

## Driver Disciplinary Program

To reduce the costs associated with vehicle accidents and to ensure that safe driving practices are being followed, management should have a program in place that holds drivers accountable for their actions behind the wheel. Key elements of such a program are:

- Formal written driving safety rules
- Clearly established consequences for violating safety rules, incurring moving violations or involvement in preventable vehicle accidents
- A fair way to determine preventability of vehicle accidents
- Regular monitoring of driver motor vehicle records (MVRs)
- A means for monitoring/supervising drivers while they are on the road

### Written Rules

The organization's official stance on what constitutes safe behind the wheel behavior should be documented and become part of a formal handbook. This handbook should be distributed to every person who drives a company vehicle or drives their own vehicle for company business.

The formal rules should include but not be limited to: seatbelt usage, alcohol/drug use, safe following distance, backing safety rules, use of cell phones and texting, speeding, transporting unauthorized passengers, and personal use of a company vehicle. An organization will want to add additional safety rules based on the type of work being performed and the type of vehicles being operated.

A signed receipt should be obtained from each driver that indicates that they have read the safety rules in the handbook and agree to follow them. A copy of this receipt should be placed in the employee's personnel file.

### Consequences

Part of the handbook for drivers should also include a formal discipline policy, which clearly spells out what disciplinary actions will be taken regarding a driver's involvement in preventable accidents, incurring moving violations, or violating the organization's safety rules. The policy may stipulate immediate termination of employment for serious violations such as driver under the influence, while calling for progressive discipline (verbal warning, written warning, suspension, and termination) in response to less serious rule violations, preventable accidents and moving violations.

## Determining Accident Preventability

Many organizations have struggled with a fair way to determine whether a particular vehicle accident was preventable. For this reason, some organizations have formed accident review committees. The concept of an accident review committee is similar to a jury system. Instead of having the determination of preventability for a specific vehicle accident being in the hands of one person, the accident review committee discusses the evidence and makes the decision. Since a driver's livelihood may hang in the balance, having several people evaluate the circumstances of the accident adds a level of fairness to the process.

A typical accident review committee will consist of representatives from management as well as employee/driver representatives. Many organizations will also include an impartial person not associated with driving or management.

The committee's standard for evaluating vehicle accidents should be based on the concept of preventability. This concept, which has its roots in defensive driving, defines preventability as: Driving in full compliance with all applicable laws and regulations, and in such a manner as to avoid accident involvement despite the adverse conditions of the road, weather, traffic, or the errors and actions of others.

## Motor Vehicle Record Monitoring

Drivers will not always inform management if they receive a moving violation or if their license becomes suspended, and this is especially true if the violation happened away from work in their personal vehicle. Failure to report moving violations to management should be cause for disciplinary action.

An organization should ensure that all employees, who drive vehicles on its behalf, have a driver's license that is in good standing and driving record that reflects the safety standards of the organization. For this reason, the organization should review the Motor Vehicle Records (MVRs) of each person with driving privileges on at least an annual basis. Timelier monitoring can be accomplished by subscribing to an MVR monitoring service or participating in a state program such as California's EPN program.

## Driver Supervision

While site-based employees can be observed by a supervisor at any point during the workday, it is far more difficult to monitor and supervise those who are driving vehicles. A key element to an effective fleet safety program is to be able to identify and correct poor driving habits and violations of safety rules by drivers while they are out on the road. This can be accomplished by:

- **Periodic Supervisor Ride-Alongs** – A program where a supervisor will ride with each employee driver several times a year to observe and document what the driver is doing well from a safety standpoint and what needs correcting. It should be noted that most drivers will be on their best behavior while being directly observed by a supervisor.
- **Clandestine Observations** – A program where a supervisor will follow and observe a driver without their knowledge. The supervisor will document the findings of the observation, and will review the findings and take corrective action with the driver at the end of the shift

- **Community Reporting** – A program that encourages members of the general public to give feedback on the driving habits of employee drivers. This is usually accomplished with a “How’s My Driving” sticker on the vehicle and a phone number to provide feedback.
- **Satellite Monitoring** – This program uses GPS technology to allow supervisors to monitor the location and speed of vehicles in their fleet. While not a substitute for actual observations of drivers, this technology can be particularly helpful in identifying drivers who speed or take the vehicle to unauthorized locations.
- **Camera Event Recorders** – This program uses cameras mounted both inside and outside the vehicle to record video of the driving environment and driver actions immediately prior to a triggering event. These triggering events would include collisions, panic stops, sudden swerves, etc.

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# Written Discipline Warning Notice

Employee's Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Employee # \_\_\_\_\_

Date of Incident \_\_\_\_\_ Date of Hire \_\_\_\_\_

- Verbal
- Written Warning
- Suspension # \_\_\_\_\_ Working Day(s) From \_\_\_\_\_ Through \_\_\_\_\_
- Termination Effective Starting \_\_\_\_\_

Reason for warning or discipline: (Check one or more boxes. Explain fully in remarks section.)

- 1. Violation of or failure to observe:
  - a. Safety rules.
  - b. Work rules and procedures.
- 2. Insubordination
- 3. Tardiness, absenteeism, failure to report for work
- 4. Under the influence of and/or in possession of drugs or alcohol
- 5. Dishonesty
- 6. Failure to complete work assignment
- 7. Discourtesy or verbal abuse of other employee, worker or guest
- 8. Damage, unauthorized use or misuse of company or other's property
- 9. Physical or verbal assault and/or fighting
- 10. Other (specify in remarks section)

Remarks: Explain reasons for warning or discipline, including specific details of incident or violation; include prior warning(s).

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I hereby acknowledge receipt of a copy of this discipline form.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

# ROAD OBSERVATION REPORT

<b>Driver:</b>	<b>Vehicle # &amp; Type:</b>
<b>Date:</b>	<b>Time:</b>
	<b>Length of Observation:</b>

Driver Performance	OK	Deficient	Comments
<b>Speed</b> (within posted limits & safe for conditions)			
<b>Following Distance</b> (maintains 4-second distance)			
<b>Avoids Distractions</b> (cell phone, eating, etc.)			
<b>Seat Belt Usage</b> (both driver and passengers)			
<b>Scanning</b> (sees potential hazards down the road)			
<b>Turns</b> (uses signals & stays in lane)			
<b>Lane Changes</b> (uses signals & checks blind-spots)			
<b>Intersections</b> (looks both ways & yields right of way)			
<b>Traffic Lights</b> (obeys signals)			
<b>Stop Signs</b> (comes to complete stop & yields ROW)			
<b>Slowing/Stopping</b> (smooth with no skidding)			
<b>Ramps &amp; Curves</b> (reduces speed & uses caution)			
<b>Passing</b> (safe passing techniques used)			
<b>Pulling From Curb</b> (check mirrors – pulls out slowly)			
<b>Backing</b>			
<b>Scans area for hazards when first arrives</b>			
<b>Uses Mirrors &amp; Camera</b> (if equipped)			
<b>Watches for Pedestrians and Vehicles</b>			
<b>Backs Slowly</b>			
<b>Uses Spotter</b> (if available)			
<b>Load Properly Secured</b> (if applicable)			

**Overall Grade:**       *Good*                       *Adequate*                       *Needs Improvement*

**Additional Comments:**

<b>Supervisor's Signature &amp; Date</b>	<b>Driver's Signature &amp; Date</b>
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