

Risk Management Services

13920 SE Eastgate Way, Suite 120
Bellevue, WA 98005



FLEET SAFETY PROGRAM SAMPLE SMALL FLEET

*Please consult your attorney for further direction before implementing
a fleet program specific to your operations*



Our activities are not an assumption by us of any duty owed by you to others. The safety of your operations, products, premises, or the health and safety of any person remains your responsibility. We give no assurance that we have identified all hazards or that your premises and operations are in compliance with any standard, regulation, or federal, state or local law.

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SAMPLE

Small Fleet Program

A small fleet is defined as 10 and fewer lighter vehicles as described below that are driven by employees and include the following:

- lighter vehicles include private passenger, pickups, small vans, small box vans, etc.;
- vehicles that do not carry passengers (i.e., hotel/motel shuttle and courtesy vans, vans or other vehicles used to transport agricultural employees into the fields and orchards, etc.);
- no light or medium vehicles up to 20,000 gross vehicle weight (GVW) with a delivery or other similar "constant use" exposure;
- no heavy (20,000-45,000 GVW), extra heavy (over 45,000 GVW), or truck-tractors; and
- no vehicles that require a CDL driver.

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Driver Qualifications and Responsibilities

Only those employees meeting the minimum qualifications of this program, and authorized to drive on company business, may do so. This authorization may be revoked if evaluations of driver performance do not meet company standards.

In order to qualify for a driving position or to continue in a driving position with (Company Name), drivers

- must qualify according to the MVR criteria stated in this program;
- have a current valid driver's license, without suspension, from the state of her/his residence;
- must be 21 years of age or older and have at least one year of driving experience in the class of vehicle operated;
- must be able to drive a vehicle safely, be in good health, and physically able to perform all duties of a driver;
- must report all motor vehicle accidents/incidents, violations and/or suspensions to her/his manager immediately; and
- are subject to drug/alcohol testing – pre-employment, post-accident, reasonable suspicion, and randomly.

SAMPLE

Review of Motor Vehicle Records (MVRs)

State MVRs (driver's abstracts) will be obtained and reviewed at least annually for all employees who drive on company business. This MVR review includes violations received both on and off the job, and while operating business, commercial, and personal vehicles. Driving privileges may be withdrawn or suspended and/or company vehicles removed from any drivers not meeting the requirements.

Driving records are rated in accordance with (Company Name's) MVR guidelines outlined below.

General Guidelines

- No more than three minor moving violations in the past three years with not more than one during the preceding twelve months
- No more than one intermediate violation in the past three years with none in the preceding twelve months
- No major violations during the past three years (no drug or alcohol violations in five years)
- Not more than one preventable accident within the past three years

Disqualifying Violations

- Gross negligence, manslaughter, homicide or any felony arising out of the operation of a motor vehicle
- Fleeing a police officer
- Racing (speed contest)

Major Violations

- Driving under the influence of alcohol or drugs, none in 5 years
- Possession of alcoholic beverages or drugs, none in 5 years
- Leaving the scene of an accident (hit and run, failure to report), none in 5 years
- No valid or current license
- Reckless/careless/negligent driving
- Suspended or revoked license
- Speeding conviction of 15 mph or more over the posted speed limit

Intermediate Moving Violations

- Speeding 11 to 14 MPH over the posted speed limit
- Driving too fast for conditions
- Unsafe lane change
- Following too closely
- Lane restriction violation
- Use of a mobile communications device

Minor Moving Violations

- Speeding 10 MPH or less over the posted speed limit
- Failure to stop or failure to yield the right of way
- Other minor violations

Driving Privileges and/or duties can immediately be revoked or suspended and additional training may be required when management determines that a driver is a risk.

Vehicle Use Agreement

To be authorized to operate a motor vehicle on company business I agree to the following conditions. I will:

- maintain a valid driver’s license and meet MVR guidelines;
- operate the vehicle in a safe, defensive manner and obey all traffic laws;
- wear my seat belt and require all passengers to wear seat belts;
- promptly report all motor vehicle accidents/incidents to management;
- assume full responsibility for any traffic violations and fines arising out of the use of the vehicle;
- not use the vehicle for personal use, unless authorized in writing by management prior to use;
- not allow the company vehicle to be driven by anyone that has not received authorization to drive by the company; and
- abide by the **Distracted Driving Policy** (Appendix I)

Drivers who use personal vehicles for company business must have auto liability and property damage insurance coverage with at least \$300,000 combined single limit coverage. Proof of insurance must be provided every 6 months.

The company reserves the right to withdraw the driving and vehicle use privilege at any time.

I, _____, have read and understand the established program created by _____ . I agree to abide by the provisions of this program. I understand that violation of this program will result in disciplinary action, up to and including termination of

Employee Signature: _____

Date: _____

Witness (Manager): _____

Date: _____

SAMPLE

Appendix I

Distracted Driving Policy

Please read this Distracted Driving Policy, sign and return to your supervisor.

In order to increase employee safety and eliminate unnecessary risks behind the wheel, [Company Name] has enacted a Distracted Driving Policy. We are committed to stopping distracted driving, and have implemented the following distracted driving rules.

- Employees may not use a hand-held communications device while operating a vehicle, whether the vehicle is in motion or stopped at a traffic light. This includes:
 - answering or making phone calls;
 - engaging in phone conversations; and
 - reading or responding to emails, instant messages, text messages, tweets or other social media communication.
- Hands-free (Bluetooth) may be used for short conversations only. If a longer conversation is required, you must pull over safely to the side of the road or other safe location.
- This policy applies to all employees in **any** of the following situations:
 - operating a company vehicle;
 - operating a personal vehicle on company business;
 - driving on company property;
 - using a cell phone supplied by the company; and
 - using a personal cell phone.
- If an employee needs to use the phone, he/she must pull over safely to the side of the road or another safe location.
- Failure to comply with this policy will result in disciplinary action up to and including termination.

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

Employee Signature

Date

Employee Name (printed)

Provided To You by the Risk Management Department of Berkley North Pacific

Berkley North Pacific is a property and casualty insurer with offices in Bellevue, WA, Meridian, ID, Portland, OR, and Salt Lake City, UT. We are proud to be based close to our agents and policyholders. This close relationship allows us to stay informed and quickly respond to your changing needs.

Berkley North Pacific Group is dedicated to meeting your insurance needs and providing you the service you expect and deserve from your insurance carrier. For more information on this or other policies offered by BNP, contact the Independent Insurance Agent in your area or visit our website at <http://www.berkleypac.com>

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