

Sample Fleet Safety Self-Assessment



This tool is designed to benchmark your fleet safety program against generally accepted best practices. Organizations should complete the assessment at least annually and set goals for improving as needed. It is suggested that multiple staff complete the assessment to obtain differing perspectives of your program.

As you move from left to right in a table, expectations from previous columns may still apply. Expectations at each level may differ based on size of the fleet, types of vehicles, miles driven, etc. Some sections of the assessment, such as DOT requirements, may not apply. Items highlighted in [blue](#) link you to resources that will assist you in program development.

Program Administration and Commitment

	Needs Improvement	Developing	Good	Superior
Management Priority (Interest)	<ul style="list-style-type: none"> <input type="checkbox"/> Top managers (owners) are detached (uninvolved) in safety efforts, results, or policy development. <input type="checkbox"/> No money/budget set aside for fleet safety initiatives. 	<ul style="list-style-type: none"> <input type="checkbox"/> Top management has delegated responsibility for safety but has provided little funding for initiatives. <input type="checkbox"/> Management has limited involvement. 	<ul style="list-style-type: none"> <input type="checkbox"/> Top managers actively interested and involved in fleet safety activities and understand the correlation between safety and overall profitability. <input type="checkbox"/> Adequate budget and resources allocated. <input type="checkbox"/> Divisional accountability for safety performance. 	<ul style="list-style-type: none"> <input type="checkbox"/> Top managers establish a clear culture of safety. <input type="checkbox"/> Actively involved in safety committee, driver meetings, and recognition of drivers. <input type="checkbox"/> Provides and supports funding for proactive initiatives. <input type="checkbox"/> Safety goals prioritized with other key organizational goals.
Safety Organization	<ul style="list-style-type: none"> <input type="checkbox"/> No one individual has assigned responsibility. 	<ul style="list-style-type: none"> <input type="checkbox"/> A manager has been assigned the safety role but has limited time, knowledge or experience to carry out the responsibility. 	<ul style="list-style-type: none"> <input type="checkbox"/> A key manager, who may have other responsibilities, is allocated time and resources to manage fleet safety. <input type="checkbox"/> Manager has adequate knowledge and skills to accomplish role. <input type="checkbox"/> A safety committee meets periodically to provide guidance. <input type="checkbox"/> Management stays abreast of changing regulations and best practices. 	<ul style="list-style-type: none"> <input type="checkbox"/> Dedicated fleet safety coordinator. <input type="checkbox"/> Standing safety committee meetings; including managers and drivers. <input type="checkbox"/> Goals and objectives for improvement established, action plans in place, and updates provided. <input type="checkbox"/> Use of outside consultants to conduct audits and spur new thinking.
Safety Program	<ul style="list-style-type: none"> <input type="checkbox"/> No rules or policies regarding fleet safety; or informal. <input type="checkbox"/> Lack of documentation. <input type="checkbox"/> Inconsistent communication to drivers. 	<ul style="list-style-type: none"> <input type="checkbox"/> Some policies and procedures in place. <input type="checkbox"/> Use of generic policies that have not been customized to fit the organization. 	<ul style="list-style-type: none"> <input type="checkbox"/> Organization has a comprehensive written program that is followed. <input type="checkbox"/> Rules, policies, and procedures are organization specific. <input type="checkbox"/> Drivers receive copies of pertinent materials (driver handbook) and manager reviews with driver. 	<ul style="list-style-type: none"> <input type="checkbox"/> Program, policies, and procedures reviewed every 1-2 years. <input type="checkbox"/> Use of external consultant to audit program for compliance with own policies and possible enhancements. <input type="checkbox"/> Driver involvement and feedback in policy development.
DOT Compliance	<ul style="list-style-type: none"> <input type="checkbox"/> Organization does not understand if they need to comply with federal or state DOT or PUC regulations. <input type="checkbox"/> Not familiar with basic regulations. 	<ul style="list-style-type: none"> <input type="checkbox"/> Vehicles and drivers requiring compliance have been identified. <input type="checkbox"/> Organization complies with basic requirements: driver qualification, vehicle inspection and maintenance, drug testing, hours-of-service requirements, etc. 	<ul style="list-style-type: none"> <input type="checkbox"/> Staff assigned to coordinate DOT compliance. <input type="checkbox"/> Full understanding of compliance requirements. <input type="checkbox"/> Scheduled review of FMCSA portal to review violations, OOS percentages, and BASIC scores. <input type="checkbox"/> Formal driver and staff training on pertinent compliance issues. <input type="checkbox"/> Driver and maintenance staff incentives for good road-side inspections. 	<ul style="list-style-type: none"> <input type="checkbox"/> Goals set for improving compliance scores. <input type="checkbox"/> Self-audits performed of compliance records. <input type="checkbox"/> Use of consultant to audit compliance program and offer suggestions for improvement.
Vehicle Use Restrictions	<ul style="list-style-type: none"> <input type="checkbox"/> Unlimited, unrestricted use of vehicles by employees. 	<ul style="list-style-type: none"> <input type="checkbox"/> Only approved drivers are allowed to drive. <input type="checkbox"/> Formal approval required for assigned driver to commute to and from home. 	<ul style="list-style-type: none"> <input type="checkbox"/> Clear restrictions on personal use beyond commuting. <input type="checkbox"/> Prohibition against spouse or other family members from operating vehicle. <input type="checkbox"/> If spouse allowed to drive, experience and MVR qualifications applied. 	<ul style="list-style-type: none"> <input type="checkbox"/> Telematics (GPS) system in place to track personal use to ensure restrictions are followed.
Employee Use of Personal Vehicles for Business	<ul style="list-style-type: none"> <input type="checkbox"/> No restrictions. <p>Resource: Non-Owned Vehicle Management</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Proof of vehicle ownership <input type="checkbox"/> Driver qualification as outlined below (experience, MVR, etc.). <input type="checkbox"/> Proof of insurance. <input type="checkbox"/> Subject to driver rules. <input type="checkbox"/> Inspection of vehicle to determine roadworthiness. 	<ul style="list-style-type: none"> <input type="checkbox"/> Min. insurance limits of \$100K. <input type="checkbox"/> Certificate of insurance with organization listed as certificate holder. <input type="checkbox"/> Driver receives same training and subject to same Drug and Alcohol program as organization owned vehicle drivers. <input type="checkbox"/> Limitations on vehicle age and mileage. <input type="checkbox"/> Requirements for maintenance and inspections. 	<ul style="list-style-type: none"> <input type="checkbox"/> Organization listed as Additional Insured on driver's policy. <input type="checkbox"/> Verify no "business-use" exclusions on policy.

Loss Activity and Accident Management

	Needs Improvement	Developing	Good	Superior
Past Loss Activity	<input type="checkbox"/> Accident frequency > 1.5 accidents per 10 vehicles. <input type="checkbox"/> Accident frequency is increasing.	<input type="checkbox"/> Accident frequency between .75 and 1.5 accidents per 10 vehicles. <input type="checkbox"/> Accident frequency is stable or improving.	<input type="checkbox"/> Accident frequency between .25 and .75 accidents per 10 vehicles. <input type="checkbox"/> Accident frequency is stable or improving.	<input type="checkbox"/> Accident frequency less than .25 accidents per 10 vehicles. <input type="checkbox"/> Accident frequency stable or improving.
Crash Reporting Procedures	<input type="checkbox"/> No guidance to drivers. <input type="checkbox"/> Drivers call in from scene most of the time. <input type="checkbox"/> No management plan for handling accidents.	<input type="checkbox"/> Informal communication to drivers on what to do at scene. <input type="checkbox"/> Accident instructions in vehicle. <input type="checkbox"/> One person typically handles, and others do not know process. <input type="checkbox"/> Accident file is maintained.	<input type="checkbox"/> Drivers trained on what to do at the accident scene. <input type="checkbox"/> Management accident procedures in place. <input type="checkbox"/> Several managers assigned to handle accident scene management and reporting. <input type="checkbox"/> Vehicles equipped with reflective vest and warning triangles.	<input type="checkbox"/> Dashcams used to document crash details on video. <input type="checkbox"/> Annual driver training on what to do at the scene. <input type="checkbox"/> Crisis management plan in place, escalation contacts published. <input type="checkbox"/> Legal counsel assigned to assist with media inquiries for information and interviews. <input type="checkbox"/> Telematic system alerts management in the event of an accident.
Responsiveness to Loss Activity	<input type="checkbox"/> Accidents are not investigated and management unaware of loss patterns.	<input type="checkbox"/> Accidents are investigated. <input type="checkbox"/> Management somewhat aware of loss patterns and concerned.	<input type="checkbox"/> Accidents are thoroughly investigated for causal factors. <input type="checkbox"/> Drivers are instructed on how to prevent a reoccurrence. <input type="checkbox"/> Mgmt. aware of loss patterns and taking steps to prevent reoccurrences within fleet.	<input type="checkbox"/> Accident review board to determine preventability. <input type="checkbox"/> Formal crash register and incident rate calculations. <input type="checkbox"/> Highly proactive attitude towards preventing loss. <input type="checkbox"/> Specific goals for reducing accidents by type.

Driver Qualification and Onboarding

	Needs Improvement	Developing	Good	Superior
Driver Qualification	<input type="checkbox"/> No standards in place for drivers.	<input type="checkbox"/> Correct license validated. <input type="checkbox"/> Minimum driving experience required. <input type="checkbox"/> Acceptable driving record (see MVR below). <input type="checkbox"/> For full time drivers, review employment history for signs of frequent job hopping.	<input type="checkbox"/> Vehicle specific experience requirements. Additional experience required for vehicles over 10K GVWR , pulling trailers, and transporting passengers. <input type="checkbox"/> Experience validated through previous employment checks and road test.	<input type="checkbox"/> Conducts road tests annually to ensure driver still qualified.
Motor Vehicle Record (MVR) Review	<input type="checkbox"/> MVR not obtained. Resource: MVR, An Essential Risk Management Tool for Qualifying Drivers	<input type="checkbox"/> MVR obtained at hire. <input type="checkbox"/> MVR acceptability guidelines in place - min 3 years history. <input type="checkbox"/> Exceptions to guidelines rare. <input type="checkbox"/> Reasons for making exceptions documented.	<input type="checkbox"/> MVR also obtained annually thereafter and post-accident. <input type="checkbox"/> Mgmt reviews MVR with drivers and warns drivers if near unacceptability. <input type="checkbox"/> Mgmt team reviews exceptions and obtains legal counsel guidance. <input type="checkbox"/> Exception drivers receive enhanced supervision and training.	<input type="checkbox"/> Continuous MVR monitoring service utilized. <input type="checkbox"/> Drivers receive training to address violation causes.
Drug and Alcohol	<input type="checkbox"/> No formal rules or testing plan.	<input type="checkbox"/> Rules prohibiting driving while under the influence of illegal drugs or alcohol. <input type="checkbox"/> Rules prohibiting illegal drugs or open alcohol containers from being in the vehicle. <input type="checkbox"/> Rules prohibiting the use of legal drugs that may negatively impact driving.	<input type="checkbox"/> Preemployment and post-accident drug and alcohol testing. <input type="checkbox"/> Driver education campaigns on effects of D&A on driving. <input type="checkbox"/> If DOT regulated , in compliance with all D&A program and testing regulations.	<input type="checkbox"/> Random drug and alcohol testing for non-CDL drivers.
New Hire Driver Training	<input type="checkbox"/> No formal training in place. Resource: Driver Training Best Practices	<input type="checkbox"/> Organization driving rules and policies are covered.	<input type="checkbox"/> General safe driving training is provided. <input type="checkbox"/> Unsafe behavior identified during road-test addressed. <input type="checkbox"/> Vehicle and trailer specific training provided. <input type="checkbox"/> All training documented.	<input type="checkbox"/> Extensive training provided on advanced defensive driving principles. <input type="checkbox"/> Follow-up is made to ensure topics covered are understood and being followed.

Driver Supervision and Ongoing Training

	Needs Improvement	Developing	Good	Superior
Driver Performance Management	<input type="checkbox"/> No formal management of driver performance. <input type="checkbox"/> No formal disciplinary or corrective policy in place. Resources: Telematics Selection Guide Telematics Implementation and Coaching Guide Dashcams	<input type="checkbox"/> Management monitors driver accidents, violations on MVRs and unsafe driving complaints. <input type="checkbox"/> Issues identified and addressed with driver.	<input type="checkbox"/> Management tracks driver performance through: <ul style="list-style-type: none"> <input type="checkbox"/> Ride-along evaluations <input type="checkbox"/> Road observations <input type="checkbox"/> Telematic events <input type="checkbox"/> Excessive maintenance issues <input type="checkbox"/> Telematics system reports and alerts utilized to monitor drivers. <input type="checkbox"/> Drivers receive training and increased supervision to correct poor driving. <input type="checkbox"/> Clear corrective action guidance for drivers unable to correct their unsafe behavior.	<input type="checkbox"/> Dashcams utilized to monitor behavior. <input type="checkbox"/> Driver scorecard completed for each driver based on violations, accidents, and unsafe driving based on observations, ride-alongs and telematic events. <input type="checkbox"/> Program in place to recognize and reward better drivers.
Driver Training	<input type="checkbox"/> No driver safety training provided Resource: Driver Training Best Practices	<input type="checkbox"/> Organization driving rules and policies are covered annually. <input type="checkbox"/> Some general training provided. <ul style="list-style-type: none"> <input type="checkbox"/> Distracted driving <input type="checkbox"/> Defensive driving <input type="checkbox"/> Speed and space management 	<input type="checkbox"/> General training provided at hire and is covered annually as a refresher. <input type="checkbox"/> Periodic relevant training: <ul style="list-style-type: none"> <input type="checkbox"/> Seasonal topics <input type="checkbox"/> Accident trends <input type="checkbox"/> Changes in policies <input type="checkbox"/> Regulatory changes 	<input type="checkbox"/> Regularly scheduled communications with drivers to keep awareness high <ul style="list-style-type: none"> <input type="checkbox"/> Emails <input type="checkbox"/> Posters & infographics <input type="checkbox"/> Micro-learnings <input type="checkbox"/> One-on-ones
Distracted Driving	<input type="checkbox"/> No guidance or policies on distracted driving other than following state law. Resource: Distracted and Inattentive Driving and Sample Policy	<input type="checkbox"/> Written policy against texting, interaction with social media or other hand-held phone use. <input type="checkbox"/> Requirement that all navigation programming occurs while parked. <input type="checkbox"/> Cell phone calls of handsfree nature only.	<input type="checkbox"/> No cell phone use, including hands-free, except in emergency. <input type="checkbox"/> Training on the prevention of inattentive and distracted driving (not just cell phones). <input type="checkbox"/> Managers, dispatchers, and other staff sign policy prohibiting calls with drivers when driver driving.	<input type="checkbox"/> Use of technology to prohibit or monitor distracted driving : <ul style="list-style-type: none"> <input type="checkbox"/> Telematics with phone monitoring <input type="checkbox"/> Cell phone blocking apps. <input type="checkbox"/> Internal facing dashcams with AI
Fatigue Management	<input type="checkbox"/> No guidance or policies on fatigued driving.	<input type="checkbox"/> Policy against driving fatigued. <input type="checkbox"/> Limits on working and driving hours; daily and weekly. <input type="checkbox"/> Required rest breaks after continuous driving. <input type="checkbox"/> If DOT regulated, compliance with hours-of-service regulations.	<input type="checkbox"/> Driver education on recognizing and reducing fatigue and the impact of prescription drugs. <input type="checkbox"/> Audits of timecards, logs, schedules, and telematics reports to ensure compliance with limits.	<input type="checkbox"/> Driver education on health and wellness. <input type="checkbox"/> Purchase vehicles with lane keeping alerts and other fatigue detection features. <input type="checkbox"/> Utilize dash-cam systems or other telematics devices that can recognize fatigue and alert drivers and managers

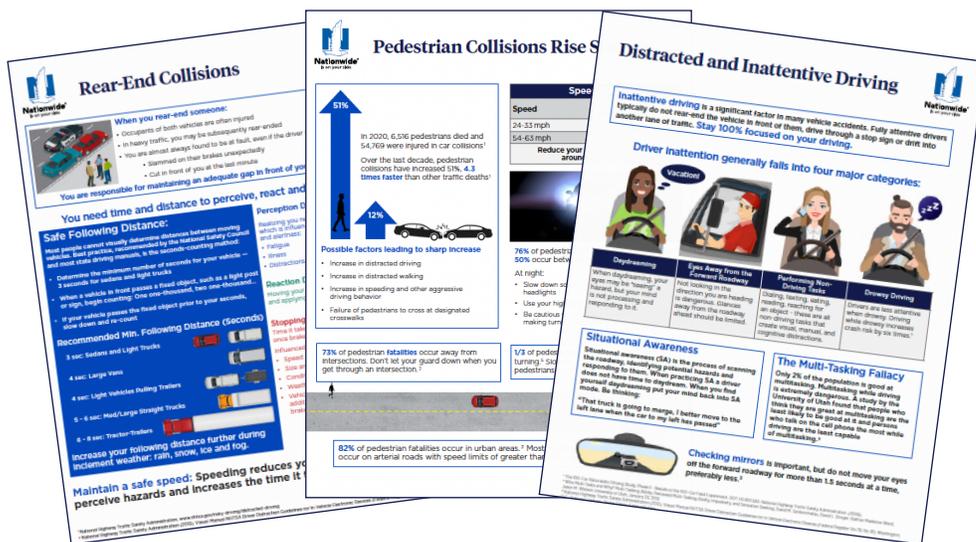
94% of the accidents result from unsafe driving behavior. Is your safety program geared toward identifying and changing unsafe driver behaviors such as speeding, tailgating, distracted driving and failing to yield the right-of-way?

Vehicle Management

	Needs Improvement	Developing	Good	Superior
Vehicle Selection	<ul style="list-style-type: none"> No formal vehicle replacement schedule. Crashworthiness and safety features not considered. 	<ul style="list-style-type: none"> Informal vehicle replacement schedule. Crashworthiness ratings considered. Advanced driver assistance systems (ADAS) considered. 	<ul style="list-style-type: none"> Formal vehicle replacement schedule and budget. Minimum crashworthiness rating. Specific ADAS required. Driver policies on use of ADAS. 	<ul style="list-style-type: none"> Driver training on limitations and proper use of ADAS. Driver input on ADAS systems.
Vehicle Maintenance	<ul style="list-style-type: none"> No formal program. No records. 	<ul style="list-style-type: none"> Informal schedule based on loosely defined past practices. Driver's responsibility to ensure maintenance is taken care of. Inconsistent documentation. 	<ul style="list-style-type: none"> Systematic vehicle inspection and maintenance plan in place. Regular driver vehicle inspections. All inspections and repairs documented. Certified mechanics. 	<ul style="list-style-type: none"> Formal maintenance and repair budget. Use of telematic systems to alert drivers and mgmt of diagnostic trouble codes (DTC). Phone or tablet-based driver inspection software.
Vehicle Security	<ul style="list-style-type: none"> No driver guidance. No facilities plan. <p>Resource: Vehicle Theft Prevention</p>	<ul style="list-style-type: none"> Driver policies on locking vehicles and key controls. Keys locked at facility. Parking areas are well lit. Local law enforcement encouraged to conduct drive-by during off hours. 	<ul style="list-style-type: none"> Fencing and locked gates. Alarms on doors and gates reporting to a monitored service. Video surveillance of parking areas. GPS tracking system in all vehicles. Flooding potential analysis completed and vehicle evacuation plan in place. 	<ul style="list-style-type: none"> Security service hired to monitor property. Theft deterrent devices installed in vehicles. Catalytic converter theft deterrent devices or alarms used.

Other resources

In addition to the above linked resources our [Sample Fleet Safety and Driver Safety Manuals](#) have numerous sample policies and procedures which can be used to enhance your fleet safety program. Visit our My Loss Control Services [Auto Resources](#) page for access to all our fleet safety resources including driver training infographics. Our infographics can be used for driver awareness and training, toolbox talks and as a guide for driver ride-alongs. Click the images below to access these samples.



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For your risk management and safety needs, contact Nationwide Loss Control Services: 1-866-808-2101 or LCS@nationwide.com.