

BASIC BUSINESS AUTO RISK CONTROL PROGRAM CHECKLIST

= Yes or satisfactory = No or unsatisfactory

DRIVER SELECTION

- Does your company have established written criteria for hiring for a driving position or transferring an existing employee to a driving position?
- Based on these criteria do all drivers have an acceptable driving record for the past 3 years?
- Do all drivers have valid driver license for type(s) of vehicle(s) to be driven and are these licenses reviewed periodically?
- Does your company have an established hiring process Including:
 - Written application?
 - Documented interview with planned questions?
 - Current MVR?

DRIVER TRAINING

- Does your company provide driver safety training for drivers when they start in a driving position?
- Is refresher training provided periodically?

DRIVER SUPERVISION

- Are there established performance standards for evaluating driving performance?
- Does your company have regular communications with drivers including daily contact, periodic meetings to review safe driving, supervisors ride with drivers periodically and provide feedback to driver on safe driving, passenger handling, etc?
- Is an annual review of qualifications conducted to verify driver license, performance, etc?
- Does your company have established procedures for accident reporting/investigation and determination of preventability?

MAINTENANCE OF VEHICLES

- Is there a preventive maintenance schedule for each vehicle?
- Are records kept of maintenance and repairs on each vehicle?

TOP MANAGEMENT

- Has senior management of the company established and implemented policies/procedures for program?
- Does the policy assign responsibility and fix accountability for ensuring program is carried out?
- Does top management review program periodically?
- Are members of senior management notified of serious accidents and results of any investigations/reviews of them?
- Does senior management review accident records on a regular basis?
- Is the vehicle risk program written and records maintained of activities?
- Take corrective action when program not adhered to?

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