



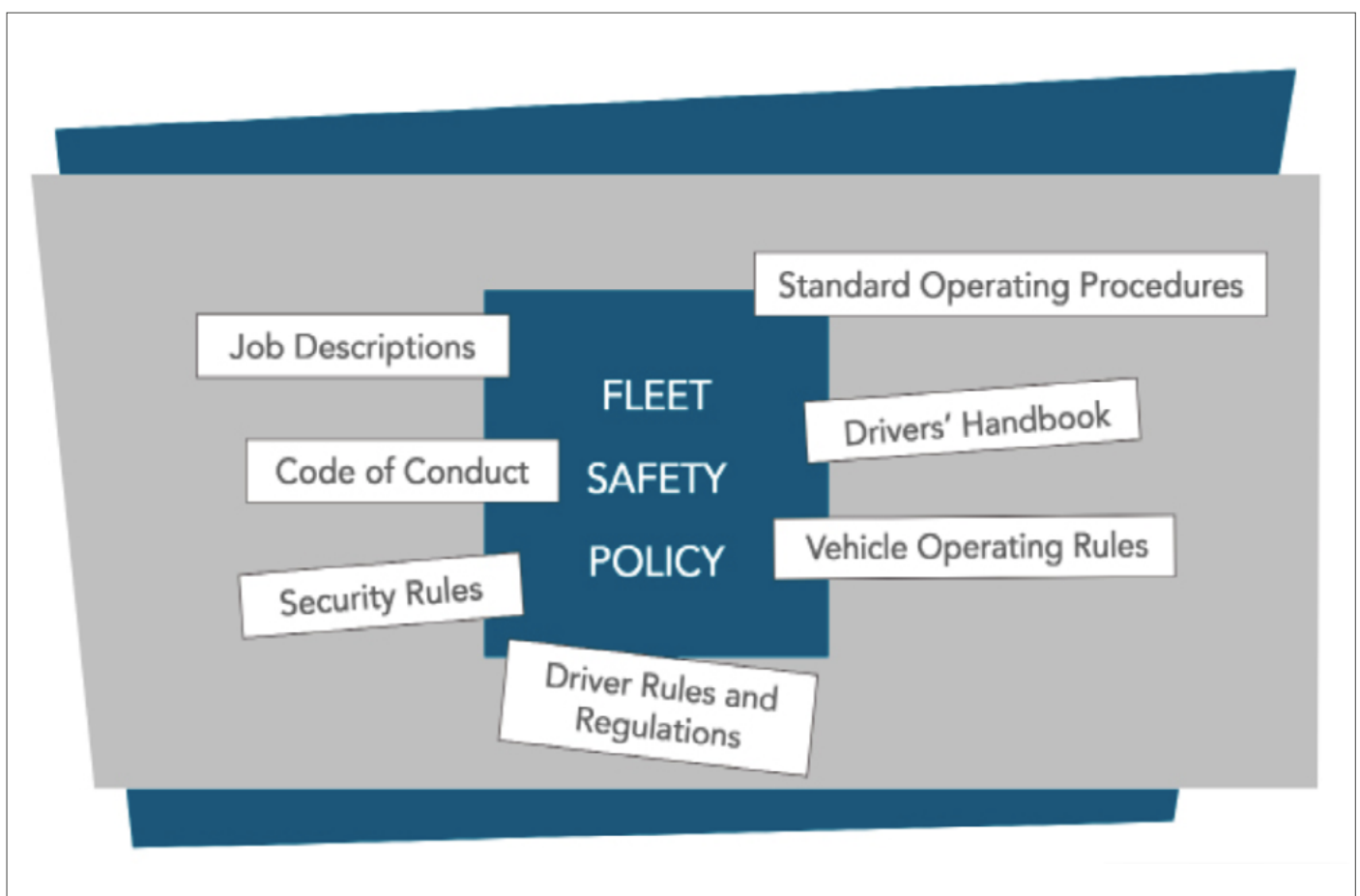
Innovative Strategies for the Road Ahead

## POLICY AND DOCUMENTATION



Many organisations may not have a specific fleet safety policy, however, there are usually a number of documents which reference the way in which the organisation requires its staff to use and operate vehicles. A specific fleet safety policy may be distilled from these documents and will be supported by the outcome of the situational evaluation and risk/hazard management review.

The organisation's fleet safety policy needs to be written to influence all of its activities to improve fleet safety, including organisational design, selection of staff and contractors, vehicles and equipment, and the way that driving work is carried out and managed to provide continuing high safety performance.



By having a written statement of the organisation's fleet safety policy and clear plans for implementing and monitoring the policy, both staff and contractors are provided with a clear understanding that hazards have been identified and risks assessed, controlled or eliminated.

What follows is a sample Safety Policy Statement for illustrative purposes:

### **Example Fleet Safety Policy Statement**

In [Name of Organisation], we are committed to:

- Safeguarding our staff and other road users;
- Protecting our movable and immovable property;
- Managing fleet safety as any other critical business activity.

We will strive to achieve this through:

- Compliance with the law related to road safety;
- Continuous improvement in our road Safety performance;
- A systematic approach to road safety management by establishing minimum standards and processes for –
  - Driver Management;
  - Vehicle Management;
  - Journey Management.
- Training, education and motivation of all our staff members to follow safe work practices.
- Conducting planned inspections and audits on a regular basis to identify and eliminate sub-standard working conditions and practices.
- Reporting and conducting thorough investigations of all road incidents.
- Reporting and learning from near misses and potential incidents.
- Communicating about fleet safety to all staff members, partners, subcontractors, and other relevant stakeholders on a regular basis.

Signed and dated by: Executive Director / Secretary General

A policy statement cannot stand alone. It must be supported by appropriate documentation and links to other policies the organisation has that relate to fleet and driving safety. This should include human resources or employment policies such as contracts of employment, codes of conduct, drugs and alcohol policies, and health & safety requirements. All aspects of the fleet safety management system need to be managed through written documentation which is kept in a unified system or library. This will help to ensure a common approach across the organisation and simplify the process for reviewing and updating policies and procedures.