

Information Bulletin

NUMBER 15

Fleet Management Program

Most job-related fatalities occur during the operation of vehicles. Management should recognize the significant exposure to loss represented by vehicles operated for business purposes. This exposure should be managed just like any other aspect of company operations through effective, documented policy and procedure.

An effective company fleet management program should include the following:

- *A statement of management policy in general terms* – safe operation of vehicles is considered to be of the utmost importance
- *Lines of responsibility/accountability within the company* – the “who, what, when, where and why” of the program operation, such as reporting requirements and recordkeeping
- *Driver selection criteria* – acceptable licensing, motor vehicle record (MVR), road test and physical certification, if applicable
- *Driver training* – both in-house and outside source requirements
- *Periodic driver evaluations* – the nature and frequency of performance evaluations and use of the results
- *Vehicle inspections/maintenance* – frequency, reporting format, service/repair facilities and follow-up
- *Personal use of company vehicles policy* – who can drive and for what purposes
- *Use of an employee’s personal vehicle for company business* – conditions and restrictions for use, verification of hired-car/non-owned insurance coverage, evidence of employees’ personal auto insurance
- *Road patrol* – both in-house and outside source observations of drivers in uncontrolled situations
- *Substance abuse policy* – testing practices and Employee Assistance Program, if applicable

All components should be in compliance with federal, state and local regulations.