

Take a proactive approach to loss prevention!

FLEET MANAGEMENT AND SAFETY



For any business, appropriate management of its fleet helps reduce the level of risk drivers are exposed to and consequently, repair expenses and lost-productivity costs. Here are some tips for managing your fleet and implementing an effective safety program. This information can also help fleet managers to make sure company vehicles comply with all applicable laws and regulations of the provinces in which they operate.

Whether you operate a small or large fleet, as a fleet owner, you are responsible for developing safety policies and procedures and keeping records for that purpose.

CHECKLIST

Vehicle maintenance and reporting

- Develop a written safety program, with documents that specifically address issues pertaining to the safe operation of the company's vehicles.
- Implement a written maintenance program for vehicles of all types – trucks, tractors and trailers – registered in your company's name, as set out in provincial codes.
This maintenance program could require regular inspections (at specific times and/or after a given time or mileage between inspections).
The preventive aspect of the program could include pre-departure inspections and subsequent repair reports.
- For each vehicle registered in the name of the company, prepare an individual file which includes specific details about the vehicle, i.e. unit number or identifying marks, tire size, transmission, engine, make, model and year.

- Document all vehicle inspections (e.g. pre/post-trip), scheduled maintenance (such as preventive maintenance, A/B/C service), repairs, and lubrications. The required information must include the date, vehicle identification, odometer reading, type of inspection, invoices and the name of the mechanic who performed the work.

Hiring qualified and licensed drivers

- Ensure drivers hold a valid driver's licence for the class of vehicle they drive.
- Ensure applicants' references are checked with previous employers.
- Make sure each operator's current driving record is submitted when they're hired.
- Have them perform a road test as well as a pre-trip inspection prior to hiring.

Orientation of new drivers

- It's a good practice to implement a program intended to help new drivers familiarize themselves with their role and responsibilities, including the company's policies and procedures.

A personal record for each hired driver should include:

- The driver's completed application form
- Date of hiring
- Driving record dated no more than 30 days before hiring and revised every 12 months thereafter
- Record of all convictions and administrative penalties under applicable law relating to the operation of a motor vehicle
- Record of all training completed, e.g. Transportation of Dangerous Goods (TDG) certificate, hours of service, load securement, etc.
- Implementation of a system to notify when records and training need to be updated (if applicable)
- Documentation of corrective action taken or any new training completed after incidents such as driving offences or accidents in order to reduce the chance of recurrence.

Driver management program

- Implement a disciplinary measures program intended to correct drivers' attitudes and risky behaviour in order to prevent loss and accidents.
- Plan regular group meetings to address driver safety.

Drivers' hours of service (if applicable)

- Maintain accurate daily logs showing: the driver's work time, the chosen cycle, start and end time for each work day and the total number of hours per work day. Records should be kept for a minimum of 6 months from the day on which they are noted.

Incident reporting process and procedure

- Appoint a committee or individual to investigate all collisions and incidents involving fleet vehicles, in which drivers have been injured and/or equipment or goods have been damaged.
- Develop a procedure drivers must follow when involved in a collision (an accident reporting kit should be placed in all vehicles as well as a list of emergency contacts and instructions for pictures which should be taken at the scene of a collision).
- Summarize each incident and complete an accident report for each incident.
- Keep a log of all incidents involving fleet vehicles driven by your drivers.



Should you have any questions on the maintenance of your fleet, please contact your insurance broker.

