver
Since the driver is the first person at the accident scene, he/she will initiate the information-gathering process as quickly and thoroughly as is feasible.
- b. Management
Management will obtain accident data from the driver through the Transportation Accident Report form and/or by verbal communication. It is important for management to determine the extent of the accident, especially if it involves injury or death to the driver, passengers, or other parties.
- c. Management will immediately proceed with a formal investigation to determine the underlying causes as well as what can be done to prevent similar occurrences. The accident report will be forwarded to the insurance claims office along with any additional support data (e.g., witness statements, photographs, police reports, etc.).

5. Driver Participation In Repair Costs

If a vehicle is involved in an accident which is determined preventable, driver reimbursement to the company should be as follows:

- a. The first 50% of the repair cost, up to a maximum reimbursement of \$250 per accident, if the vehicle is repairable, will be charged back to the driver.
- b. If the vehicle is a total loss, the driver will be charged \$250.

6. Preventable/Non-Preventable Accidents

The following definitions relate to motor vehicle accidents:

- a. A motor vehicle accident is defined as "any occurrence involving a motor vehicle which results in death, injury or property damage, unless such vehicle is properly parked. Who was injured, what property was damaged and to what extent, where the accident occurred, or who was responsible, are not relative factors".
- b. A **preventable accident** is defined as "any accident involving the vehicle, unless properly parked, which results in property damage or personal injury and in which the driver failed to do everything he/she **reasonably** could have done to prevent or avoid the accident".

Note 1: A properly parked motor vehicle is one that is completely stopped and parked where it is legal and prudent to park such a vehicle or to stop to load/unload property. Vehicles stopped to load/unload passengers is not considered parked.

Note 2: Parking on private property will be governed by the same regulations that apply on public streets and highways. A vehicle stopped in traffic in response to a sign, traffic signal or the police is not considered parked.

- c. The determination of preventability of an accident is the function of the Company Accident Review Board.

Note 3: See attached "Guide For Preventable and Nonpreventable Accidents" in Appendix.

Employee accident reporting procedure

Employees will take the following actions when there are injuries to persons and/or damage to other vehicles or property:

1. If possible, move the vehicle to a safe location out of the way of traffic. Call for medical attention if anyone is hurt.
2. Secure the names and addresses of drivers and occupants of any vehicles involved, their operator's license numbers, insurance company names and policy numbers, as well as the names and addresses of injured persons and witnesses. Record this information on the Accident Report form (in the reporting packet). Do not discuss fault with, or sign anything for anyone except an authorized representative of (INSERT COMPANY NAME HERE), a police officer, or a representative of the (INSERT THE COMPANY INSURANCE COMPANY NAME HERE).
3. Immediately notify the Vehicle Safety Coordinator (INSERT NAME AND TELEPHONE NUMBER HERE). If any injuries were involved and the Vehicle Safety Coordinator is not available, contact your supervisor immediately.
4. You will be contacted by the Vehicle Safety Coordinator to advise you how to arrange for repairs to the vehicle. Do not have the vehicle repaired until you receive authorization from the Vehicle Safety Coordinator.

When there is theft of or damage to your vehicle only:

1. If you did not witness the damage to the vehicle, you must notify the local police department immediately.
2. Immediately notify Vehicle Safety Coordinator (INSERT NAME AND TELEPHONE NUMBER HERE).
3. You will be contacted by the Vehicle Safety Coordinator to advise you how to arrange for repairs or replacement of the vehicle. Do not have the vehicle repaired until you receive authorization from the Vehicle Safety Coordinator.
4. Send a copy of the police report along with a memo outlining any additional information to the Vehicle Safety Coordinator.

Note 4: Accident reporting kits: every company vehicle should have an accident reporting kit in the glove box. This should include an accident report form, pen or pencil, and an inexpensive or disposable camera.

Company accident review board

All vehicle collisions should be analyzed, and a written report submitted to management for review. A determination of accident preventability should be made. Where the collision was preventable by the company driver, the driver should be counseled, given additional training, given time off without pay, placed on probation, transferred to non-driving duties, disciplined in other ways, or employment (or services for independent contractors) terminated according to corporate, union, and governmental guidelines.

However, this does not absolve management from improving safety of the work and driving environment. The Vehicle Safety Coordinator, drivers and management personnel should each participate in the analysis. Management deficiencies and/or lack of management action should also be part of the accident review. Management has the legal obligation not only for driver safety but the safety of the general public as well.

To determine preventability an accident review board has been established. Members consists of both management and field personnel. The main charge, of the review board is to determine whether the fleet accident was preventable or nonpreventable and whether or not it is chargeable to the driver.

The attached material, "Guide For Preventable and Nonpreventable Accidents", will be used as a guide for this determination. Majority vote rules.

The committee will report to the Vehicle Safety Coordinator within 3 working days the results of their review. The Vehicle Safety Coordinator will take the appropriate steps and communicate the results to the affected driver and supervisor.

Vehicle selection, inspection and maintenance

1. Introduction

Proper selection and maintenance of equipment are important aspects of this program. Reduced operational costs and accidents from vehicle defects are the direct result of a well implemented maintenance policy.

2. Vehicle Selection

Selection of vehicles begins with understanding the wrong equipment can result in excessive breakdowns, create hazards to personnel, incur costly delays and contribute to poor service and customer complaints. The company will purchase vehicles designed for their intended use.

3. Vehicle Inspection

The employee responsible for the vehicle will inspect the vehicle semi-annually using the Vehicle Inspection Report form (see appendix) and forward the report to the Vehicle Safety Coordinator. More frequent inspections and reports may be required based on heavy use.

4. Vehicle Maintenance

Vehicle maintenance can take the form of three distinct programs: preventive maintenance, demand maintenance, and crisis maintenance. While all three types have their role in the Motor Vehicle Safety Program, the most cost effective control is preventive maintenance. The groundwork for a good preventive maintenance program starts with management.

A review of manufacturer's specifications and recommendations for periodic preventive maintenance should be integrated with the actual experience of the vehicles.

- a. Preventive maintenance (PM) is performed on a mileage or time basis. Typical PM includes oil/filter changes, lubrication, tightening belts and components, engine tune-ups, brake work, tire rotation, hose inspection/replacement and radiator maintenance.
- b. Demand maintenance is performed only when the need arises. Some vehicle parts are replaced only when they actually fail. These include light bulbs window glass, gauges, wiring, air lines, etc. Other "demand maintenance" items involve vehicle components that are worn based on information from the vehicle condition report. These include tires, engines, transmissions, universal joints, bushings, batteries, etc. Since these situations are identified through periodic vehicle inspection, they can actually be classified within the PM program.

- c. Crisis maintenance involves a vehicle breakdown while on the road. While situations of this type may happen regardless of the quality of the PM program, it is an expensive alternative to not having an effective preventive maintenance program at all. Crisis maintenance situations should be minimized through proper PM procedures.

5. Recordkeeping

This company's vehicle selection, inspection and maintenance program is only as good as its recordkeeping procedures. Employees will forward all vehicle maintenance records for maintenance performed each quarter to the Vehicle Safety Coordinator.

Driver training

1. Drivers hired by this company to operate a motor vehicle will have the basic skills and credentials necessary to perform this function as confirmed through the driver selection process.
2. New employees, contractor, and temporary hires will receive a copy of this program as part of their initial orientation. A formal orientation program is established to help assure all drivers are presented with the company policy, understand their responsibilities and are familiarized with their vehicle. Areas that must be addressed, with the driver, include:
 - a. Understand, review and given a copy of the Fleet Safety Program.
 - b. Understand and sign the Vehicle Assignment Agreement.
 - c. Review individual Motor Vehicle Report (MVR).
 - d. Understand accident reporting & emergency procedures.
 - e. Review operation and controls of vehicle being assigned.
 - f. Inspect vehicle using Vehicle Inspection Form.

A copy of this program will be kept in the vehicle.

3. License Suspension
Drivers must notify the Vehicle Safety Coordinator if their license is suspended or revoked.
4. Remedial Training
Drivers may be required to attend a safe driving school (National Safety Council Defensive Driving course or equivalent) or an alcohol/drug abuse program on their own time and at their own expense if a review of the driver's MVR indicates:
 - a. One or more violation convictions within any one-year period, or
 - b. A conviction for driving while under the influence of alcohol or drugs.

Also, depending on the severity of the conviction, the employee's driving privileges may be revoked and/or may result in employment termination.

Driver safety regulations

1. Safety Belts

The driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The driver is responsible for ensuring passengers wear their safety belts. Children under four years of age or under 40-pounds in weight must be secured in a DOT approved child safety seat.

2. Impaired Driving

The driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.

3. Traffic Laws

Drivers must abide by the federal, state and local motor vehicle regulations, laws and ordinances.

4. Vehicle Condition

Drivers are responsible for ensuring the vehicle is maintained in safe driving condition. Drivers of daily rentals should check for obvious defects before leaving the rental office/lot and, if necessary, request another vehicle if the first vehicle is deemed unsafe by the employee. Drivers are encouraged to rent vehicles equipped with air bags and ABS brakes, where available.

5. Cellular Telephones, GPS, Radios

The following procedures apply to employees driving on company business who wish to use cellular telephones in the vehicle.

- a. External speaker and microphone must be included to allow hands-free operation.
- b. Phone number memory and programming capabilities are to be included.
- c. Drivers are to refrain from placing outgoing calls or responding to texts while the vehicle is in motion.
- d. Incoming calls should be limited.
- e. For any vehicle equipped with cellular telephone that does not meet the above equipment specifications, use of the telephone is authorized when the vehicle is safely parked.
- f. Employees are prohibited from using headphones, ear buds or similar devices while operating a motor vehicle.
- g. Inputting addresses or destinations into a GPS while vehicle is in motion is prohibited.

6. Motorcycles

Employees are prohibited from using motorcycles when traveling on company business.

7. General Safety Rules

Employees are not permitted to:

- a. Pick up hitchhikers.
- b. Accept payment for carrying passengers or materials.
- c. Use any radar detector, laser detector or similar devices.
- d. Push or pull another vehicle or tow a trailer.
- e. Transport flammable liquids or gases unless a DOT or Underwriters' Laboratories approved container is used, and only then in limited quantities.
- f. Use of burning flares will be discouraged. The preferred method is the use of reflective triangles.
- g. Assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well being is to be protected at all times.

8. Company and Personal Property

Employees are responsible for company property such as computers, work papers and equipment under their control. The company will not reimburse the employee for stolen personal property.

Appendix

Forms / attachments

- Vehicle Assignment Agreement
- Application Addendum For Employment Requiring Driving
- Guide For Preventable and Nonpreventable Accidents
- Vehicle Inspection Report
- Accident Report Form



Vehicle assignment agreement

The undersigned hereby acknowledges receipt of a company-owned or leased automobile. I understand this vehicle is to be regularly maintained and serviced, according to the service schedule outlined in the Owner's Manual or the instructions issued by the Vehicle Safety Coordinator, whichever is appropriate.

Further, it is agreed this vehicle will be operated in a safe manner. I agree to wear my seat belt whenever the vehicle is in motion and will require other occupants to do so. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me.

I understand articles of this agreement apply regardless of who is operating this vehicle. I may authorize others to drive this vehicle according to the following guidelines:

- Licensed spouse except if under 21 years of age.
- Licensed employees of (INSERT COMPANY NAME HERE) or its subsidiaries or affiliates.
- Other licensed drivers as I so designate in emergency situations only.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant (INSERT COMPANY NAME HERE) the right to investigate my motor vehicle driving record any time. My current driver's license is issued from the State of (STATE NAME) and is No._____.

I understand that I am responsible for my own license plate renewal, the cost of which will be reimbursed by the company. (Optional)

If my driving record contains two moving violations within one-year period, my record will be brought up before the Company Accident Review Board for consideration of remedial training and/or loss of driving privileges.

I will be required to attend a safe driving class on my own time and at my expense, and to provide the Vehicle Safety Coordinator with confirmation of attendance within thirty days of notification if decided by the review board.

I understand I am not to modify the vehicle in any way without written permission. This specifically applies to the installation of cellular telephones, radios, CBs, speakers, etc. Further, trailer hitches and towing trailers are specifically prohibited. Further, I will not take this vehicle out of the United States without written permission from the Vehicle Safety Coordinator.

I agree to reimburse the company for damages done to this vehicle because of my negligence. In the event of an accident, which has been determined to have been my fault by citation, traffic court conviction, by my own admission, or determination by management, I recognize that I am responsible for the first 50% of the repair cost, up to a maximum reimbursement of \$250 per accident, if the vehicle is repairable. If the vehicle is a total loss, I agree to be responsible for \$250 as reimbursement for the loss.

I understand the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my supervisor immediately.

I read and agree to the provisions of this Vehicle Assignment Agreement and the requirements of the Motor Vehicle Safety Program.

Signed

Date

Vehicle Assigned: _____

VIN Number: _____

Plate Number: _____

Mileage: _____

Other drivers

The undersigned agree to comply with the requirements of this Agreement, The Vehicle Safety Rules and the Vehicle Safety Program. (This section is to be completed by the employee’s spouse and any other employees of the Company who seek eligibility to operate the Company vehicle.)

Name (print)	Signature / date	License	ST	Birthdate	SS#

Application addendum for employment requiring driving

Company					
Address					
Name	First	Middle	Last	Phone	

Driver licenses: (list all licenses held in past 3 years and indicate those that are current)

State	License number	Class	Endorsements	Expiration

Have you ever been denied, or had revoked or suspended any license, permit, or privilege to operate a motor vehicle?

Yes No

If you answered YES to the above questions, give details: (if additional space is needed, attach sheet)

Traffic convictions and forfeitures for past 3 years (other than parking)

The undersigned agree to comply with the requirements of this Agreement, The Vehicle Safety Rules and the Vehicle Safety Program. (This section is to be completed by the employee’s spouse and any other employees of the Company who seek eligibility to operate the Company vehicle.)

Location (city & state)	Date	Charge	Penalty

Driving experience

Class of equipment	Date		Approx. no. of total miles
	From	To	
Automobile			
Van / Pickup			
Truck / Tractor			
Bus			
Other (specify)			

Accident record for past 3 years: (if additional space is needed, attach sheet)

Date	Location	Nature of accident	Fatalities	Injuries

General

Name (print)	Yes	No
Have you ever been convicted of a felony?		
Have you ever been refused bond		

If you answered YES to the above questions, give details: (if additional space is needed, attach sheet)

List special training related to transportation: (if additional space is needed, attach sheet)

To be read and signed by applicant

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge. I understand that, if hired, any misrepresentation of information in this application is cause for immediate dismissal. I authorize (INSERT COMPANY NAME HERE) to investigate my background to ascertain all information of concern to my employment history, whether same is of record or not, and release those providing such information from all liability for any damages resulting from furnishing this information. Further, I understand that I may be asked to demonstrate my ability to perform the essential functions necessary to complete the job and, if offered the job, that it may be conditioned on results of a physical examination, and controlled substances and alcohol misuse test.

Date

Applicant's signature

Guide for preventable or nonpreventable accidents

An accident is preventable if the driver could have done something to avoid it. Drivers are expected to drive defensively. Which driver was primarily at fault, who received a traffic citation, or whether a claim was paid has absolutely no bearing on preventability. If there was anything the driver could have done to avoid the collision, then the accident was preventable.

An accident is nonpreventable when the vehicle was legally and properly parked, or when properly stopped because of a law enforcement officer, a signal, stop sign, or traffic condition.

If a stationary object is struck, then it is usually a preventable incident. If the driver rearends another vehicle then it is usually a preventable incident. It should be noted there are exceptions to any rule, but they are just that - exceptions!

It should be the objective of any person discussing or judging accidents to obtain as many facts as possible and to consider all conceivable conditions. Adverse weather conditions, actions of other drivers, or other such excuses must not influence the judgment of preventability. If procedures, scheduling, dispatching, or maintenance procedures out of the control of the driver were found to be factors, that should be taken into account. The company must take responsibility for the work environment and recognize that drivers cannot control some aspects. It is critical that drivers have the ability to refuse to operate an unsafe vehicle without reprisal from management.

Professional drivers are expected to drive in a manner which allows them to avoid conflicts when they arise. Whether a driver has a 25-year safe driving record, or started driving the day before has no bearing on whether an accident is or is not preventable. Taking a fair attitude does not mean leniency. If an accident is judged nonpreventable and the drivers know the accident could have been avoided, they will lose respect for the safety program.

Questions to consider – general

When judging or discussing preventable accidents, these are some questions to consider:

1. Does the report indicate that the driver considers the rights of others or is there evidence of poor driving habits which need to be changed?
2. Does the report indicate good judgment? Such phrases as "I did not see," "I didn't think," "I didn't expect," or "I thought" are signals indicating there is something wrong. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.
3. Was the driver under any physical handicap which could have been contributory? Did the accident happen near the end of a long and/or hard run? Does the driver tend to overeat? Did the driver get sufficient sleep before the trip? Is the driver's vision faulty?
4. Was the vehicle defective without the driver's knowledge? A gradual brake failure, a car which pulls to the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout may be considered defects beyond the driver's knowledge; however, the inspection and maintenance program should work to prevent these hazards.
5. Would taking a route through less congested areas reduce the hazardous situations encountered?

Questions to consider – specific types of accidents

Intersection collisions

Failure to yield the right-of-way, regardless of stop signs or lights, is preventable. The only exception to this is when the driver is properly proceeding at an intersection protected by lights or stop signs and the driver's vehicle is struck in the extreme rear, side, or back.

Regardless of stop signs, stop lights, or right-of-way, a professional driver should recognize that the right-of-way belongs to anyone who assumes it and should yield accordingly. In addition, a professional driver is expected to know the turning radius of the vehicle and be able to avoid damaging others. These accidents are normally considered preventable.

1. Did the driver approach the intersection at a speed safe for conditions?
2. Was the driver prepared to stop before entering the intersection?
3. At a blind corner, did the driver pull out slowly, ready to apply the brakes?
4. Did the driver operate the vehicle correctly to keep from skidding?

If the answer to any question is no, the driver was not driving defensively and is responsible.

Sideswipes

Sideswipes are often preventable since drivers should not get into a position where they can be forced into trouble. A driver should pass another vehicle cautiously and pull back into the lane only when he or she can see the other vehicle in the rearview mirror. A driver should also be ready to slow down and let a passing vehicle into the lane. A driver should not make a sudden move that may force another vehicle to swerve. Unless the driver is swerving to avoid another car or a pedestrian, sideswiping a stationary object is preventable.

Drivers are expected to be able to gauge distances properly when leaving a parking place and enter traffic smoothly.

A driver is expected, whenever possible, to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable.

The doors of a vehicle should never be opened when it is in motion, and should not be opened on the traffic side, unless clear of traffic, when it is parked.

A parked vehicle can be seen from a sufficient distance; therefore, the operator of an approaching vehicle should be prepared in case the doors of the parked vehicle are opened. This type of accident is nonpreventable only when the door is opened after the driver has passed it.

1. Did the driver look to front and rear for approaching and overtaking traffic immediately before starting to pull away from the curb?
2. Did the driver signal before pulling away from the curb?
3. Did the driver look back rather than depend only upon rearview mirrors?
4. Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his or her vehicle?

If the answer to any question is no, the driver was not driving defensively and is Responsible.

Skidding

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazard of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous condition during the first minutes of a rainfall.

Loss of traction on a grade can be anticipated, and these accidents usually are preventable. Chains or other suitable traction devices should be used, if they are available.

1. Was the driver operating at a safe speed considering weather and road conditions?
2. During inclement weather was the driver keeping at least twice the safe following distance used for dry pavement?
3. Were all actions gradual?
4. Was the driver anticipating ice on bridges, gutters, ruts, and near the curb?
5. Was the driver alert for water, ice or snow in shaded areas, loose gravel, sand, ruts, etc.?
6. Did the driver keep out of other vehicle tracks or cross them at wide angles?

If the answer to any question is no, the driver was not driving defensively and is Responsible.

Pedestrian and animal collision

All types of pedestrian accidents, including collision with pedestrians coming from between parked cars, are usually considered preventable. There are few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

Collisions with animals are normally preventable, unless the movement on the part of an animal was unusual and unexpected. This is also taking into consideration the fact that the driver was aware of animals in the vicinity.

1. Did the driver go through congested sections expecting that pedestrians would step in front of the vehicle?
2. Was the driver prepared to stop?
3. Did the driver keep as much clearance between his or her vehicle and parked vehicles, as safety permitted?
4. Did the driver stop when other vehicles has stopped to allow pedestrians to cross?
5. Did the driver wait for the green light or stop for the caution light?
6. Was the driver aware of children and prepared to stop if one ran into the street?
7. Did the driver give all pedestrians the right-of-way?
8. Did the driver stop for a school bus which was stopped and properly signaling that passengers were loading or unloading?

If the answer to any question is no, the Driver was not driving defensively and is Responsible.

Parked or stopped

Accidents occurring when vehicles are properly and legally parked are considered nonpreventable. Accidents occurring while the vehicle was double parked or in a "No Parking" zone are preventable.

1. Was the vehicle parked on the proper side of the road?
2. Was it necessary to park near the intersection?
3. Did the driver have to park on the traveled part of the highway, on the curve, or on the hill?
4. When required, did the driver warn traffic by emergency warning devices?
5. Did the driver park parallel to the curb?
6. Was it necessary to park so close to an alley or directly across from a driveway?

If the answer to any question is no, the driver was not driving defensively and is responsible.

Noncollision vehicle damage, mechanical failure, and miscellaneous problems

The accident should be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or the driver caused by rough and abusive handling.

When a mechanical failure is sudden or unexpected, not resulting from abuse or ordinary wear, it may be considered nonpreventable. Bad brakes should not be considered a mechanical failure unless the failure was sudden and the driver could have had no previous knowledge of the condition. However, this type of failure cannot excuse a driver who does not know how to properly pre-trip inspect the vehicle or is too lazy to do the inspection correctly.

It is a driver's responsibility to keep the cargo in mind and be aware of any sudden vehicle movements which may cause damage to the cargo. Driving off the highway to avoid a collision may be preventable. Drivers should try not to place themselves in such a position. "U" turns are a monkey wrench in the smooth flow of traffic. Accidents which occur while this maneuver is attempted are considered preventable.

1. Could the driver have done anything to avoid the accident?
2. Was the driver's speed safe for conditions?
3. Did the driver obey all traffic signals?
4. Was the driver's vehicle under control?
5. Did the driver follow the routing and delivery instructions?

If the answer to any question is no, the driver was not driving defensively and is responsible.

Vehicle inspection report

This report is due during the month of **April** and **October** each year. A separate report must be completed for each unit. After completion this report should be forwarded to:

Date				
Vehicle unit number		License number		Mileage
Branch and department number		Driver		
Reporting office		Department		
Year		Make		Model
Serial number				

4 cylinder	6 cylinder	8 cylinder	Other cruise	Tilt wheel
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Inspect and check one

Lights

Head	OK	Out	Back-up	OK	Out
Parking	OK	Out	Side	OK	Out
Tail	OK	Out	Flashers	OK	Out
Directional	OK	Out			

Tires

Front left	Good	Fair	Poor	Front right	Good	Fair	Poor
Rear left	Good	Fair	Poor	Rear right	Good	Fair	Poor
Conventional spare	Good	Fair	Poor	Snow tires	Yes	Fair	
Mini spare	Yes	No	Good		Fair	Poor	

Note and explain uneven wear

Brakes

Check for master cylinder leaks. If unusual conditions, explain

Check brake pedal: **High** **Low**

Comments

Check brake fluid: **Full** **Low**

Exterior

Paint, overall condition	Good	Fair	Poor
Chrome, overall condition	Good	Fair	Poor
Glass, overall condition	No damage	Damage	

Explanation of overall exterior condition

Nonstandard ornamentation or equipment? (decals, trailer hitch, etc.) **Yes** **No**

If 'Yes', describe

Exterior damage? **Yes** **No**

If "Yes," note and explain estimated cost of repairs

If "Yes," was claim submitted? **Yes** **No**

If "No," why not

Interior

Overall appearance	Clean	Worn	Dirty		
Condition of seats	Good	Springs broken	Sagging		
Condition of upholstery	Clean	Worn	Dirty	Torn	Burn holes
Condition of carpets	Clean	Worn	Dirty	Torn	
Floor mats	Yes	No			
Windshield wipers	Good	Fair	Poor		
Knobs, handles, etc.	Good	Broken	Missing		
Accessories					
Flash light		Yes	No		
Horn working		Yes	No		
Safety belts		Working	Nonworking		
Windshield scraper: (if applicable)		Yes	No		
Rear window defroster		Working	Nonworking		
Accident report kit		Yes	No		
Driver s manual		Yes	No		
Condition of trunk:		Clean	Dirty		
Accessories					
Jack		Yes	No		
Handle and base		Yes	No		
Lug wrench		Yes	No		
Flares or reflectors (2 6)		Yes	No		

Under hood

Engine Clean Dirty

Note apparent leakage

Engine oil Full Low

Condition

Mileage of last oil change Mileage of last filter change

Mileage of last lubrication

Windshield washer fluid:	Full	Low	Nonfillable: Color:	Yes	No
Battery water level:	Full	Low		Red	Black
Transmission fluid condition:	Full	Low			
Power steering fluid:	Full	Low			

Overall rating of car

Excellent Good Fair Poor

Driver’s comments

Inspector’s comments and recommendations

Inspector’s signature _____

Branch/Fleet Coordinator signature _____

Driver’s signature _____

Scheduled completion date of corrective action _____

Auto accident report form

When an accident occurs

Paint, overall condition	Paint, overall condition	Paint, overall condition
• Remain calm • Get to a safe place • Check for injuries • Administer First Aid • Call police/EMT	• It's all my fault, (even if it is) • My insurance will pay for everything • It's OK, I have full coverage	• Get as much information as possible on this report. • Take Pictures • When the police come, cooperate and tell them what you know

Accident details

Day/Date/Time AM/PM	
Weather/Road Conditions	
Location of Accident	
Accident Details	

Damage descriptions

Your vehicle	Other vehicle
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Towing Company Name & Phone

Towing Company Name & Phone

Other driver / Vehicle information

Owner s Name	
Owner s Address	
Owner s Phone	
Vehicle Make	
Vehicle Model & Year	
Vehicle Color	
License Plate Number	
Insurance Company	
Agent Name & Phone	
Other Drivers Name	
Other Drivers Address	
Other Drivers Phone	

Passengers /Injuries

Your vehicle	Other vehicle
# Passengers	# Passengers

Police information

Officer name	
Department	
Phone	
Badge number	
Other info	

Witness information

Name		Name	
Address		Address	
Home phone		Home phone	
Work phone		Work phone	

Sketch the accident scene

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