

Fleet Risk Control Best Practice Checklist

To complete the survey, rate each practice in relation to your fleet management program, in the column to the right. Once you have completed the survey, you may begin to prioritize areas for improvement within your fleet program. Areas marked as informal, verbal policy or no policy are good places to start. Use the best practice policies and resources to further develop your fleet management program.

		Formal or Written Policy	Informal or Verbal Policy	No Policy In Place
Standards	I. Management Leadership			
I-1	Is senior leadership committed to driver and vehicle safety?			
I-2	Does your organization have a written driver policy with specific goals and objectives?			
I-3	Does your organization have a designated fleet administrator?			

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Standards	II. Driver Qualification			
II-1	Does your organization qualify its drivers using established criteria?			
II-2	Are files for each driver maintained and monitored?			
II-3	Is a current copy of each driver's license kept on file?			
II-4	Does your organization keep a completed MVR review for each driver?			
II-5	Do all drivers in your organization take a written exam to determine their knowledge of road safety?			
II-6	Are all drivers for your organization who operate a vehicle, other than a car, required to pass a road test with that vehicle?			
II-7	Is each prospective driver interviewed regarding safe driving behaviors?			
II-8	Does your organization conduct reference checks for all prospective drivers?			

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Standards	III. Driver Orientation and Training			
III-1	Has your organization established specific rules and responsibilities for all drivers?			
III-2	Does your organization have a formal driver orientation procedure?			
III-3	Do all drivers within your organization receive training on defensive driving and safe driving techniques?			
III-4	Does your organization provide ongoing driver awareness for all drivers?			
III-5	Does your organization provide drivers with specific training on safe operating procedures for their vehicles?			

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Standards	IV. Vehicle Records, Inspection and Maintenance			
IV-1	Does your organization have a reliable system to identify its vehicles?			
IV-2	Does your organization have a vehicle maintenance program including an ongoing recordkeeping system?			
IV-3	Does your organization have a formal vehicle inspection program?			

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Standards	V. Accident Reporting, Recordkeeping and Analysis			
V-1	Does your organization have a formal accident reporting system?			
V-2	Does your organization have a formal accident investigation system?			
V-3	Does your organization have an accident review process?			
V-4	Does your organization have established emergency road procedures?			

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Standards	VI. Evaluating and Improving Driver Performance			
VI-1	Does your organization have a formal system for evaluating drivers?			
VI-2	Does your organization take corrective action for unsafe drivers?			
VI-3	Does your organization evaluate drivers on their physical capabilities to drive safely?			
VI-4	Does your organization offer modified driving plans for individuals with reduced capabilities?			

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Standards	VII. Insurance Requirements			
VII-1	Does your organization have a policy for use of personal vehicles?			
VII-2	Does your organization have a policy for renting vehicles?			
VII-3	Does your organization have a policy for contracting third party transportation service providers?			

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Standards	VIII. Special Circumstances			
VIII-1	Does your organization have a plan to eliminate the use of 11-15 passenger vans for transporting passengers?			
VIII-2	Does your organization have a formal procedure for qualifying student drivers?			
VIII-3	Does your organization have a formal procedure for qualifying casual drivers?			
VIII-4	Does your organization have a formal procedure to obtain guardian permission for transporting minors or vulnerable adults?			
VIII-5	Does your organization have a policy for non U.S. citizen drivers?			
VIII-6	Does your organization have a policy for those driving in non U.S. destinations?			
VIII-7	Does your organization have policies addressing the safe use of commercial vehicles?			

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Standards	IX. Operational Concerns			
IX-1	Are vehicles stored or parked in appropriate areas?			
IX-2	Does your organization have a policy for managing vehicle keys?			