



# Safe Driving Checklist



## Employees Who Drive as a Part of Their Job

**YES**      **NO**

- ◆ Do you have a written safe driving policy governing employees who drive on the job and the use of company vehicles? ☐ ☐
- ◆ Are employees who drive on the job familiar with all the terms of this policy? ☐ ☐
- ◆ Does your policy forbid the use of alcohol and drugs? ☐ ☐
- ◆ Does your policy define the disciplinary action that will be taken as a result of alcohol or drug use in connection with driving in company vehicles or on company business? ☐ ☐
- ◆ Does your policy include provisions about using cell phones, texting, eating, listening to CD players with earphones, etc., while driving? ☐ ☐
- ◆ Do you require employees who drive on the job to wear seat belts? ☐ ☐
- ◆ Do you require employees who drive on the job to obey speed limits and all other traffic safety rules? ☐ ☐
- ◆ Do you discuss the dangers of road rage with your drivers and teach them how to deal with angry or aggressive drivers? ☐ ☐
- ◆ Do you train employees who drive on the job in safe driving rules, techniques, and attitudes? ☐ ☐
- ◆ Do you evaluate their driving skills and attitudes on a regular basis, requiring passing scores to continue driving? ☐ ☐
- ◆ Do you retrain drivers who perform poorly in evaluations? ☐ ☐
- ◆ Do you teach drivers how to perform predriving safety inspections on their vehicles? ☐ ☐
- ◆ Do you identify rules and schedules for regular vehicle maintenance and require employees to follow them for all company vehicles? ☐ ☐
- ◆ Are your delivery and other trip schedules reasonable and can they be accomplished without driver fatigue? ☐ ☐

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## Checklist

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	YES	NO
◆ Do you train shiftworkers who drive after dark in the techniques of safe night driving?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do you require drivers who are taking any medication that might make them drowsy to report this to their supervisor before driving?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do you require drivers to have their vision checked at regular intervals?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do you check the driving records of potential company drivers to make sure that they do not have a history of careless or reckless driving?	<input type="checkbox"/>	<input type="checkbox"/>
<b>All Employees</b>		
◆ Do you include all employees in your safe driving program?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do you train all employees in the basics of safe driving?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do you require employees to wear seat belts at all times and to require their passengers (front and rear) to also use safety belts (even when the vehicle is equipped with air bags)?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do you encourage employees to be courteous, defensive drivers?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do employees understand that being a defensive driver means that they should:		
—Keep their minds on their driving, their eyes on the road, and both hands on the wheel?	<input type="checkbox"/>	<input type="checkbox"/>
—Stay at least two seconds behind the vehicle in front—more in bad weather or at night?	<input type="checkbox"/>	<input type="checkbox"/>
—Constantly look well ahead for changes in traffic or road conditions and be prepared to stop if they see brake lights ahead?	<input type="checkbox"/>	<input type="checkbox"/>
—Be extra cautious when entering intersections?	<input type="checkbox"/>	<input type="checkbox"/>
—Yield to drivers who are determined to get there first?	<input type="checkbox"/>	<input type="checkbox"/>
—Keep checking the rear-view and side mirrors for oncoming traffic?	<input type="checkbox"/>	<input type="checkbox"/>
—Learn their mirrors' blind spots and always turn there head and look for other vehicles before changing lanes?	<input type="checkbox"/>	<input type="checkbox"/>

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**Checklist**

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	<b>YES</b>	<b>NO</b>
—Always expect the other driver to do the unexpected?	<input type="checkbox"/>	<input type="checkbox"/>
—Watch out for sudden movements, like pedestrians, bicycles, or animals darting out into the road in front of them?	<input type="checkbox"/>	<input type="checkbox"/>
—Carry emergency equipment—jack, flares, flashlight, and first-aid kit?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do you remind employees to keep their minds on driving, even on familiar roads?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do you strongly recommend that they obey speed limits and all other traffic rules?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do you train employees to respond to changing conditions such as:		
—Weather?	<input type="checkbox"/>	<input type="checkbox"/>
—Light (put on headlights when needed)?	<input type="checkbox"/>	<input type="checkbox"/>
—Traffic patterns?	<input type="checkbox"/>	<input type="checkbox"/>
—Road changes (puddles, potholes, construction, lane changes)?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do you teach employees to keep their vision clear while driving by:		
—Keeping the windshield clean and free of ice and snow?	<input type="checkbox"/>	<input type="checkbox"/>
—Adjusting mirrors for maximum visibility?	<input type="checkbox"/>	<input type="checkbox"/>
—Keeping loads from blocking back or side vision?	<input type="checkbox"/>	<input type="checkbox"/>
—Checking wiper blades and wiper fluid levels regularly?	<input type="checkbox"/>	<input type="checkbox"/>
—Wearing sunglasses when necessary to eliminate glare?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do you fully explain the dangers involved in driving under the influence of alcohol and drugs?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do you train employees in nighttime driving techniques?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do you explain how to inspect a vehicle for safety before driving?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do you recommend that employees maintain their vehicles in good condition and to have the cars serviced according to manufacturers' recommendations?	<input type="checkbox"/>	<input type="checkbox"/>