

DEVELOPING A FLEET SAFETY PROGRAM

Planning and enforcing a fleet safety program should be done by top management and strictly enforced to help prevent accidents, injuries and ensure your business is running as safely and efficiently as possible.



A fleet safety program will help monitor existing drivers and ensure your vehicles are operating properly. It is also important to keep a file on each driver and review their record regularly, as well as investigate all accidents to understand the cause and need to prevent reoccurrence. Another important aspect of a fleet safety program is to outline emergency procedures, provide defensive driver training and keep all employees interested in the fleet safety effort. Use the following as a fleet driver road test to ensure your drivers are practicing safe driving.

Driver's Name _____ Date _____

License No. _____ State _____

Vehicle Driven _____ Road Test Miles _____

Evaluator _____

Pass	Fail	Pre-Trip Inspection	Pass	Fail	Placing Vehicle in Operation
<input type="checkbox"/>	<input type="checkbox"/>	Checks general condition of vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	Uses seat belt.
<input type="checkbox"/>	<input type="checkbox"/>	Checks for proper operation of parking and service brake systems.	<input type="checkbox"/>	<input type="checkbox"/>	Starts vehicle properly.
<input type="checkbox"/>	<input type="checkbox"/>	Checks for steering mechanism.	<input type="checkbox"/>	<input type="checkbox"/>	Checks air pressure.
<input type="checkbox"/>	<input type="checkbox"/>	Checks all lighting devices and reflectors.	<input type="checkbox"/>	<input type="checkbox"/>	Shifts gears properly.
<input type="checkbox"/>	<input type="checkbox"/>	Checks condition of tires.	<input type="checkbox"/>	<input type="checkbox"/>	Checks traffic conditions.
<input type="checkbox"/>	<input type="checkbox"/>	Checks horn and windshield wipers.	<input type="checkbox"/>	<input type="checkbox"/>	Does not allow vehicle to roll while stopped.
<input type="checkbox"/>	<input type="checkbox"/>	Checks and adjusts rear view mirrors.	<input type="checkbox"/>	<input type="checkbox"/>	Drives with both hands on wheel.
<input type="checkbox"/>	<input type="checkbox"/>	Checks emergency equipment.	<input type="checkbox"/>	<input type="checkbox"/>	Steers smoothly.
			<input type="checkbox"/>	<input type="checkbox"/>	Maintains proper speed for conditions, within speed limit.



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Pass	Fail	Backing and Parking	<input type="checkbox"/>	<input type="checkbox"/>	Stops at a safe distance when necessary.
<input type="checkbox"/>	<input type="checkbox"/>	Stops in correct position.	<input type="checkbox"/>	<input type="checkbox"/>	Does not shift gears when crossing tracks.
<input type="checkbox"/>	<input type="checkbox"/>	Avoids backing from blind side.			
<input type="checkbox"/>	<input type="checkbox"/>	Gets out of vehicle and checks entire area, including overhead, before backing.	Pass	Fail	Passing
<input type="checkbox"/>	<input type="checkbox"/>	Uses mirrors properly.	<input type="checkbox"/>	<input type="checkbox"/>	Only passes in safe location where legally allowed.
			<input type="checkbox"/>	<input type="checkbox"/>	Checks ahead and behind to make sure passing room is adequate.
Pass	Fail	Intersections	<input type="checkbox"/>	<input type="checkbox"/>	Warns vehicle ahead of intention to pass.
<input type="checkbox"/>	<input type="checkbox"/>	Prepares to stop vehicle if necessary, even if traffic signal is green.	<input type="checkbox"/>	<input type="checkbox"/>	Uses directional signals properly.
<input type="checkbox"/>	<input type="checkbox"/>	Checks in all directions for traffic conditions.	<input type="checkbox"/>	<input type="checkbox"/>	Leaves sufficient space before cutting back into lane.
<input type="checkbox"/>	<input type="checkbox"/>	Stops vehicle in proper location when required.	<input type="checkbox"/>	<input type="checkbox"/>	Does not exceed speed limit.
<input type="checkbox"/>	<input type="checkbox"/>	Does not allow vehicle to roll when stopped.	Pass	Fail	Coupling and Uncoupling Combination Unit
Pass	Fail	Turning	<input type="checkbox"/>	<input type="checkbox"/>	Checks that fifth wheel jaws are open.
<input type="checkbox"/>	<input type="checkbox"/>	Makes sure vehicle is in proper lane for turn.	<input type="checkbox"/>	<input type="checkbox"/>	Lines up properly with trailer.
<input type="checkbox"/>	<input type="checkbox"/>	Signals intention to turn well in advance.	<input type="checkbox"/>	<input type="checkbox"/>	Connects brake and electrical lines.
<input type="checkbox"/>	<input type="checkbox"/>	Approaches at proper speed.	<input type="checkbox"/>	<input type="checkbox"/>	Charges trailer brakes.
<input type="checkbox"/>	<input type="checkbox"/>	Checks traffic conditions and turns only when intersection is clear.	<input type="checkbox"/>	<input type="checkbox"/>	Backs slowly.
<input type="checkbox"/>	<input type="checkbox"/>	Keeps vehicle in proper lane during turn.	<input type="checkbox"/>	<input type="checkbox"/>	Visually checks for proper coupling of fifth wheel.
<input type="checkbox"/>	<input type="checkbox"/>	Does not shift gears during turn.	<input type="checkbox"/>	<input type="checkbox"/>	Assures that fifth wheel handle is in locked position.
Pass	Fail	Railroad Crossing	<input type="checkbox"/>	<input type="checkbox"/>	Raises landing gear and removes wheel chocks.
<input type="checkbox"/>	<input type="checkbox"/>	Checks in all directions when approaching crossing.	<input type="checkbox"/>	<input type="checkbox"/>	Applies trailer brakes and gently tries to pull away from trailer.
<input type="checkbox"/>	<input type="checkbox"/>	Comes to complete stop when necessary or required by law.			

Evaluator's Comments Pass Fail

Comments: _____

Training Requirements: _____

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DISCLAIMER

The recommendations printed here follow generally accepted safety standards. Compliance with these recommendations does not guarantee that you will be in conformance with any building code, or federal, state or local regulations regarding safety or fire. Compliance does not ensure the absolute safety of you, your operations or place of business.



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