

## **Sample Driver Performance Policy**

## **Exhibit VI-1.1**

Our organization recognizes the importance of evaluating the performance of all of our drivers. Safe drivers are an important part of the organization and help us manage the risks associated with driving as well as being successful in our ministries. Therefore, it is essential that we monitor the performance of all our drivers on an ongoing basis. We can do this by utilizing a variety of important Driver Evaluation Tools and Techniques including the following:

### **Evaluation Tools and Techniques**

- **Motor Vehicle Record (MVR) Review:** Your organization should evaluate every driver's MVR annually or as often as needed. When a Motor Vehicle Report is ordered and the results examined, you will be able to see if the driver has had any moving violations, in addition to reviewing your records to determine if they have had any at fault accidents.

Refer to additional resources in Section II of the Best Practices.

See Exhibit # II-4.1 How to Obtain an MVR

See Exhibit # II-4.2 How to Evaluate an MVR

- **Use of Individual Driving Assessment:** This resource can be used to help assess an driver's ability to safely operate a vehicle. It takes into consideration age, number of traffic violations, at fault accidents and health conditions. This resource can be found in the Best Practices, Section VI-1.2.
- **Road Observation By Fleet Coordinator or Responsible Party:** This technique is a formal approach to observing the actual driving of an individual by riding along. This allows for a first hand look at the driving skills practiced by the individual. The information obtained can help determine the level of risk for a driver and whether there are concerns that need to be addressed by the organization.
- **Road Observation (Following From Behind):** This technique can be used to discreetly observe the driving of a particular driver who may have issues or concerns. You are more likely to observe their actual driving habits as they are unaware that they are being observed as compared to the technique above.
- **Use of Driver Alert System:** The Risk Pooling Trust offers a free service to members who would like an additional method to evaluate driver performance. This service provides decals to be placed on the rear or rear bumper of a vehicle with information including phone # and vehicle number in which another driver can report on whether the vehicle is being safely operated. The member will receive periodic reports that have been received regarding their vehicles and operation. See Exhibit # VI-1.3 for additional information.
- **Formal Behind The Wheel Evaluation:** This technique is recommended for high risk drivers to help determine if they are fit to drive. It is completed by an independent service provider or vendor or through a trained employee of the Risk Pooling Trust. They will

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ride along with the driver and observe their driving skills and complete a formal report on their ability to safely operate a vehicle. They may determine that the driver should no longer drive and would make this recommendation to the member organization. See The Best Practices - Section VI for additional information and resources.