1. **Identification of Workplace Hazard**

Job-related vehicle accidents resulting in fatal injuries traditionally has been one of the leading causes of death in the workplace (surpassed only by violence in 1995). In approximately 85 to 90 percent of all motor vehicle accidents, unsafe driving practices are identified as the cause; only 10 to 15 percent result from mechanical failure or improper vehicle maintenance. Safe vehicle operation is the result of careful planning and training and not the result of chance. Statistics have shown that driver failure can be controlled by a planned program of driver selection, training, and supervision and vehicle failure can be reduced by scheduled preventive maintenance.

2. **Management and Trainer Information**

Employers whose operations utilize delivery vehicles and company or personal vehicles for employee business use, should implement a formal vehicle safety program. The following vehicle safety program elements should be implemented as part of the employer's injury and illness prevention program.

**Vehicle Safety Program**

(1) Management should support activities of supervisors to implement vehicle safety.

(2) The driver safety program should include driver selection, training and performance standards.

(3) Background verification for employees who are required to operate a company vehicle on a regular basis to determine past driving records, possession of a valid driver license and accident history should be conducted.

(4) The person responsible for the injury and illness prevention program should establish a system of accident reporting and investigation including cause analysis and appropriate retraining as necessary, consistent with other accident/citation investigation in procedures and hazard abatement measures in the employer's injury and illness prevention program.

(5) The employer should establish a systematic vehicle maintenance and inspection program.

3. **Employee Safe Work Practices**

Driving an automobile is an activity requiring exercise of the greatest care and attention. It requires the driver to conscientiously assume a sense of responsibility during the act of driving. In the exercise of this responsibility, it is important that every driver conform to traffic laws and rules of the road. In addition, drivers should protect themselves and passengers by requiring the wearing of seat belts and driving responsibly, defensively and courteously.

**Vehicle Operation Safety Rules**

Employees who operate the employer's vehicles or a personal vehicle for business purposes, must observe the following safety rules:

(1) Always comply with all vehicle safety laws while operating a company or personal vehicle for business purposes.

(2) Do not operate any vehicles while under the influence of alcohol or drugs.
Always inspect and use all vehicle safety equipment such as seat belts, airbags, turn signals, brake lights, headlights, mirrors, etc.

Do not allow unauthorized personnel to drive company vehicles.

Drive defensively by following these practices:
• Look ahead and try to anticipate any potential hazards before you reach them.
• Always allow enough space between you and the vehicles ahead.
• Be aware of the traffic around you and anticipate its movement.
• Leave yourself an out. Always leave room to slow, stop or turn to adjust to possible traffic conflicts.
• Always travel at a speed that is safe for existing conditions.
• Make yourself seen. Use your lights, turn signals and horn to communicate your intentions.

Always exercise caution when operating a vehicle in adverse weather conditions such as rain, icy road or high wind conditions.

Factors such as stress, lack of rest or emotional upset can affect your ability to operate a vehicle safety, so avoid driving, to the extent possible, during such periods.

Report all accidents to your vehicle safety coordinator immediately.

4. Items Subject to Periodic Inspections

The employer's periodic scheduled inspections should consider the following items during inspections:

Are employees authorized to operate company vehicles or drive as part of their work currently licensed and have appropriate driving records to be entrusted with driving responsibilities?

Do employees inspect vehicles before operating them for business purposes?

Are all controls and safety systems in place and operating properly on each company vehicle inspected?

Are there any outstanding complaints against an employee for improper vehicle operation from the public, a customer, co-worker or law enforcement authorities that have not been fully investigated and addressed with the employee?