

<COMPANY NAME> AUDIT SUMMARY REPORT

BACKGROUND

A Fleet Safety Audit was conducted to assist <Company Name> to identify whether the organisation is using best practice strategies to promote Fleet Safety. The Audit identifies areas for <Company Name> to review its current procedures in implementing effective fleet safety strategies.

Results from the Audit will be used to assist in the formulation of a Safe Driving Policy and Procedures that embodies current best practice strategies. The Audit establishes a benchmark to allow comparisons after Fleet Safety Policy and Procedures are implemented.

DATE

AUDIT CONDUCTED BY

The audit targeted seven areas of fleet safety in terms of best practice. The areas targeted and the findings are as follows:-

1. Fleet Safety Policy: Include fleet safety and safe driving policy in organisational policy and objectives

Fleet safety and safe driving must be explicitly addressed in organisational policy and objectives. These will outline the organisation's approach and the steps being taken to achieve fleet safety. A commitment to fleet safety should be demonstrated at all levels of the organisation, starting with the fleet policy being signed and dated by the chief executive officer.

Audit findings:

- Currently there is no policy within Council that has been signed and dated. There are draft policies in existence but they have not been ratified by senior management
- There is limited communication of the requirements of fleet safety to employees and management
- Fleet safety is not addressed in the Workplace Health and Safety Policy
- The procedure for addressing fleet safety issues is communicated to employees on a limited basis depending on the manager and work area
- Management accountability for fleet safety in their work area is partially implemented at this stage
- The Annual Report does not include fleet safety performance
- Fleet safety management strategies are not implemented or reviewed by senior management
- As there is no formal policy, no review or evaluation can take place
- Employees are consulted about fleet safety but this occurs on an adhoc basis, however, fleet safety is raised at an OH&S level
- There are no checks conducted to ensure employee understanding of the organisational fleet safety requirements
- Employees usually learn the fleet safety procedures on the job, there is no formal procedure in place
- Information on fleet safety is distributed on an adhoc basis with no tracking or formal procedure for distribution
- There is no distribution list for fleet safety documents
- There is no auditing of systems in place to assess their effectiveness in achieving specified objectives. With no Audits occurring deficits are not identified for corrective action

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

Where driving is a significant part of an employee's work, a documented recruitment and selection procedure that ascertains information about the safety of potential employees must be established. Safe driving requirements should be an essential part of the application procedure, interview process and new driver assessments.

Audit findings:

- The previous driving history of a potential employee is not requested as part of advertising for a position. Safe driving is not part of a position description for significant driving tasks
- A potential employee's driving record is not assessed for significant driving positions. Medical assessment is conducted as part of all job descriptions
- Previous employers are contacted on an adhoc basis regarding a potential employee's driving history

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

New employees in an organisation are vulnerable until they know the organisation's policies and procedures. Induction procedures should be developed which specify driver management principles and procedures. Organisations should also teach supervisors about their roles and responsibilities relating to fleet safety.

Audit findings:

- There is no formal induction program containing fleet safety components
- Vehicles are assigned to employees based on the requirements of their work
- No training in the operation of light vehicles occurs, plant and heavy machinery only
- No driver assessment program is conducted for new employees
- There is no formal induction program in fleet safety for supervisors

4. Fleet Selection and Maintenance: Adhere to best practice in fleet selection and fleet maintenance

A vehicle that represents best practice in fleet selection and maintenance will have fewer breakdowns, less crash involvement caused by vehicle defects and will be safer in the event of a crash.

Audit findings:

- Professional advice is sought in vehicle selection
- Employees are consulted in the determination of vehicle requirements and specifications
- Goods and services are checked for compliance with purchase order
- Safety features are considered on an adhoc basis
- Fleet vehicles are registered and insured. A system of maintenance and checking for compliance with legislation is in place. Unsafe vehicles are withdrawn from service
- Vehicles that have been repaired or modified are checked for compliance
- Drivers conduct irregular checks on vehicles prior to use
- A reporting procedure for vehicle defects is in place
- Tyre wear is monitored more for plant but on irregular basis for light vehicles
- Fuel consumption is monitored

5. Vehicle Crash Involvement: Maintain an efficient system of recording and monitoring overall fleet, individual driver and individual crash involvement

Even with the best fleet safety systems in place, crashes may still occur. Where this does happen, it is crucial that an investigation takes place and where necessary, appropriate remedial action is taken. It is also important that high quality crash data is collected and analysed on a regular basis.

Audit findings:

- Fleet accidents/incidents are documented through a formalised reporting system
- Employees are informed at induction of the reporting process
- Only the significant accidents/incidents are investigated
- No investigation training is provided for staff
- Consultation with employees occurs on an adhoc basis before the implementation of corrective measures
- There is no evaluation or monitoring of corrective measures
- Crash fleet safety data is not collected and analysed
- Reports on fleet safety performance are not produced and distributed throughout Council
- No benchmarking data is collected

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

By recognising positive and negative driver performance, incentive and disincentive schemes can motivate employees towards achieving fleet safety.

Audit findings:

- Driver performance is not monitored
- Public comment on driver performance is via a written complaint
- Employees do not receive feedback about their driving records and Council does not keep any records of infringements
- No licence checks occur
- There is no incentive or disincentive program regarding fleet safety

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

Training and education help ensure a competent workforce and increase awareness and knowledge of fleet safety issues. Procedures should be in place to identify the fleet safety training needs of employees and to provide the appropriate training to meet these needs.

Audit findings:

- A training needs analysis is conducted but not for motor vehicles
- Checks are made for plant and heavy vehicles to see if an employee has operated this type of vehicle, but not for light vehicles
- A system to identify drivers in need of training is in place for plant but not for motor vehicles
- Training is conducted by accredited providers
- Suitable training facilities and resources are available and evaluation of training is conducted for plant and machinery but not for light vehicles
- There are no reviews of training to establish if desired outcomes have been achieved
- A system to provide educational material to drivers is not in place. This occurs on an adhoc basis
- Where training needs have been identified relevant training occurs on an adhoc basis, more for plant and machinery
- There is no formal training plan in Council relating to fleet safety
- Levels of ability are considered and training is documented
- There is no formal training for managers in their responsibilities under fleet safety
- New employees operating plant and machinery receive training. No training for motor vehicles
- Refresher training is provided on an adhoc basis
- Council has a Training and Development Policy and a procedure for ensuring conformance with training requirements