



Fleet Safety Program Roles and Responsibilities

Company President Responsible for directing a pro-active and effective fleet safety program.

Management

*(Department Managers,
Fleet Safety Manager,
Supervisors, Safety
Committee, etc.)*

- Implement the company Fleet Safety Program (the “Program”) within their areas of responsibility;
 - Establish measurement objectives to ensure DOT and all other applicable compliance, adherence to the Program and policies, and continued monitoring of the effectiveness of the Program;
 - Provide assistance and the resources necessary to implement and maintain the Program;
 - Ensure proper appropriate driver file and vehicle records are being maintained;
 - Investigate and report all accidents involving a motor vehicle used in performing company business and forward all accident reports to the designated management staff;
 - Be responsible for taking appropriate action to manage high risk drivers as defined by this Program (in conjunction with management);
 - Provide driver training either internally or through external means for high-risk drivers (in conjunction with management);
 - Issue periodic reports of losses for the President’s review;
 - Review motor vehicle accident reports as part of the company accident review policy to identify any adverse trends that require attention (additional staff training, revision of fleet safety policies or the Program, etc.); and
 - Revise and distribute changes to the Motor Vehicle Safety Program to managers, supervisors, and drivers as necessary.
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Drivers

- Always operate a motor vehicle in a safe manner as explained in the company fleet safety Program and as required by all state and federal traffic laws; and
- Review and acknowledge the company fleet safety Program in full.

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