

Best Practice Guidelines for Fleet Safety Policy

Table 1 Best Practice Guidelines for Integrating Fleet Safety Policies into an Occupational Health and Safety Framework

Best Practice not in Place	Moving Towards Best Practice	Best Practice
<p>No policy No processes</p>	<p>Some safety areas included in policy documents</p> <p>Communication of policies conducted on an ad hoc basis</p> <p>Some employee involvement in consultation</p> <p>Responsibilities defined for some people</p> <p>Reviews of the policy are conducted on an ad hoc basis</p>	<p>Written and dated policy in place</p> <p>Active employee involvement including effective communication and consultation</p> <p>Responsibilities are clearly defined</p> <p>Fleet safety policy is regularly reviewed to ensure its effectiveness</p> <p>Policy is distributed in a systematic manner</p>

Table 2 Best Practice Guidelines for Taking Road Safety into Account when Recruiting and Selecting New Staff

Best Practice not in Place	Moving Towards Best Practice	Best Practice
<p>Safe driving is not discussed in position descriptions or during selection process</p>	<p>Applicants are requested to provide evidence of a current driver's licence</p> <p>Medical assessment is conducted</p> <p>Driving record is discussed in reference to checks</p>	<p>Safe driving is included in position description for jobs with significant driving tasks</p> <p>An applicant's attitude to safety is assessed</p> <p>Independent driver record assessment is conducted</p>

Table 3 Best Practice Guidelines for Developing a Road Safety Induction for Staff

Best Practice not in Place	Moving Towards Best Practice	Best Practice
<p>Fleet safety is not included in induction programs</p>	<p>Limited induction is given to new employees on fleet safety</p>	<p>Fleet safety is included in a formal induction program for new employees/ supervisors, including information on the organisation's fleet safety policy and procedures</p> <p>Employees do not drive a vehicle until they have been given an induction into the operation of the vehicle</p> <p>A driver assessment program is carried out for new employees</p> <p>New employees are assessed for driver competency</p>

Table 4 Best Practise Guidelines for Informed Choice Based on Safety when Purchasing and Maintaining Vehicles

Best Practice not in Place	Moving Towards Best Practice	Best Practice
<p>Safety features are not considered when purchasing vehicles</p> <p>Maintenance conducted <i>ad hoc</i></p>	<p>Employees are consulted when determining fleet safety requirements for purchasing vehicles</p> <p>Maintenance of vehicles occurs as per the manufacturer's specification</p> <p>Procedures are in place if there is a problem with a vehicle</p>	<p>Organisations investigate fleet safety features and include relevant features in purchase specifications</p> <p>Maintenance procedures are fully documented and include the sign-off of all repairs and alterations</p>

Table 5 Best Practise Guidelines for Data Collection on Fleet, Drivers and Incidences/Accidents

Best Practice not in Place	Moving Towards Best Practice	Best Practice
<p>Incidents are reported for insurance claims only</p> <p>Crash data are not collected</p>	<p>Major incidents are reported</p> <p>Incidents involving personal injury are investigated</p> <p>Fleet safety data collected but not analysed on a regular basis</p>	<p>All incidents are reported as per documented procedures</p> <p>Incidents are investigated and corrective action is implemented and monitored</p> <p>Fleet safety data is analysed on a regular basis</p> <p>Benchmarking data are collected</p>

Table 6 Best Practise Guidelines for Reinforcement of Fleet Safety through Incentives and Disincentives

Best Practice not in Place	Moving Towards Best Practice	Best Practice
<p>Driving performance is not formally monitored</p>	<p>Driving performance is monitored but incentives/disincentives are not offered</p>	<p>Incentives and disincentives have been developed after consultation with employees</p> <p>Systems are in place to identify good and poor driving behaviour</p> <p>Procedures exist for dealing with public feedback</p>

Table 7 Best Practice Guidelines for Training, Education and Development

Best Practice not in Place	Moving Towards Best Practice	Best Practice
<p>Very little training is conducted</p> <p>Training needs have not been identified</p>	<p>Fleet safety training is conducted on an ad hoc basis</p> <p>Fleet safety information is passed on to drivers</p> <p>Documentation is kept on training undertaken</p>	<p>Fleet safety training has been identified through a training needs analysis</p> <p>Training is conducted to meet identified needs</p> <p>All training is evaluated</p> <p>A detailed training plan has been developed</p>