

Driver Training Program (Non-School Bus)

Line of Business: Auto Liability

Risk Control Strategy/Key Issues: To establish a training program to raise awareness of potential driving issues and ways to minimize involvement in vehicle losses.

Suggested Program Elements:

1. **Program Statement:** Assign program responsibilities to one designated accountable person. This individual should be provided with the management resources needed to accomplish the goals as established by your organization. An individual in the transportation department is a likely candidate because of the need to maintain training records along with other driver records.

Management's reasoning for implementation of the program, as well as their non-tolerance for non-compliance, should be communicated in writing to all staff members within the organization. The duties and responsibilities of the designated individual should be outlined in the correspondence as well.

2. **Initial Orientation:**

- New drivers training
 - ✓ Classroom training
 - ✓ On the road training
- All drivers review
 - ✓ Classroom review
 - ✓ On the road review

3. **Exposure Specific Training:**

- Emergency Vehicle Operators Course (EVOC) - 24 to 40 hours
- Straight Truck – 40 to 80 hours
- Defensive Driving - 4 to 8 hours
 - ✓ Trucks
 - ✓ Cars
- Heavy Equipment Training – 24 to 40 hours
 - ✓ Bus - 40 to 80 hours
 - ✓ State Required hours

4. **New Equipment Training:**

- Whenever a new piece of equipment is introduced
- Before a new driver operates any existing equipment

5. **Remedial Training:**

- Drivers with multiple accidents
- Drivers with 2 or more moving violations

6. Documentation:

- Records of all training programs
- Instructors name
- Date and length of program
- Employees in attendance

Program Activities Calendar:

- Initial training at hire and then every 3 years
- Annual refresher training or state required
- Annual audit of the program

Web Links:

- National Safety Council
<http://www.nsc.org/>
- FLI Learning Systems
<http://www.filearning.com/>

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