

Fleet Control Tips

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Nationwide, vehicle accidents are the leading cause of workplace deaths and account for a significant number of work related injuries. Below are guidelines for management to review with drivers who drive company vehicles or who drive personal vehicles for company business.

Determine Driver Eligibility

Potential driver applicants need to be properly screened prior to being permitted to drive company owned vehicles or their personal vehicle for company business by implementing the following:

- + Motor vehicle records (MVRs): past driving behavior often indicate future driving habits.
- + Verify the applicant always carries their driver's license on their person.
- + Confirm employee has the appropriate class driver's license for the vehicle they drive.
- + Verify they are qualified to drive their assigned vehicle.
- + Road test the applicant prior to allowing the employee to drive vehicles.

Discuss Company Driving Policies

Review company driving expectations and driving behavior with each new applicant, reviewing, but, not limited to the following:

- + Review company driving rules, safe driving habits and state traffic laws.
- + Emphasize vehicle driving safety as well as planning efficient and safe driving routes.
- + Discuss vehicle controls and emergency equipment.
- + Speak about vehicle accident prevention and reporting.
- + Highlight vehicle maintenance and inspection requirements for company owned vehicles.

Periodic Inspections:

- + Check all fluid levels.
- + Follow the manufacturer's recommendations for oil changes.



- + Ensure safety equipment, such as flares, triangles, fire extinguishers, are inside the vehicle.
- + Periodically check the tire pressure for the spare tire and jack.
- + Inspect hoses and belts.
- + Ensure the proof of insurance is current and inside the vehicle.

Pre-trip and Post-trip Inspections:

Before and after driving a company owned vehicle, instruct drivers should inspect the vehicle for the following:

- + Leaks: water; oil, brake fluid; transmission fluid; radiator fluid.
- + Inspect for body damage.
- + Examine tires for low air pressure or worn treads.
- + Check for loose or rusted lug nuts and tire or rim damage.
- + Inspect windows and mirrors for cracks or obstructions.
- + Wiper blades should not be cracked or brittle.
- + Check headlights, brake lights, parking lights and turn signals.
- + Adjust mirrors to the appropriate position.
- + Start the engine; check all gauges and warning lights.
- + Ensure the horn, wipers and washers are operating properly.
- + Test parking brake.
- + Ensure the defroster operates properly.
- + Examine seat belts to ensure they they are in good condition and operating properly.
- + Check the clutch and steering.
- + Always test the brakes before driving.

