

# FFVA MUTUAL

**THE CHOICE FOR WORKERS' COMPENSATION**

## Motor Vehicle Safety Program Evaluation

		<b>UNSATISFACTORY</b>	<b>FAIR</b>	<b>GOOD</b>	<b>EXCELLENT</b>
1	<b>Written Driver Safety Policy</b>	No written nor verbal Driver Safety Policy supported by Upper Management	Verbal policy from upper management	Written & enforced Driver Safety policy with specific rules & regulations.	In addition to GOOD – the Driver Safety policy is reviewed periodically.
2	<b>Motor Vehicle Record Check (MVR)</b>	MVR are not currently completed	MVR are checked initially only. No consistency.	MVR are completed on all new drivers & all existing drivers periodically (every 1 or 2 years)	In addition to GOOD – MVR are completed more than once per year. A formal policy addressing moving violations is in place.
3	<b>Employee Selection &amp; Placement</b>	No effort made to screen employees	Informal effort made to hire the best qualified employee, but no specific written policy enforced by upper management.	Management has approved specific written guidelines for hiring. Required skills & limitations are considered. New employee safety orientation program.	In addition to GOOD – minimum skills and physical requirements are developed. Conduct background screening for all new drivers.
4	<b>Road Test</b>	Road Tests are not completed.	Road Test to include a written driver performance evaluation, are completed on an inconsistent basis.	Managers consistently conduct road tests on all new drivers, and complete a driver performance evaluation.	In addition to GOOD – all road tests are completed by the Safety person and a passing score is required. Random ride-along by Supervisors.
5	<b>Seat Belts</b>	No written policy.	Seat belt usage is verbally discussed, but not enforced.	A written and well enforced seat belt policy exists.	In addition to GOOD – immediate action is taken when a driver is observed not wearing seatbelts. Formal inspections are made on a consistent basis.
6	<b>Preventive Maintenance</b>	No set scheduled maintenance program in place.	Some preventive maintenance completed, but records are not adequately maintained.	Preventive maintenance completed on a routine basis and maintenance records are kept up-to-date.	In addition to GOOD – Prompt action is taken and vehicles are pulled out of service until repairs are completed.
7	<b>Cell Phones</b>	Management issues or allows cell phones. No guidance/policy.	Management outlines verbal guidance regarding cell phones. Accountability is not established.	Formal written and well enforced cell phone policy.	In addition to GOOD – immediate action is taken when the cell phone policy is violated. Alternate communications devices and/or hand-free aids.

8	<b>Pre/Post Trip Inspections</b>	No inspection guidelines in place.	Some inspection guidelines in place, but not monitored or enforced.	Daily inspection guidelines in place. Completing a pre/post trip inspection form is required.	In addition to GOOD – inspection forms are reviewed by management and immediate action is taken. Periodic inspection of vehicles by top management, to include taking photos of each vehicle.
9	<b>Driver Safety Talks and Training</b>	No written policy. No meetings or formal training conducted.	Meetings are conducted on an inconsistent basis. No documentation kept on record.	Safety meetings or talks are conducted regularly. Formal training is provided to new drivers. Records are on file.	In addition to GOOD – Safety talk subjects are based on risk, trends and needs. All drivers are provided with periodic driver training, to include a 4 hour Defensive Driving Course.
10	<b>Accident Reporting &amp; Investigation</b>	No written policy. Inadequate corrective action taken.	Inconsistency in management investigation of accidents and review of completed reports.	Consistency in management training, loss investigation and record keeping.	In addition to GOOD – all investigative reports are reviewed by a safety committee and firm corrective action measures are taken. Trends are monitored. Employees involved in accidents are required to attend an outside Defensive Driving Class.
11	<b>Disciplinary Policy</b>	No written disciplinary policy related to Vehicle Safety is in place.	Some efforts made. Verbal warnings to drivers.	Disciplinary policy in place. Meetings are held to discuss violations. Events documented in employee file.	In addition to GOOD – management has a specific 2 to 3 step rule which can result in employee termination. Each driver issued a citation is required to attend a Defensive Driving Class.

- Circle the rating which most accurately reflects the present status of your safety program and transfer the results to the summary sheet.
- These eleven activities will help evaluate the effectiveness of a Motor Vehicle Safety Program.



**MOTOR VEHICLE SAFETY PROGRAM SUMMARY SHEET**

Element	Present Status (Unsatisfactory, Fair, Good, Excellent)	Goal	Target Date
1. Written Driver Safety Policy			
2. Motor Vehicle Record Check (MVR)			
3. Employee Selection & Placement			
4. Road Test			
5. Seat Belts			
6. Preventive Maintenance			
7. Cell Phones			
8. Pre/Post Trip Inspections			
9. Driver Safety Talks			
10. Accident Reporting & Investigation			
11. Disciplinary Policy			

**COMMENTS:**

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Date Completed: \_\_\_\_\_ LCC/Evaluator: \_\_\_\_\_