



**NC LEAGUE**  
OF MUNICIPALITIES  
RISK MANAGEMENT SERVICES

HEALTH BENEFITS TRUST | WORKERS' COMPENSATION | PROPERTY & LIABILITY

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## **Guidelines for Employers to Reduce Motor Vehicle Crashes**

Every 12 minutes someone dies in a motor vehicle crash. Every 10 seconds an injury occurs and every 5 seconds a crash occurs. Many of these incidents occur during the workday or during the commute to and from work.

Employers bear the cost for injuries that occur both on and off the job. Whether you manage a fleet of vehicles, oversee a mobile sales force, or simply employ commuters, by implementing a driver safety program in the workplace you can greatly reduce the risks faced by your employees while protecting your company's bottom line.

### **You need a driver safety program:**

- To save lives and reduce the risk of life-altering injuries within your workforce.
- To protect your organization's human and financial resources.
- To guard against potential company and personal liabilities associated with crashes involving employees driving on company business.

## **10-Step Program to Minimize Crash Risk**

This program provides guidelines for what an employer can do to improve traffic safety performance and minimize the risk of motor vehicle crashes. Following these steps helps to ensure that you hire capable drivers. Only allow eligible drivers to drive on company business, train them, supervise them and maintain company vehicles.

- a. Senior Management Commitment & Employee Involvement
- b. Written Policies and Procedures
- c. Driver Agreements
- d. Motor Vehicle (MVR) Checks
- e. Crash Reporting and Investigation
- f. Vehicle Selection, Maintenance and Inspection
- g. Disciplinary Action System
- h. Reward/Incentive Program
- i. Driver Training/Communication
- j. Regulator Compliance

### **Let's explore each of the 10 steps**

#### **Senior Management Commitment and Employee Involvement-**

Senior management can provide leadership, set policies and allocate resources (staff and budget) to create a safety culture.

Actively encouraging employee participation and involvement at all levels of the organization is a good practice. Workers should be involved in the initial planning phase.

#### **Written Policies and Procedures**

A written statement emphasizing the commitment to reducing traffic-related deaths and injuries is essential to a successful program. Create a

clear, comprehensive and enforceable set of traffic safety policies and communicate them to all employees. Post them throughout the workplace, distribute copies periodically and discuss the policies at company meetings.

### **Driver Agreements**

Establish a contract with all employees who drive for work purposes. By signing an agreement, the driver acknowledges awareness and understanding of the organization's traffic safety policies, procedures and expectations regarding driver performance. Keep records of vehicle maintenance and reporting of moving violations.

### **Motor Vehicle Record (MVR) Checks**

Check driving records of all employees who drive for work purposes. You must screen out drivers who have poor driving records since they are most likely to cause problems in the future. The MVR should be reviewed periodically to ensure that the driver maintains a good driving record. Clearly define the number of violations an employee/driver can have before losing the privilege of driving for work and provide training where necessary.

### **Crash Reporting and Investigation**

Establish and enforce a crash reporting and investigation process. All crashes, regardless of severity, should be reported to the employee's supervisor as soon as feasible after the incident. Company traffic safety policies and procedures should clearly guide drivers through their responsibilities in a crash situation. All crashes should be reviewed to determine their cause and whether or not the incidents were preventable. Understanding the causes of crashes, and why they are happening, regardless of fault, forms the basis for eliminating them in the future.

### **Vehicle Selection, Maintenance and Inspection**

Selecting, properly maintaining and routinely inspecting company vehicles is an important part of preventing crashes and related losses. Every organization should review and consider the safety features of all vehicle to be considered for use.

Vehicles should be on a routine preventive maintenance schedule for servicing and checking of safety-related equipment. Regular maintenance should be done at specific mileage intervals. A mechanic should do a

thorough inspection of each vehicle at least annually with documented results placed in the vehicles file.

### **Disciplinary Action System**

Develop a strategy to determine the course of action after the occurrence of a moving violation and or preventable crash. Be sure to provide for progressive discipline if a driver begins to develop a pattern of repeated traffic violations/and or preventable crashes. Describe what specific action (s) will be taken if a driver accumulates a certain number of violations or preventable crashes in any pre-defined period.

### **Reward/Incentive Program**

Implement a driver reward/incentive program to make safe drive an integral part of your business culture. Safe driving behaviors contribute directly to the bottom line and should be recognized as such. Positive results are realized when driving performance is incorporated into the overall evaluation of job performance.

### **Driver Training/Communication**

Provide continuous driver safety training and communication. Even experienced drivers benefit from periodic training and reminders of safe driving practices and skills. It is easy to become complacent and not think about the consequences of our driving habits.

### **Regulatory Compliance**

Ensure adherence to highway safety regulations. It is important to clearly establish which local, state and or federal regulations govern your vehicles and/or drivers.

### **Safety Tips**

**Secure Materials for Transport-** Tools or equipment should be secured while being transported to prevent unsafe movement of materials. Objects that could become a hazard should be secured or stored outside the passenger compartment.

**Seat Belt Use-** Seat belts are the single most effective means of reducing deaths and serious injuries in traffic crashes. As the most effective safety device in vehicles, they save nearly 12,000 lives and prevent 325,000 serious injuries in America each year.

**Distracted Driving-** Distracted driving is a factor in 25 to 30 percent of all traffic crashes. It's critical for employers to stress that when driving, safe driving is their primary responsibility.

**Aggressive Driving-** Employees traveling for work purposes, commuting to and from work, often find themselves caught up in bottlenecks and traffic delays. These situations create high levels of frustration that can spark aggressive driving behavior.

Aggressive driving acts include excessive speed, tailgating, failure to signal a lane change, running a red light and passing on the right.

### **Always Remember To**

Make a positive statement by following these work-related safe driving practices:

#### **Stay Safe**

- Use a seat belt at all times – driver and passenger(s).
- Be well-rested before driving.
- Avoid taking medications that make you drowsy.
- Set a realistic goal for the number of miles that you can drive safely each day.
- If you are impaired by alcohol or any drug, do not drive.

#### **Stay Focused**

- Driving requires your full attention. Avoid distractions, such as adjusting the radio or other controls, eating or drinking, and talking on the phone.
- Continually search the roadway to be alert to situations requiring quick action.
- Stop about every two hours for a break. Get out of the vehicle to stretch, take a walk, and get refreshed.

## **Avoid Aggressive Driving**

- Keep your cool in traffic!
- Be patient and courteous to other drivers.
- Do not take other drivers' actions personally.
- Reduce your stress by planning your route ahead of time (bring the maps and directions), allowing plenty of travel time, and avoiding crashes

For additional information contact risk management services at **1- 800-228-0986** and select **“safety and risk control”** from the available options.

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