

<Company Name>

Fleet Safety

Self Audit

Date

Audit prepared by:

Acknowledgement given to Queensland Transport for the use of information from "The Workplace Fleet Safety System: How to Conduct a Self-Audit".

Fleet Safety Audit

The components of the Self-Audit can be categorised into the five (5) key elements of the Fleet Safety Policy and Guidelines as listed below

1. Accountability - Contains components:

- 1.1 Fleet Safety Policy
- 1.2 Fleet Safety Responsibilities
- 1.3 Review and Evaluation of Fleet Safety Policy
- 1.4 Employee Involvement and Consultation
- 1.5 Fleet Safety Policy Distribution

2. OH&S – Contains components:

- 1.1 Fleet Safety Policy: Sub-section 1.1.7
- 1.4 Employee Involvement and Consultation: Sub-section 1.4.5

3. Safer Drivers – Contains components:

- 2.1 Recruitment
- 2.2 Selection
- 3.1 New Employees
- 3.2 Supervisors
- 7.3 Driver Education
- 7.4 Training Programs

4. Safer Vehicles – Contains components:

- 4.1 Fleet Selection
- 4.2 Fleet Maintenance

5. Evaluation – Contains components:

- 5.1 Crash Reporting
- 5.2 Crash Investigation
- 5.3 Crash Monitoring
- 6.1 Driver Monitoring
- 6.2 Incentives
- 6.3 Disincentives
- 7.1 Assessing Training Needs
- 7.2 Evaluating Training Programs

WORKPLACE FLEET SAFETY

Self-Audit

1. Include fleet safety and safe driving policy in organisational policy and objectives

1.1 Fleet Safety Policy

1.1.1	<p>The organisation has a fleet safety policy that is signed and dated, contains clear fleet safety objectives and a commitment to improving fleet safety performance</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.1.2	<p>The organisation's fleet safety policy has the authorisation of an appropriate senior officer with executive responsibility</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.1.3	<p>Consultation with appropriate employee representatives has been conducted by management in developing the organisation's fleet safety policy</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.1.4	<p>The fleet safety policy is communicated to employees and, where appropriate, contractors, suppliers, customers and visitors to the organisation</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.1.5	<p>Employees sign a copy of the fleet safety policy, confirming understanding and acceptance of the policy</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

<p>1.1.6</p>	<p>A process exists for scheduled reviews of fleet safety policy objectives to assess their effectiveness and make changes in accordance with organisational and legislative changes where appropriate</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
<p>1.1.7</p>	<p>Fleet safety issues are addressed in the Workplace Health and Safety Policy</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

1.2 Fleet Safety Responsibilities

1.2.1	<p>The organisation has defined and documented the responsibilities, authority to act and reporting requirements of fleet safety, and has communicated these to all employees</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.2.2	<p>Accountability for fleet safety performance within individual work areas is the responsibility of management</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.2.3	<p>The organisation's annual report documents fleet safety performance</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.2.4	<p>The organisation allocates responsibility for disseminating up-to-date information and legislation on fleet safety</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.2.5	<p>Implementing the fleet safety management system is the responsibility of a member of the organisation's executive board</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.2.6	<p>Senior management regularly reviews the effectiveness of the fleet safety management systems in satisfying the organisation's stated fleet objectives</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

1.3 Review and Evaluation of Fleet Safety Policy

1.3.1	<p>Crucial fleet safety documents are identified as policy. The date the documents were issued, date modified, and authorisation appear on the documents</p> <p>Comments:.....</p> <p>Action:.....</p>	
1.3.2	<p>Fleet safety documents deemed obsolete are withdrawn from use. Those retained or archived for legal or reference purposes are identifiable</p> <p>Comments:.....</p> <p>Action:.....</p>	
1.3.3	<p>A procedure exists for altering and approving the changes to fleet safety documents</p> <p>Comments:.....</p> <p>Action:.....</p>	
1.3.4	<p>Changes to fleet safety documents are identified in an attachment or in the document wherever possible</p> <p>Comments:.....</p> <p>Action:.....</p>	
1.3.5	<p>The effectiveness of communicating the policy objectives is evaluated</p> <p>Comments:.....</p> <p>Action:.....</p>	
1.3.6	<p>Where appropriate, review outcomes are incorporated in organisational action planning</p> <p>Comments:.....</p> <p>Action:.....</p>	

1.4 Employee Involvement and Consultation

1.4.1	<p>An appropriate system for nominating employee and management representatives exists. All consultation with employees and methods of consultation in relation to the development or alteration of fleet safety documents are recorded</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.4.2	<p>The organisation has a consultation procedure to follow when considering changes to fleet safety</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.4.3	<p>The organisation has avenues for discussing fleet safety issues in the workplace</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.4.4	<p>Checks are carried out to ensure staff understand organisational fleet safety requirements</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.4.5	<p>Managers discuss fleet safety in the Workplace Health and Safety meetings with staff</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.4.6	<p>Employees are informed of the procedures for dealing with fleet safety issues and receive information on the progress toward resolving fleet safety issues</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

1.5 Fleet Safety Policy Distribution

1.5.1	<p>A process exists for distributing information on fleet safety issues and activities to all employees</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.5.2	<p>Records are kept on the distribution of fleet safety information within the organisation and to appropriate external persons such as visitors, contractors and suppliers</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.5.3	<p>The distribution list for a fleet safety document is clearly identified</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.5.4	<p>A process exists for storing and updating fleet safety documents</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

1.6 Auditing of Systems

1.6.1	<p>Fleet safety management systems are regularly audited according to a set schedule to assess the match between organised fleet safety objectives and activities</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.6.2	<p>Fleet safety management systems are independently audited buy appropriately qualified persons</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.6.3	<p>Results of fleet safety audits are formally reported to relevant personnel, including management</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
1.6.4	<p>Action is taken to correct deficits identified by fleet managements audits and “follow-up” monitoring is taken</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

2. Hire drivers based on safe driving records and awareness of safety issues

2.1 Recruitment

2.1.1	<p>Safe driving is mentioned when position descriptions for jobs involving significant driving tasks</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
2.1.2	<p>An applicant is asked to provide evidence of a current driver's licence</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
2.1.3	<p>Applicants for positions involving significant driving tasks are asked to provide details of crash records and traffic infringements for the past three years</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
2.1.4	<p>Applicants provide details of licences held, driver training courses attended and any awards received for their driving</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

2.2 Selection

2.2.1	<p>A potential employee's driving record is assessed for jobs involving significant driving tasks</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
2.2.2	<p>An applicant's driving record is a factor in hiring of new employees for jobs involving significant driving tasks</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
2.2.3	<p>An applicant's attitude to safety is addressed in the interview</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
2.2.4	<p>An independent driving record assessment is made for jobs involving significant driving tasks</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
2.2.5	<p>A medical assessment is conducted to check an applicant's fitness to operate the required vehicles</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
2.2.6	<p>Applicant's previous employers are contacted to verify driving record</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

3. Induct all new recruits and supervisors using an official program containing fleet safety and safe driving components

3.1 New Employees

3.1.1	The organisation ensures that all employees undergo an induction program containing a fleet safety component covering the organisation's fleet safety policy Comments:..... Action:.....	
3.1.2	Vehicles are assigned to new employees based on the needs of their job Comments:..... Action:.....	
3.1.3	New employees are trained to operate their vehicle before they drive it Comments:..... Action:.....	
3.1.4	A driver assessment program is carried out for new employees Comments:..... Action:.....	

3.2 Supervisors

3.2.1	The organisation has an induction program for supervisors which includes fleet safety Comments:..... Action:.....	
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4. Adhere to best practice in fleet selection and fleet maintenance

4.1 Fleet Selection

4.1.1	The organisation obtains advice from qualified fleet safety professionals (in-house or external) Comments:..... Action:.....	
4.1.2	Purchasing decisions are made in consultation with employees to determine the fleet safety requirements and specifications where decisions may affect those employees Comments:..... Action:.....	
4.1.3	Goods and services purchased by the organisation (such as vehicles, safety equipment, vehicle modifications) are checked for compliance with the purchase order requirements and/or specifications Comments:..... Action:.....	
4.1.4	Relevant safety features are considered when selecting vehicles Comments:..... Action:.....	

4.2 Fleet Maintenance

4.2.1	<p>Fleet vehicles are registered annually (including compulsory third party (CTP) insurance</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
4.2.2	<p>Reporting of fleet vehicle inspections, maintenance, repairs and modifications is maintained as a running record by the organisation</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
4.2.3	<p>The organisation ensures that maintenance, repairs and modifications to fleet vehicles are conducted by suitably qualified individuals with appropriate expertise</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
4.2.4	<p>The organisation ensures compliance with relevant legislation for all vehicle modifications</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
4.2.5	<p>The withdrawal of unsafe vehicles from use may be initiated through a maintenance request procedure</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
4.2.6	<p>The organisation has a procedure for authorising the safety of vehicles being returned to drivers following repair or modification</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

4.2.7	The organisation has a vehicle maintenance program Comments:..... Action:.....	
4.2.8	Drivers regularly inspect their vehicles Comments:..... Action:.....	
4.2.9	There is a procedure to follow if there is a problem with a vehicle Comments:..... Action:.....	
4.2.10	Tyre wear is monitored Comments:..... Action:.....	
4.2.11	Fuel consumption is monitored Comments:..... Action:.....	

5. Maintain an efficient system of recording and monitoring overall fleet, individual driver and individual vehicle crash involvement

5.1 Crash Reporting

5.1.1	<p>The organisation has a documented reporting system for all fleet safety incidents (including minor panel damage, crashes, injuries and fatalities)</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
5.1.2	<p>A procedure is in place for informing all employees of the process for reporting fleet safety incidents</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

5.2 Crash Investigation

5.2.1	<p>Reported incidents are investigated in accordance with an organisational investigation procedure</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
5.2.2	<p>Crash investigation training is provided to staff involved in the area</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
5.2.3	<p>Investigation reports contain recommendations and a timetable for implementing corrective actions</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
5.2.4	<p>Employees within the organisation are responsible for implementing remedial measures and counteraction based on investigation reports</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
5.2.5	<p>Before implementing corrective measures, employees who may be affected by such actions are consulted</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
5.2.6	<p>A procedure exists for evaluating and monitoring remedial/corrective measures</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

5.3 Crash Monitoring

5.3.1	Pertinent fleet safety data is collected and analysed Comments:..... Action:.....	
5.3.2	Regular reports on fleet safety performance are produced and distributed within the organisation Comments:..... Action:.....	
5.3.3	Benchmarking data is collected Comments:..... Action:.....	

6. Recognise good/bad driving performance through an official scheme of commensurate incentives and disincentives

6.1 Driver Monitoring

6.1.1	The organisation monitors the driving performance of employees Comments:..... Action:.....	
6.1.2	A process exists by which members of the public can comment on the driving behaviour of employees Comments:..... Action:.....	
6.1.3	Employees receive feedback about their driving records Comments:..... Action:.....	
6.1.4	Organisations keep a record of traffic infringements incurred by employees Comments:..... Action:.....	
6.1.5	The organisation conducts driver's licence checks Comments:..... Action:.....	

6.2 Incentives

6.2.1	<p>The organisation has an incentive scheme for safe driving</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
6.2.2	<p>The organisation has a system for recognising good driving behaviour</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
6.2.3	<p>Incentives are distributed to employees in front of their peers</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

6.3 Disincentives

6.3.1	<p>The organisation has a system for recognising poor driving behaviour</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
6.3.2	<p>The organisation penalises poor drivers</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

7. Support training, education and development programs to engender safe driving

7.1 Assessing Training Needs

7.1.1	<p>The organisation conducts a training needs analysis to determine fleet safety training requirements</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
7.1.2	<p>Before assigning a vehicle to an employee, organisations check whether the employee has driven that type and size of vehicle before</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
7.1.3	<p>The organisation has a system to identify those drivers in need of further training and/or remediation</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

7.2 Evaluating Training Programs

7.2.1	<p>The organisation ensures that quality training is provided by engaging suitably qualified and experienced trainers</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
7.2.2	<p>Suitable and effective training facilities and resources are available</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
7.2.3	<p>Each training session is properly evaluated to gain a measure of performance in terms of participant's comprehension and retention</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
7.2.4	<p>Regular reviews of the training program are conducted regarding the relevance of the program to the organisation and the effectiveness of the program in improving work performance</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

7.3 Driver Education

7.3.1	<p>A system is in place to provide fleet safety information to all employees</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
7.3.2	<p>Where driver training needs have been identified, employees undertake relevant practical driver training</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

7.4 Training Plans

7.4.1	<p>A training plan has been developed to provide all levels of personnel in the organisation with identified fleet safety training needs</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
7.4.2	<p>Employees' levels of training and ability are considered when allocating tasks</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
7.4.3	<p>The organisation considers the varying levels of ability (including literacy) of its employees and selects training to suit</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
7.4.4	<p>The organisation documents and keeps records of all training</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
7.4.5	<p>Legal obligations and fleet safety management principles and practices are articulated to the organisation's executive and senior management through formal training</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
7.4.6	<p>The organisation ensures that managers and supervisors are trained in their roles and responsibilities as they relate to fleet safety</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	

7.4.7	<p>Organisations minimise fleet safety risk by providing training to all new and transferred employees</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
7.4.8	<p>Refresher training is provided to all personnel as appropriate</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
7.4.9	<p>Where an organisation or individual is legally required to hold specific qualifications or licences to undertake duties, the organisation has a procedure for ensuring conformance with all training requirements</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	
7.4.10	<p>The organisation has a policy on training and development</p> <p>Comments:.....</p> <p>.....</p> <p>Action:.....</p> <p>.....</p>	