

CHECKLIST

Occupational Driving Safety Program Review Checklist



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Occupational Driving Safety

Program Review Checklist

Introduction

Transportation related incidents are the leading cause of fatal work injuries in Texas. The Division of Workers' Compensation (DWC) recommends that employers with employees who drive while on the job, either incidentally or as part of their normal job duties, establish an occupational driving safety policy and program. The recommended basic elements for an effective occupational driving safety program are outlined in this review checklist.

The items included in the checklist are considered to be best practice components. The checklist can be used as an assessment tool of your current program or for developing a new program. All items may not apply to all organizations. Employers should ensure that their programs and practices comply with applicable federal, state, and local regulations. The DWC recommends reviewing your occupational driving safety program at least annually, or when changes occur in your workplace.

OCCUPATIONAL DRIVING SAFETY PROGRAM ELEMENTS

The Roadway Workplace

If your employees are in a motorized vehicle as part of their job, you should consider the vehicle and roadway as an extension of your workplace and establish an occupational driving safety program.

- Driver Policies and Safety Programs
- Motor Vehicle Record Checks
- Driver Assessment
- Journey Management
- Applicable Laws



The Driver

If your employees operate a motorized vehicle as part of their job, you should be aware of and combat the common causes of roadway crashes and related injuries. Your occupational driving safety program should address driver behavior, driving skills, and physical conditions that affect driving.

- Seat Belt Use
- Impaired Driving
- Distracted Driving
- Fatigue
- Wellness/Fit to Drive
- Driver Training



The Vehicle

If your company has a fleet, or if employees drive personal or leased vehicles as part of their job, you should ensure that the vehicles are mechanically sound and operating properly. Your occupational driving safety program should address proper vehicle maintenance and operations.

- Operating Different Types of Motor Vehicles
- Vehicle Maintenance



The Environment

If your employees are in a motorized vehicle as part of their job, they should be prepared for conditions outside of the vehicle that might affect their trip.

- Adverse Weather Conditions
- Work Zone Safety
- Road Conditions
- Other Drivers



OCCUPATIONAL DRIVING SAFETY PROGRAM REVIEW CHECKLIST

Initial Review Annual Review Interim Review

Date: _____

The Roadway Workplace	Yes	No
Is there a written driving safety policy statement?		
Is the policy statement signed by management?		
Does the policy address seat belt use while operating a motor vehicle?		
Does the policy address use of electronic devices for calling, texting, or watching while operating a motor vehicle?		
Does the policy address other forms of distractions that can occur while driving, including but not limited to: eating; drinking; smoking; reading; applying makeup or other grooming activities; reaching for items; focusing on other passengers in the vehicle; and activity other than driving?		
Does the policy include a driver assessment component, such as use of in-vehicle monitoring systems, driver observation, or shadowing with drivers experienced in driving the same types of vehicles?		
Does the policy include a journey management component that requires employees to plan work-related travel to reduce risk and take the safest route?		
Does the policy include a pre-hire driving record check?		
Are driver licenses verified and qualifications evaluated before employees drive for work?		
Does the policy include a periodic driving record check for all employees who drive motor vehicles at work?		
Is the insurability of employees who drive assessed before they drive for work?		
Does the policy address impaired driving, including alcohol, illegal substances, over-the-counter drugs, and prescription drugs?		
Do driving policies comply with, support, and emphasize state and local laws?		
Does driving policy include an accident investigation component?		
Are copies of the policy provided to employees?		
Are individuals assigned responsibility for the development, implementation, and enforcement of the driving safety plan?		
Is the driving safety policy and program reviewed at least annually?		

OCCUPATIONAL DRIVING SAFETY PROGRAM REVIEW CHECKLIST

Initial Review Annual Review Interim Review

Date: _____

The Driver	Yes	No
Are employees trained that the roadway and vehicle are part of the workplace while they are driving, and that applicable safety policies/laws must be followed?		
Are employees who drive assessed through in-vehicle monitoring systems, driver observation, or shadowing with experienced drivers?		
Are employees trained and expected to use seat belts when operating motor vehicles?		
Does training cover use of electronic devices for calling, texting, or watching while operating a motor vehicle?		
Are employees trained on the dangers of distracted driving, including, but not limited to: use of electronic mobile devices for calling, texting, or watching; eating; drinking; smoking; reading; applying makeup or other grooming activities; reaching for items; focusing on other passengers in the vehicle; and activity other than driving?		
Are employees trained on the dangers of driving fatigued?		
Are work shifts planned to avoid having employees drive after working long hours?		
Are employees trained to be aware of side effects of prescription or over-the-counter drugs that could affect driving?		
Are drug/alcohol tests performed when employees are involved in a motor vehicle incident?		
Are drivers assessed for being healthy and fit to drive on a daily basis?		
Are employees who drive trained on avoiding rear-end collisions?		
Are employees trained to know where to look while driving and focus on what is important?		
Are drivers submitting journey management plans to supervisors for approval before travel?		
Are employees trained on how to perform and document thorough vehicle inspections, and how to follow up on needed maintenance/repairs?		

OCCUPATIONAL DRIVING SAFETY PROGRAM REVIEW CHECKLIST

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Date: _____

The Vehicle	Yes	No
Have employee driving skills been assessed for operating the types of vehicle(s) they use for work?		
Are employees trained on how to operate and perform evasive maneuvers in all types of vehicles they drive for work?		
Are employees trained on the abilities and limitations of other types of vehicles on the road, such as tractor-trailers, motorcycles, buses, etc.?		
Are employees trained on proper vehicle maintenance?		
Are all vehicles inspected using an appropriate checklist before and after each trip?		
Are vehicles taken out of service if maintenance issues are identified during inspections?		
Are repairs and vehicle maintenance documented?		
Is a process in place to communicate to employees which vehicles can be used and which have been taken out of service?		
When not in use or idle, are motor vehicles turned off, chocked, or otherwise secured to prevent accidental movement?		
Are loads verified to be properly secured and within weight limits of the vehicle prior to travel?		

OCCUPATIONAL DRIVING SAFETY PROGRAM REVIEW CHECKLIST

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Date: _____

The Environment	Yes	No
Are drivers trained on how to check and plan for adverse weather conditions before embarking on a trip?		
Are drivers trained on extra precautions to take when driving in severe weather?		
Are drivers trained on how to check and plan for road conditions before embarking on a trip?		
Are employees trained on determining safe routes/delivery sites, such as avoiding power lines, septic fields, other workers, low bridges, viaducts, etc.?		
Are spotters used for backing vehicles?		
Are employees trained on how to drive safely in a work zone?		
Do employees understand work zone signage?		
Are employees trained on how to deal with road rage and poor habits of other drivers?		
Do employees who drive for work receive annual defensive driving training?		
Are emergency kits available and stocked in all company vehicles?		
Are employees encouraged to maintain emergency kits in personal vehicles used for work?		
<i>Working in Work Zones (if applicable)</i>		
Are employees working in work zones provided and required to wear high visibility personal protective equipment?		
Is the proper signage used to denote the work zone?		
Are warning signs used to alert drivers approaching work zones?		
Are vehicles used in work zones marked with safety features such as red chevrons?		
Are vehicles used in work zones equipped with flashing lights?		

For other free DWC safety publications on this and other safety topics, visit the TDI website at <http://www.tdi.texas.gov/wc/safety/videoresources/index.html>.

The DWC features a free occupational safety and health audiovisual loan library. Call (800) 252-7031, option 2 for more information or visit the TDI website at <http://www.tdi.texas.gov/wc/safety/videoresources/avcatalog.html>.

Division of Workers' Compensation, Workplace Safety (800) 252-7031, option 2, or resourcecenter@tdi.texas.gov.