

TDI

Safety @ Work
Division of Workers' Compensation



Checklist

Occupational Driving Safety Program

INTRODUCTION

Transportation-related incidents are the leading cause of fatal work injuries in Texas. The Texas Department of Insurance, 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 for your current program or for developing a new program. Not all items may apply to all organizations. Employers should ensure their programs and practices comply with applicable federal, state, and local regulations. DWC recommends reviewing your occupational driving safety program at least annually, or when changes occur in your workplace.

Resources

For additional help contact:

- **Occupational Safety and Health Administration (OSHA)**

www.OSHA.gov

standards and regulations resource

<https://www.osha.gov/Publications/osh2254.pdf>

free publications on OSHA requirements

- **Texas Department of Insurance, Division of Workers' Compensation (DWC)-Workplace Safety**
authorized outreach instructors offering on-site safety and health training
www.txsafetyatwork.com
safetytraining@tdi.texas.gov
1-800-687-7080
- **Texas Department of Transportation**
information on travel and safety
www.txdot.gov
1-800-558-9368

TABLE 1

Occupational Driving Safety Program

<p>The Roadway Workplace If your employees are in a motorized vehicle for work, you should consider the vehicle and the roadway as an extension of the workplace and establish an occupational driving safety program.</p>	<ul style="list-style-type: none">• Driver Policies and Safety Programs• Motor Vehicle Record Checks• Driver Assessment• Journey Management• Applicable Laws
<p>The Driver If your employees operate a motorized vehicle for work, you should be aware of and combat 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.</p>	<ul style="list-style-type: none">• Seat Belt Use• Impaired Driving• Distracted Driving• Fatigue• Wellness/Fitness to Drive• Driver Training
<p>The Vehicle If your company has a fleet, or if employees drive personal or leased vehicles for work, you should ensure that the vehicles are mechanically sound and operating properly. Your occupational driving safety program should address proper vehicle maintenance and operations.</p>	<ul style="list-style-type: none">• Operating Different Types of Motor Vehicles• Vehicle Maintenance
<p>The Environment If your employees are in a motorized vehicle for work, they should be prepared for conditions outside the vehicle that may affect their trip.</p>	<ul style="list-style-type: none">• Adverse Weather Conditions• Work Zone Safety• Road Conditions• Other Drivers

CHECKLIST

Occupational Driving Safety Program

(A negative answer to any question indicates an area of safety or health concern.)

Company name: _____

Physical address of worksite: _____

Supervisor: _____

Date/Time: _____

Inspector: _____

The Roadway Workplace

Yes No Date implemented

1. Is there a written driving safety policy statement?
2. Is the policy statement signed by management?
3. Does the policy address seat belt use while operating a motor vehicle?
4. Does the policy address use of electronic devices for calling, texting, or watching while operating a motor vehicle?
5. Does the policy address other distractions that can occur while driving, including: 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?
6. Does the policy include a driver assessment component, such as using in-vehicle monitoring systems, driver observation, or shadowing experienced drivers in the same types of vehicles?
7. Does the policy include a journey management component that requires employees to plan work-related travel to reduce risk and take the safest route?
8. Does the policy include a pre-hire driving record check?
9. Are driver qualifications evaluated and licenses verified before employees drive for work?
10. Does the policy include a periodic driving record check for all employees who drive motor vehicles at work?

The Roadway Workplace

Yes No Date implemented

11. Is the insurability of employees who drive assessed before they drive for work?
12. Does the policy address impaired driving, including alcohol, illegal substances, over-the-counter drugs, and prescription drugs?
13. Do driving policies comply with, support, and emphasize state and local laws?
14. Are copies of the policy provided to employees?
15. Are individuals assigned responsibility for the development, implementation, and enforcement of the driving safety plan?
16. Is the driving safety policy and program reviewed at least annually?

The Driver

Yes No Date implemented

17. Are employees trained that the roadway and vehicle are part of the workplace while they are driving, and that applicable safety policies and laws must be followed?
18. Are employees who drive assessed through in-vehicle monitoring systems, driver observation, or shadowing with experienced drivers?
19. Are employees trained and expected to use seat belts when operating motor vehicles?
20. Does training cover use of electronic devices for calling, texting, or watching while operating a motor vehicle?
21. Are employees trained in the dangers of distracted driving, including: 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?
22. Are employees trained on the dangers of driving fatigued?
23. Are work shifts planned to avoid employees driving after working long hours?

The Driver

Yes No Date implemented

24. Are employees trained to be aware of side effects of prescription or over-the-counter drugs that could affect driving?
25. Are drug or alcohol tests performed when employees are involved in motor vehicle incidents if there is reasonable suspicion, or state or federal laws require the tests?
26. Are drivers assessed for being healthy and fit to drive on a daily basis?
27. Are employees who drive trained in avoiding rear-end collisions?
28. Are employees trained to know where to look while driving and to focus on what is important?
29. Are drivers submitting journey management plans to supervisors for approval before travel?
30. Are employees trained in how to perform and document thorough vehicle inspections, and to follow up on needed maintenance or repairs?

The Vehicle

Yes No Date implemented

31. Have employees' driving skills been assessed for operating the types of vehicle(s) used for work?
32. Are employees trained in how to operate and perform evasive maneuvers in all types of vehicles they drive for work?
33. Are employees trained in the abilities and limitations of other types of vehicles on the road, such as tractor-trailers, motorcycles, and buses?
34. Are employees trained in proper vehicle maintenance?
35. Are all vehicles inspected using an appropriate checklist before each trip?
36. Are vehicles taken out of service if maintenance issues are identified during inspections?
37. Are vehicle repairs and maintenance documented?
38. Is a process in place to communicate to employees which vehicles can be used and which have been taken out of service?

The Vehicle

Yes No Date implemented

- 39. When not in use or idle, are motor vehicles turned off, chocked, or otherwise secured to prevent accidental movement?
 - 40. Are loads verified to be properly secured and within the vehicle's weight limits prior to travel?
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The Environment

Yes No Date implemented

- 41. Are drivers trained how to check and plan for adverse weather conditions before embarking on a trip?
 - 42. Are drivers trained in extra precautions to take when driving in severe weather?
 - 43. Are drivers trained how to check and plan for road conditions before embarking on a trip?
 - 44. Are employees trained in determining safe routes or delivery sites, such as avoiding power lines, septic fields, other workers, low bridges, or viaducts?
 - 45. Are spotters used for backing vehicles?
 - 46. Are employees trained how to drive safely in a work zone?
 - 47. Do employees understand work-zone signage?
 - 48. Are employees trained how to deal with road rage and poor habits of other drivers?
 - 49. Do employees who drive for work receive annual defensive driving training?
 - 50. Are emergency kits available and stocked in all company vehicles?
 - 51. Are employees encouraged to maintain emergency kits in personal vehicles used for work?
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Work Zones (if applicable)

Yes No Date implemented

52. Are employees working in work zones provided and required to wear high-visibility personal protective equipment?
53. Are traffic-control flaggers trained and certified?
54. Do work zones conform to the Texas Manual on Uniform Traffic Control Devices?
55. Are vehicles used in work zones marked with safety features such as red chevrons?
56. Are vehicles used in work zones equipped with flashing lights?



Safety Violations Hotline

1-800-452-9595

safetyhotline@tdi.texas.gov

The Texas Department of Insurance,
Division of Workers' Compensation (DWC)
E-mail resourcecenter@tdi.texas.gov
or call 1-800-687-7080 for more information.

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