**Driver Safety Rules**

**This sample list of rules was developed for organizations with less than 10 vehicles who operate vehicles under 10,000 GVWR and do not haul hazardous materials or passengers. Organizations should customize this list to meet their specific needs, including their policy on cell phones; we recommend option 1. For a more comprehensive sample of policies and procedures review our** [**Sample Fleet Safety/Driver Manual**](https://www.mylosscontrolservices.com/Images/Sample-Fleet-Driver-Safety-Manual_tcm148-21233.pdf)**.**

**Driver qualifications \_\_\_\_\_\_Initials**

* Drivers must possess the required license to operate the vehicle assigned and immediately notify their manager if their license is suspended, revoked, or otherwise limited.
* Drivers must maintain an acceptable motor vehicle driving record (MVR). Drivers must report violations of motor vehicle laws occurring in a personal or business vehicle within one business day. Drivers are responsible for paying fines related to driving and parking violations received while working.
* Drivers must have at least 5 years of automobile driving experience and at least 2 full years of experience driving the type of vehicle assigned.
* Drivers must be physically able to safely operate the vehicle assigned with or without reasonable accommodations.

**Vehicle Use and Restrictions \_\_\_\_\_\_Initials**

* Only authorized drivers may drive a company vehicle or drive their own vehicle on behalf of the organization.
* Drivers may only use company vehicles for legitimate business purposes.
* Only authorized drivers may take company vehicles home at night (commuting). You are authorized\_\_\_\_, not authorized \_\_\_\_, to take the company vehicle home. Personal use of vehicles beyond commuting is prohibited.
* Only co-workers or customers may ride as passengers in company vehicles.

**Employee-owned vehicles (if applicable) \_\_\_\_Initials**

* Vehicle must be titled in employee’s or their legal spouse’s name.
* Driver is financially responsible for any accidents or damages occurring in vehicle.
* Driver must maintain auto liability insurance limits on their vehicle of $100,000 per person/$300,000 per accident/$100,000 property damage. Drivers must notify management if their policy/coverage changes (cancellation, non-renewal, lower limits, business exclusion).
* Drivers must ensure their vehicles are in good repair and maintained in accordance with manufacturer’s recommendations. Records of all inspections, service, and repairs must be maintained.

**Distracted Driving \_\_\_\_\_\_Initials**

* (Option 1 – select one) Drivers are prohibited from making or receiving phone calls unless safely parked or it is an emergency.
* (Option 2) Drivers may only make or receive phone calls using hands-free technology in accordance with state laws. These calls should be limited in duration and infrequent.
* Drivers are prohibited from texting, browsing the internet, interacting with social media, etc., even if the interaction is hands-free. This includes voice-to-text messaging.
* Drivers should limit other distracting activities while the vehicle is in motion. This includes, eating, reading, reaching for objects and interacting with vehicle infotainment systems.
* Keep your eyes primarily focused on the forward roadway. Mirror and blind-spot checks should be frequent but of a short duration.

**Fatigue/Illness/Drugs and Alcohol \_\_\_\_\_\_Initials**

* Drivers should be well rested, healthy, and alert before beginning any trip and find a safe place to park if they become drossy or ill. Notify your manager immediately if this occurs.
* Drivers should be aware of the impact of an over-the-counter or prescribed medications on their driving and follow precautions outlined, including not driving. Inform doctors of your driving responsibilities when receiving any new medical recommendation.
* Being under the influence of alcohol or a controlled substance is prohibited while operating a company vehicle.
* Consumption of alcohol by drivers during working hours or within 4 hours prior to driving is prohibited.
* Unlawful possession of controlled substances or open containers of alcohol in a company vehicle is prohibited.

**Defensive Driving \_\_\_\_\_\_Initials**

Drivers should drive in a safe and defensive manner, including:

* Adhering to local, state, and federal traffic laws.
* Maintaining a safe speed, adjusting for traffic, road and weather conditions.
* Maintaining a cushion of safety around their vehicle with a minimum of 3 seconds following distance for light vehicles with additional distance needed for larger vehicles, when pulling trailers, or driving in poor conditions.
* Scanning ahead to identify hazardous conditions or unsafe actions of others and be prepared to stop.
* Yielding to the right-of-way of others.
* Being extremely cautious when around pedestrians and bicyclists.

**Vehicle Inspections and Maintenance \_\_\_\_\_\_Initials**

* Drivers are required to conduct daily walk-around inspections of their vehicle with special emphasis on lights, turn signals, and tires.
* Drivers must complete our vehicle inspection checklist monthly.
* Drivers should report unsafe vehicle conditions to managers immediately and adhere to guidance related to further driving of the vehicle and repairs.
* Drivers should ensure their designated vehicles are maintained in accordance with manufacturer’s requirements. Records of driver-initiated maintenance and repairs should be submitted.

**Additional Driver Rules and Responsibilities \_\_\_\_\_\_Initials**

* Drivers will operate the vehicle in a manner consistent with reasonable practices to avoid abuse, neglect or disrespect of the equipment.
* Vehicles should be parked in safe locations, keys removed, and locked. Valuable cargo should be removed or adequately secured from theft.
* Drivers are required to report all accidents, damage, vandalism or theft immediately.
* When breakdowns occur, drivers should try to find a safe place to park or pull as far off the roadway as safely possible. Warning triangles should be placed out as soon as practical.
* Seatbelt and shoulder harness use is required for all drivers and passengers.
* Smoking is prohibited in company-owned vehicles.
* Drivers are required to attend all driver safety meetings and review safe driving materials as provided
* All vehicle safety systems, telematics, and dash cams must always remain on unless specifically authorized to turn them off or disconnect. Dash cam lenses should not be blocked.
* Drivers are required to ensure cargo is adequately secured to prevent spilling or loss of cargo
* All loads extending beyond the width, length or height of the vehicle or trailer need approval before transporting as permits or special procedures may be required.
* When pulling trailers, it is the driver’s responsibility to ensure the vehicle’s towing and hitch capacities are adequate for the trailer and load to be pulled, cargo is adequately secured and additional driving precautions are taken including reducing speed if needed and increasing following distance.

**Statement of Acknowledgement**

I have read these Driver Safety Rules and understand the information contained in this document. I acknowledge that I will be held accountable for complying with all rules and policies stated here. Additionally, my compliance with these policies is a part of my job and is a condition of my employment.I agree that this document does not constitute an employment contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver Name Driver Signature Date

The information presented here is intended to help users address their own risk management and insurance needs. It does not and is not intended to provide legal advice. Nationwide, its affiliates and employees do not guarantee improved results based upon the information contained herein and assume no liability in connection with the information or the provided suggestions. The recommendations provided are general in nature; unique circumstances may not warrant or require implementation of some or all of the suggestions. Nothing here is intended to imply a grant of coverage.  Each claim will be evaluated on its own merits and circumstances. Nationwide, Nationwide is on your side, and the Nationwide N and Eagle are service marks of Nationwide Mutual Insurance Company. © 2022 Nationwide (8/23)