

Fleet Vehicles: General

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Is there a driver safety/fleet vehicle program? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Are there clear and comprehensive vehicle/traffic safety policies? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Are safety policies communicated to all employees? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Has a determination been made as to which federal, state, and local laws apply to the company's vehicles? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Are procedures in place for ensuring licensing, registration, and insurance obligations are met and kept up-to-date? |

Fleet vehicles: Driver Contracts

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Are employees required to enter into contracts to abide by the company's vehicle/safety policies and to obey all traffic laws? |

Fleet vehicles: Motor Vehicle Record (MVR) checks

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Are driving records checked of all employees who drive for work purposes? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Are periodic MVR checks conducted to ensure employees maintain good driving records? |

Fleet vehicles: Accident reporting and investigation

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Are procedures in place for reporting and investigating crashes? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Are all crashes, regardless of severity, required to be reported and investigated? |

Fleet vehicles: Equipment and supplies

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11. Are fleet vehicles stocked with appropriate emergency supplies (flares, cones, flashlights, etc.)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12. Are emergency numbers posted in fleet vehicles? |

Fleet Vehicles: General

Fleet vehicles: Maintenance and inspection

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 13. Are all vehicles properly maintained and routinely inspected and serviced? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 14. Is there a preventive maintenance program in place? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 15. Are vehicles suitable for the purpose they are used for? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 16. Are measures in place to ensure personal vehicles used for work purposes are in safe condition? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 17. Are employees required to complete post-trip reports, noting any problems encountered? |

Fleet vehicles: Discipline

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 18. Are appropriate disciplinary measures taken when employees operate vehicles unsafely or in violation of company policy or traffic laws? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 19. Is the discipline policy applied consistently? |

Fleet vehicles: Training

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 20. Are employees instructed in safe driving behaviors, both before they are allowed to operate vehicles for work purposes, and on an on-going basis? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 21. Are employees instructed in proper security measures (lock doors, park in well-lit areas, etc.)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 22. Are employees trained on avoiding and dealing with road rage? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 23. Are employees trained to report all accidents to proper company officials? |

Notes: