

## Sample Motor Vehicle Safety Policy

### **Purpose:**

To establish a fleet loss-prevention program that will:

- reduce costs related to the purchase, maintenance and repairs of, and accidents involving, the organization's vehicles; and
- assist in reducing vehicle accidents.

### **Responsibilities:**

#### **Supervisors shall:**

1. Ensure that drivers are qualified, trained and certified.
2. Ensure that all employees are familiar with motor vehicle safety policies and procedures and accident/incident reporting requirements, and frequently check on their compliance.
3. Maintain all vehicles adequately for safe operation and ensure that only authorized personnel are allowed to operate vehicles.
4. Ensure that unsafe vehicles are not driven until safety deficiencies have been corrected.
5. Review each incident/accident report to determine if the employee's actions were consistent with the firm's policies and procedures.
6. Determine what additional training or other positive action is required to deal with driver error.
7. Maintain complete records on fleet vehicle accidents/incidents.

#### **Employees/Volunteers driving the organization's vehicles shall:**

1. Operate motor vehicles in a safe and responsible manner.
2. Become familiar with and obey all motor vehicle safety policies and procedures, and provincial highway traffic rules and regulations.
3. Inspect the vehicle that he/she is about to drive and report to his/her supervisor in writing all defects noted during the trip or inspection (if any).
4. Report all motor vehicle accidents/incidents immediately in accordance with the accident/incident reporting procedures.
5. Report immediately to the supervisor any suspension of driving privileges and cease to operate any fleet vehicle until his/her privileges are reinstated.