

SUGGESTED PROGRAM FOR DRIVING/VEHICLE RELATED ACTIVITIES

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*This template is intended to provide management with information on developing a written Driver / fleet policy. **This information should not be construed as legal advice or legal opinion on specific facts.** This is not intended as definitive statement on the subject but a tool, providing practical information for the reader. The ideas put forth are designed to comply with Federal regulations concerning the hiring process. Because your state may have more stringent laws on the books than the Federal regulations used to structure these guidelines, users should consult with their own local counsel before implementing any of the suggested policies and procedures contained in this document.*

I. Commitment of owner or highest echelon corporate management

- A. Written policy statement (samples can be provided)
- B. Willingness to commit resources to improvement

II. Written Hiring Policy

- A. Written job descriptions addressing ability to perform tasks
- B. Application for employment
 - 1. ADP / Avert form or similar (attached or at <https://ox.avert.com/apps/Login.jsp>)
 - 2. Completed on premises
 - 3. Have applicant supply list of violations (3 years prior)
- C. Post application
 - 1. Run DMV check
 - a. Discrepancies with provided list (see B-3) which cannot be explained, are grounds to terminate consideration
 - b. If "x" number of violations, terminate consideration ("x" = arbitrary at your discretion)
 - 2. Check references
 - 3. Run credit check - can show pattern of irresponsibility
- D. Face to face interview
 - 1. Check general demeanor
 - 2. Check attitudes RE: driving
- E. Conditional offer of employment
 - 1. Physical exam (drug testing - check your state's law)
 - 2. Road test
- F. Only after this entire process, begin employment and tasks

III. Training - For all drivers or problem drivers

- A. Self study
 - 1. ADTS, Inc. Take-Home Drivers Manual - \$5 @ thru PhMIC
 - 2. Can be individual or group
 - 3. PhMIC Risk Management Dept. can set you up with an on-line training provider
- B. Instructor lead videos
 - 1. PhMIC Risk management Dept., PhMIC field representative, or in-house trainer
 - 2. "On the Road: On the Job" from Pharmacists Mutual Loss Control
- C. When convenient (and deemed necessary to retain an otherwise good employee), serious offenders can be required to attend a National Safety Council driving course in their area.

IV. Rules – demand and expect 100% compliance with whatever is set forth. * **

- A. No accidents - fault or not
- B. No moving violations
- C. No riders
- D. No vehicle abuse
- E. No alcohol or drugs
- F. No discourtesy to clients, patients or other drivers

- G. Wear seat belts at all times while in vehicles
- H. Doors locked enroute and/or when unattended
- I. Periodic routine vehicle inspections (pre-trip, daily, weekly as appropriate)
- J. Cell phones
 - 1. Hands free device operation only while in motion
 - 2. Limit use, concentrate on driving, first consideration is safety
 - 3. Know local and state laws regarding cell phone use
 - 4. Know and understand features including speed dial and redial
 - 5. Let voicemail answer, pull off when convenient, and call back
 - 6. DO NOT USE in adverse weather or heavy traffic conditions

*Latitude or discretion can be used in specific cases when there are extenuating circumstances

**Pertinent written policy can make violations of these rules rightful grounds for termination or other disciplinary actions

V. Reports and records

- A. Employee involved should fill out accident report
 - 1. Can be copy of police report
 - 2. Kept on file with auto policy files
 - 3. Kept in employees personnel file
- B. Log all incidents on company-wide basis to aid in identifying trends

VI. Employee driving own vehicle on company business

- A. Employee will purchase and maintain continuously personal auto business class rated insurance policy (PAP) with limits of at least \$500,000/\$500,000.
- B. Employee will present at the time of the employee's annual performance review, a valid drivers license, proof of insurance in A above, and a MVR report obtained from the state DOT. (The most effective way to ensure continuous coverage is for the business to be named an "Additional Insured" on the employee's PAP. Then if the policy lapses for any reason all "Additional Insureds" are notified. Not all personal auto insurance companies will allow this practice)
- C. Management will explain to all employees who drive their own vehicles on company business that the employee's PAP is the primary coverage should the employee be involved in an accident.

VII. Alternatives

- A. Incentive program - cash or merchandise for clean record
- B. Recognition (patches, pins, proclamations) programs for clean records
- C. NCS "Report my Poor Driving via This 800 Phone Number" Program
 - 1. Signs on company vehicles
 - 2. Mainly psychological for small firms
 - 3. Could be downsized and done internally

Implementation of the program in its entirety will be the most effective means of dealing with these problems. However, if the client deems some items or sections to be inappropriate to his/her particular

situation, we encourage that client to select and use those parts he feels might be beneficial to his operation.

Acknowledgment of Receipt and Reading of Fleet Driving Policy

I have received a copy of the Fleet Driving Policy outlining the responsibilities as an employee and the responsibilities of the organization. I have read the information contained in this policy and it has been explained during orientation. If I have any questions, I should contact the Fleet Manager. I understand that the Fleet Driving Policy business related driving policies and procedures by which I am governed.

I agree to comply with the guidelines, policies, and procedures of [\[insert company name\]](#). I understand my employment and compensation can be terminated at the option of either myself or [\[insert company name\]](#) at any time.

This Policy is subject to change without notice. It is understood that changes in procedure will supersede or eliminate those found in this book and I will be notified of such changes through normal communication channels.

Signature of employee

Date

Signature of Fleet Manager

Date