



Transportation Health & Safety
Association of Ontario

SAFE DRIVING PROGRAM

SELF AUDIT/EVALUATION

The first self audit tool (A Risk Management Check-up) lists fundamental required features for any companies' safe driving program.

The second self audit tool (A Comprehensive Risk Management Check-up) lists more comprehensive elements and considerations which should be a part of a company's safe driving program. (Many would relate to a medium to large company but each element should be reviewed with an eye towards relevance to your company).

If the reviewed element has been completed then the person conducting the audit would check/circle **yes**.

If a **partial** or **no** answer is circled or checked this would become an action point.

At the end of the self audit/evaluation all the action points would become the companies' action plan.

To learn more about THSAO Road Safety Programs visit our website at www.thsao.on.ca.

To register for a THSAO training program in your area view our open course schedule at www.thsao.on.ca.

THSAO offers a comprehensive array of services, products and programs aimed at eliminating/reducing injuries on the road. View our offerings at www.thsao.on.ca/docs/mvi.pdf.

PREVENTING WORK-RELATED ROADWAY COLLISIONS

A RISK MANAGEMENT CHECK-UP

This list is comprised of suggested best practices and other criteria to minimize risk. You may wish to add more that are relevant to your operation.

Y= Yes N= No P= Partially

Action planning

- | | | | |
|---|---|---|---|
| 1. Do all applicants complete an application form for employment? | Y | N | P |
| 2. Do you check references from previous employers? | Y | N | P |
| 3. Do you verify the applicants' drivers license? | Y | N | P |
| 4. Do you conduct periodic checks to ensure that workers who drive still hold valid drivers license | Y | N | P |
| 5. Do you ensure that a worker who drives for your company has valid and adequate insurance? | Y | N | P |
| 6. At orientation what documents/procedures are reviewed: | | | |
| road safety policy | Y | N | P |
| emergency procedures | Y | N | P |
| incident reporting | Y | N | P |
| collision procedures | Y | N | P |
| 7. Emphasize to workers the need to follow safe driving practices on the job. | Y | N | P |
| 8. Do you recognize factors that can negatively affect a driver performance? | | | |
| stress, complacency, emotions, illness, medication, impairments, hearing, vision problems, etc. | Y | N | P |

9. Do you identify high risk drivers (new, high incident rates, novice, long distance)?	Y	N	P
10. Are high risk drivers prioritized for training?	Y	N	P
11. Do you require documentation of regular maintenance checks of workers who drive their own vehicles?	Y	N	P
12. Given the risk, have you developed a policy prohibiting cell phone use while employees drive?	Y	N	P
13. Do you assign driving tasks to young/novice drivers incrementally? (limiting their responsibilities until they prove they can handle demands of the task?)	Y	N	P
14. Do you implement and enforce mandatory seat belt use policies?	Y	N	P
15. Has fatigue management been incorporated into your health and safety program?	Y	N	P

PREVENTING WORK-RELATED ROADWAY COLLISIONS

A COMPREHENSIVE RISK MANAGEMENT CHECK-UP

This list is comprised of suggested best practices and other criteria. You may wish to add more based on your companies unique requirements.

Y = Yes N = No P = Partially

Action Planning

Pre Hire and Orientation Procedures

- | | | | |
|--|---|---|---|
| 1. Do all applicants complete an application form for employment? | Y | N | P |
| 2. Do you require any form of pre-employment driving assessment? | Y | N | P |
| 3. Do you check references from previous employers? | Y | N | P |
| 4. Do you verify the applicants' drivers' license? | Y | N | P |
| 5. Do you conduct periodic checks to ensure that workers who drive hold valid drivers license. | Y | N | P |
| 6. That licenses match the type of vehicles to be driven? | Y | N | P |
| 7. Workers insurance coverage is valid and adequate? | Y | N | P |
| 8. At orientation what documents/procedures are reviewed: | | | |
| road safety policy | Y | N | P |
| emergency procedures | Y | N | P |
| incident reporting | Y | N | P |
| collision procedures | Y | N | P |

Monitoring and Control

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|---|---|---|---|
| 9. Do you have a key member of the management team who is responsible for and has authority to set and enforce comprehensive safe driving policies? | Y | N | P |
|---|---|---|---|

10. Emphasize to workers the need to follow safe driving practices on and off the job.	Y	N	P
11. Do you have a vehicle maintenance program that includes pre-trip inspection, immediate removal of vehicles for repair of mechanical defects and regularly schedule the withdrawal of vehicles for comprehensive inspection and maintenance?	Y	N	P
12. Do you review trip planning, examining time of day, roads, duration, etc.?	Y	N	P
13. Ensure that engines are turned off and vehicles are secured for movement before entering or exiting vehicles.	Y	N	P
14. Ensure that a signaler is used when the intended path of travel is not clear.	Y	N	P
15. Do you make sure the policies and rules are being followed?	Y	N	P
16. Do you recognize factors that can negatively affect driver performance? stress, complacency, emotions, illness, medication, impairments, hearing, vision problems, etc.	Y	N	P
17. Do you conduct on road evaluations?	Y	N	P
18. Do you investigate all collisions in order to determine root cause and take measures to prevent a recurrence?	Y	N	P
19. Do you have a formal policy for routine vehicle checks?	Y	N	P
20. Do you require documentation of regular maintenance checks of workers who drive their own vehicles?	Y	N	P
21. Do you check previous collision reports and create a cost analysis?	Y	N	P
22. Given the risk, have you developed a policy prohibiting cell phone use while employees drive?	Y	N	P

23. Have you examined whether employees use other in-cab telematic devices while driving?	Y	N	P
24. Have you examined the necessity for requiring workers to drive irregular hours?	Y	N	P
25. Do you identify high risk drivers (new, high incident rates, novice, long distance)?	Y	N	P
26. Are high risk drivers prioritized for training?	Y	N	P
27. Do you establish schedules that allow drivers to obey speed limits and follow appropriate hours of service regulations?	Y	N	P
28. Do you assign driving tasks to young/novice drivers incrementally? (limiting their responsibilities until they prove they can handle demands of the task?)	Y	N	P
29. Do you analyze company road safety data? (i.e. injury reports from WSIB, insurance reports, inspection/maintenance reports, collision/incident investigations)	Y	N	P

Training

30. Do you have a formal driver-training program in place?	Y	N	P
31. Is it classroom?	Y	N	P
32. On-road practical?	Y	N	P
33. Do you conduct remedial training for those that have higher incidents of collisions?	Y	N	P
34. Do you provide training on the hazards of distracted driving?	Y	N	P
35. Has fatigue management been incorporated into health and safety programs?	Y	N	P
36. Do you ensure training for workers that operate specialized motor vehicles?	Y	N	P
37. Are all employees who drive trained on			

legal requirements, company policy, MVA prevention systems/controls, use, care and maintenance of vehicles, reporting of incidents, collisions and repairs.	Y	N	P
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Emergency Preparedness

38. Do you have emergency kits?	Y	N	P
39. Do workers who drive, know how to use the kit and are aware of legal requirements?	Y	N	P

Incentives

40. Do you have a recognition program for safe drivers?	Y	N	P
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Communications & Continuous Improvement

41. Do you have a written road safety policy?	Y	N	P
42. Does it state company expectations about:			
safe driving practices	Y	N	P
driver competency	Y	N	P
vehicle requirements	Y	N	P
43. Has it been communicated to all workers who drive or are likely to drive?	Y	N	P
44. Do you communicate benefits that accrue to the company through ongoing road safety successes?	Y	N	P
45. Are you aiming at continuous improvement of your road safety program through feedback, monitoring and other methods?	Y	N	P

References

Motor Vehicle Safety Tip Sheets: WSIB/THSAO
 NIOSH – Publication No. 2003 – 119: Work Related Roadway Crashes – Challenges
 NIOSH – Publication No. 2004 – 136: Work Related Roadway Crashes – Prevention Strategies for Employers
 Health and Safety Executive – Managing Work Related Road Safety – INDG 09/03
 Working Safety Behind the Wheel – WCB Alberta ISBN 0-9685940-2-6
 Risk Management Mini Safety Check –
www.rac.co.uk/business/riskmanagement/risk_management/mini_safety_check
 Driving at Work – The FTA Compliance Guide – www.fta.co.uk/information/breifing-digest/breifingnotes/datw_compliance.pdf