

# Commercial Fleet Manual

To reduce motor vehicle crashes



---

## 10 STEP PROGRAM

1. Senior management commitment & employee involvement
2. Written policies and procedures
3. Driver agreements
4. Motor vehicle record (MVR) checks
5. Crash reporting and investigation
6. Vehicle selection, maintenance and inspection
7. Disciplinary action system
8. Reward/Incentive program
9. Driver training/communication
10. Regulatory compliance

## DRIVER ELIGIBILITY REQUIREMENTS

1. Minimum age 23 years
2. Minimum two years of experience operating type of equipment used by company
3. Possession of a valid driver license issued by resident state of driver. License shall include appropriate endorsements.
4. No record of driver license suspension for more than 30 days during a 3 year time period. Financial responsibility, failure to appear, non-moving violations are excluded.
5. No record of citation or conviction for the violation listed below in any motor vehicle, commercial or personal during a 3 year period
  - Driving while under the influence of alcohol or drugs
  - Refusal to take a test required by implied consent
  - Violation of open container statute
  - Involuntary manslaughter
  - Operating while under suspension or revocation
  - Leaving scene of accident
  - Racing on highway
  - Use of motor vehicle in the commission of a felony
  - Assault with a motor vehicle
  - Reckless driving
  - Operating vehicle without permission of owner
  - Fleeing or eluding police
  - No record of involvement in more than 2 at fault accidents

---

## **DRIVER QUALIFICATIONS**

Complete compliance with all federal, state and local regulations is mandatory.

1. A written job description for all drivers
2. Completion of a driver application for employment
3. Confirmation of prior commercial driving experience work history
4. Evidence of a valid License
5. A current and eligible MVR
6. Completion of a DOT physical
7. A controlled substance test
8. Completion of a written driving test
9. Completion of a documented road test

## **DRIVER ORIENTATION, TRAINING**

This program includes, but is not be limited to, the following:

1. Company safety and injury prevention program. Defensive driver program
2. Conflict resolution skills that focus on effectively working and communicating with passengers
3. All aspects of trip planning
4. Company procedures and policies for all aspects of being a driver
5. All local, state and federal safety regulations with regard to driving commercial motor vehicles
6. Completion of all statutory training required by DOT or OSHA
7. Review and demonstrate safe work practices

---

## **MOTOR VEHICLE RECORDS**

Obtain a current MVR;

1. For driver applicant during a reasonable application period and prior to date of hire
2. At least once every 12 months thereafter
3. Obtain pre-employment screening program (PSP) record

## **DRIVING SKILL TEST**

A road driving skills test shall be administered and documented for all applicants. The driving skill test will measure the driver's ability to:

1. Inspect and operate the assigned vehicle in a safe manner
2. Demonstrate transportation of passengers safely and securely
3. Perform the safe and proper loading and unloading of passengers
4. Perform evacuation drill
5. Demonstrate proper pre and post trip inspection procedures
6. Demonstrate knowledge and proper use of all vehicle controls, systems, equipment and accessories

## **DRIVER ORIENTATION**

An orientation program will be conducted for all new drivers. This program will include the following:

1. Corporate safety policies
2. Proper trip planning
3. Company policies that focus on working and communicating with passengers
4. All aspects of proper trip planning