

## Information Bulletin

NUMBER 25

### Driver Training

Driver training is a vital but often overlooked part of a fleet safety program. This is much more involved than the initial driver screening and selection. Items for consideration in your driver training program include:

■ *Designation of a Driver Trainer.* A driver trainer is an important part of any fleet safety program.

Responsibilities of the trainer may include:

- Driver supervision
- Driver performance appraisals and reviews
- Accident investigation
- Accident trend analysis
- Road observations
- Terminal visits and reviews
- Conducting fleet safety meetings
- Other driver training needs

Driver training can take place in two parts. It can be classroom training and on the road vehicle training.

■ *Classroom training:* This training can be in group settings or it can be one on one. Typical group training sessions can include:

- Video training with specific videos for backing, road hazards, emergency maneuvers, etc.
- Defensive driving training.
- Reviews of lessons learned from incidents or losses.
- Company rules and regulations.
- Driving logs and other record-keeping
- Disciplinary program training.

- Routes and schedules.
- Accident and emergency situation training.
- Cargo handling.
- Inspection procedures and requirements.
- Vehicle maintenance procedures

■ *One on one training:* This training can be in the form of individual instruction or coaching. This training can include:

- Specific accident or incident review
- Cargo handling on specific vehicle types
- Review and refresher training on company rules and procedures.
- Route and over the road training
- Vehicle operations
- Specific maintenance and inspection procedures
- Emergency procedures

Any driver training program must include a periodic driver evaluation to determine current skill and proficiency levels in the operation of the currently assigned vehicle type for each driver. This should be conducted at least annually or more frequently as needs of specific drivers are identified. Periodic evaluations should be used to determine the following:

- *Current and future training needs.*
- *Company rules and regulatory agency rules compliance.*
- *Disciplinary action needs.*