

## Sample Driving Policy Checklist

*Your Driving Policy Should Cover the Following Topics as Applicable*

### BACKGROUND INFORMATION AND PURPOSE

1. Who is covered by the policy?
2. Does the policy include operations for both personal vehicles and organization-owned vehicles while on business?
3. Does the policy define an unacceptable driving record?
4. How does the organization assure operators of organization-owned vehicles that they have sufficient knowledge, skill and ability, measured in part through a safe driving history, to protect themselves, passengers, the organization, clients and the public from an unsafe drive? (Hint—saying all are required to have a current state-issued driver's license does not meet the standard of best practice.)

### POLICY

1. Does the policy include both organization-owned and privately owned motor vehicles?
2. Are employment offers contingent upon satisfactory proof of an acceptable driving history?
3. Are employees with unacceptable driving records still allowed to drive on organization business?
4. Who manages and directs the driver qualification policy?

### SCOPE

1. Have you evaluated each job to determine if driving is a condition of employment?
2. Will an employee with an unacceptable driving record be eligible for promotion for positions that involve driving?
3. If employees are promoted or transfer from a non-driving to a driving required job, are they required to produce a state-issued Department of Motor Vehicle (DMV) report of driving history?
4. Who pays for the DMV report?
5. How often are the DMV records pulled?
  - a. Monthly?
  - b. Quarterly?
  - c. Annually?

### PROCEDURES

#### Applicants

1. Who will review driving history of applicants and prospective promotions prior to action?
2. Whose responsibility is it to ensure that the employee receives a valid driver's license within a certain amount of days after hire?
3. Will the class of license be appropriate to the vehicle operated during employment?
4. Who maintains a master list of all organization-approved drivers?

5. Is checking an employee's driving record and valid driver's license part of their performance review?
6. What happens if an employee gets an unacceptable driving record (see Standards for Operation)? Are they subject to appropriate disciplinary action up to and including discharge?
7. Does your policy require operators to immediately report to their supervisor any suspensions, restrictions, limitations, revocation, restriction of driver's license, or any other change in their driving status which violates the standards?
  - a. What happens if they do not report by the next working day?

#### Standard for Operation of Vehicles

1. Do you state in writing that all persons operating a motor vehicle on behalf of your organization must have a valid driver's license?
2. Is there a policy for authorized drivers to relinquish/not relinquish to another individual the operation of an organization-owned vehicle unless an emergency exists?
3. Who ensures that operators receive proper instructions from their supervisor or department safety officer regarding organization-owned vehicles and/or equipment before being authorized to operate?
4. What does your vehicle orientation consist of?
  - a. Review of your policy?
  - b. Discussion of operator responsibility?
  - c. A test drive?
5. What is your policy on private vehicles that are used for organization business?
  - a. Operable mechanical condition?
  - b. Insured as required under state law?
    - a) If so, are limits stated?
  - c. Is evidence of insurance provided annually? To whom?
6. Do you define an unacceptable driving record within the 12-month period preceding review of record?
  - a. Is it defined by type of major traffic offense?
  - b. How do you treat moving violations?

#### Safety

1. Do you have a statement about traffic laws, equipment, registration, and licensing requirements applicable to the vehicle being operated?
2. What is your seatbelt policy for drivers and occupants?
3. Do you define controlled substances and alcohol, and what happens if operators are caught with them?
4. How long do you require a driver to wait before they operate an organization-owned vehicle, or a private vehicle while on organization business?
5. Do you allow organization-owned vehicles to transport alcoholic beverages? Under what circumstances?
6. Does your policy discuss use of prescription medication while operating a vehicle on organization business?
7. Do you allow eating while operating organization-owned vehicles or equipment?
8. What is your cell phone use policy while driving? None? Hands free earpiece only?

### Traffic Violations or Accidents

1. Who is notified?
2. What required organization investigation is performed and what report is filed?
3. Who files the state-specific DMV accident report if any personal injury occurred or if property damage exceeded the minimum threshold?
4. How does your organization determine if an accident is preventable or non-preventable?
  - a. What criteria do you use?
5. How do you define negligence and or fault?
6. What follow-up happens after you determine if an accident is preventable or non-preventable?
7. Who is consulted if there is corrective action?

### Corrective Action

1. What is your policy for minor violations? Major or repeated violations?
2. What is your policy on citations?
3. What is your policy on preventable accidents while on organizational business?
4. What is your policy on DUIs?
5. Do you have a statement or attachment describing what types of vehicles can be driven (Class A, B, C licenses and endorsements etc.)?

For more information on vehicle policies and fleet safety programs, please contact  
LBailey@alliantinsurance.com