

SAFER WORK DRIVING



HOW DOES YOUR ORGANISATION SCORE?

Use our matrix to make a quick check on the status of your organisation's driving safety system.

Checklist	Yes	No	Reasons
Is there a reporting process in place for persons and vehicles involved in a crash?			Crashes can still occur when a safe driving policy is in place. Crash databases are needed so investigations and analysis can be taken for remedial action.
Are incidents investigated?			All vehicle incidents should be discussed with drivers and strategies laid out to prevent a reoccurrence in the future. Strategies can include education, discussion, written information, videos (such as in the Safe Driving Kit), review of work practices, change in conditions, change in vehicle type
Do new employees have driving licence and driving record checks?			Safe driving requirements should be an essential part of the application procedure, interview process and new driver assessments
Do you monitor your drivers' work driving history?			All incidents and driving related penalties need to be monitored to assess your drivers' attitudes to driving
Is best practice adhered to in fleet selection and fleet maintenance?			A vehicle that represents best practice in fleet selection and maintenance will be safer in the event of a crash, will have fewer breakdowns and less likely to be involved in a crash caused by vehicle defects.
Is there continuous training and education on the safe driving issues?			Training and education help ensure a competent workforce and increase awareness and knowledge of safe driving issues. Appropriate training should be provided.
Are good and bad driving performances in work groups recognised?			Recognising positive and negative driving performance can motivate employees towards achieving safer driving.
Are drivers held accountable?			Driver's safety awareness levels should increase and also filter down to their personal driving. Responsibilities for vehicles are also taken.
Are drivers familiarised with vehicles?			Employees may not be aware of specific vehicle features
Are new drivers inducted into company policy and strategies on road safety?			Drivers should be made aware of the organisation's stand on driving safety and related issues such as drink driving, fatigue and mobile phone use
Does your company have a safer work driving policy signed off at a high level?			Central to your organisations driving is the need for a clear concise policy that all employees have read and understood
Is the message of safer work driving getting across?			It is important to increase staff awareness so as to ensure it does not become a 'shelf sitter'

SCORE	0-3	'YES' boxes ticked = Heading for trouble
	4-6	'YES' boxes ticked = A good start
	7-9	'YES' boxes ticked = Good, but room for improvement
	10-12	'YES' boxes ticked = On the way to best practice