



## List of Components Commonly Found in Modern Fleet Safety Policies

The following list provides components commonly found in modern Fleet Safety Policies. This is not a comprehensive list of all components to consider including. Each company should set its own standards and policies based on advice from their legal resources and their specific situation, goals, and objectives.

- Leadership Commitment to Fleet Safety Program with Connection to Overall Strategic Objectives of the Organization, (e.g. Environmental, Social & Governance (ESG), Client Experience, Employee Satisfaction, etc.)
- Safety Mission and Goals
  - Goals tied to Organizational objectives.
  - Organization representative responsible for program oversight
  - Driver Health and Welfare
  - Driver Satisfaction
- Employer Liability – Summarize negligent tort law doctrines that serve as the rationale of a safety program, including:
  - Respondent Superior
  - Negligence
  - Negligent Hiring
  - Negligent Retention
  - Negligent Entrustment
  - Negligent Supervision

- Personal Use of Company Vehicles
  - Personal Use Permissions
  - Reporting Requirements
- Personal Vehicles on Company Business
  - Insurance Requirements
  - Maintenance Requirements
  - Reimbursement Methods and Amounts
  - Motor Vehicle Reports (MVRs)
  - Personal Insurance' Business Use' Exclusions
  - Reporting Requirements
- Driver Recruitment
  - Orientation
  - Assessment
- Driver Legalization
  - License Status
  - Motor Vehicle Record Monitoring
- Driver Risk Assessments
  - Behavior and MVR Monitoring
  - Telematics
  - Driver Risk Profiles/Scoring
  - Intervention
  - Coaching
  - Training – eLearning, Behind-the-Wheel, Classroom
  - Driver Data Privacy
- Collisions and Violations
  - Violation Enforcement Scene Procedures
  - Collision Scene Procedures
  - Reporting Requirements
  - Rentals
- Distracted Driving Policy
  - Cell Phone
  - Texting
  - Fatigue
  - Other Driving Distractions
- ADAS Equipment
  - Proper Use of Equipment
  - Required ADAS Training
- Defensive Driving
- Inspection and Maintenance
  - Scheduled Maintenance and Inspections
  - Garaging and Storage
  - General Repairs
  - Body Repairs
- Fuel Management Policy
- Drug and Alcohol Usage
- Seat Belt Usage
- Equitable Driver Remediation
- Fleet Driver Communications
  - Operational – Individual Driver Risk Assessments and Remediation Process
  - Driver Engagement – Fleet-wide
  - Disciplinary Actions – Fleet-wide and Individual
- Regulated Fleet Driver Policy
  - Responsibilities for Drivers
  - Manager Responsibilities
  - Departmental Responsibilities – HR, Safety Committee, Operations
  - Safe Driving Requirements – Logs, Vehicle Inspections
  - Vehicle Maintenance
  - Incidents