

Fleet Safety Policy

Client work sample — developed by Luis Vazquez, CDS — client name withheld

This policy was developed for a concrete construction company operating a mixed CMV fleet. It is shown as a work sample of policy development capability. Identifying client details have been removed.

1.0 Purpose

The purpose of this policy is to create a safe and healthy environment for drivers, associates, the company, and the motoring public. The Company is committed to maintaining compliance with all applicable regulations, minimizing risks, and fostering a culture of safety. This policy outlines expectations, responsibilities, and procedures to ensure safe operations, accountability, and compliance.

2.0 Corrective Action Policy

Responsibilities

- **Drivers:** Adhere to all aspects of this policy and report any unsafe practices or violations.
- **Managers:** Investigate reported violations and ensure corrective actions are issued fairly and consistently.

Policy Summary

Corrective action may be issued to drivers or associates for violations of this policy, including but not limited to:

- Unsafe acts or behaviors that put themselves, others, or company property at risk.
- Failure to report accidents, incidents, or unsafe conditions.
- Non-compliance with regulatory requirements or company standards.

Violations will be reviewed based on severity of the incident, prior history of similar violations, and regulatory and legal requirements. Corrective actions may include retraining, suspension of driving privileges, or termination, depending on the nature of the violation.

3.0 Safety Incentive Program

To encourage and reward safe driving practices, the Company offers incentives for roadside inspection results with no violations:

- **Level 3 Inspection (Driver-only):** \$10 gift card.
- **Level 2 Inspection (Driver and Vehicle):** \$20 gift card.
- **Level 1 Inspection (Full Vehicle and Driver Inspection):** \$30 gift card.

4.0 Training Program

Drivers complete all assigned training; managers ensure completion and document compliance. Training includes:

- **Orientation Training:** New hires must complete orientation on company rules and procedures.
- **Post-Accident Training:** Drivers involved in accidents must complete training within 30 days.
- **Defensive Driving Training:** Classroom and on-road course completed at hire and as an annual refresher.
- **Roadside Inspection Training:** Guidance on handling inspections and required documentation.
- **Cargo Securement Training:** Initial and refresher courses on FMCSA securement guidelines.
- **Pre-Trip Inspection Training:** Guidance on FMCSA pre-trip inspection expectations.

5.0 Accident and Reporting Policy

All drivers are responsible for immediately reporting any accident or incident, including injury to any person, damage to equipment, property, or cargo regardless of fault, alleged incidents even without visible damage, and cargo loss tied to an incident. Drivers first assess for injuries, render aid if safe, and call 911 for emergencies. All motor vehicle accidents are reported to the safety representative immediately, with official documents (exchange of information, citations, witness statements) submitted upon return. Management records all accidents internally for compliance, corrective action, and retraining.

6.0 Vehicle/Equipment Inspection Requirements

Drivers conduct thorough pre-trip inspections as mandated by 49 CFR 396.13 and submit reports through a digital inspection system (converted from a paper process). Defects that could render a vehicle non-roadworthy are reported and corrected before further operation. Managers review defect reports, ensure prompt repair, and monitor trends for compliance.

7.0 Cargo Securement Policy

Cargo must be evenly distributed and secured with approved devices such as straps and chains. Liquid and wide loads require additional precautions and must meet state and federal marking regulations. Unsafe or unbalanced loads are never transported.

8.0 Roadside Inspection Policy

Drivers follow the officer's instructions, promptly provide required documents (license, medical card, logbook), and notify management immediately once released. All inspection reports - clean or not - are submitted to management. Management reviews each examination report for FMCSR violations, ensures vehicle violations are corrected and certified back to the state DOT within 15 days, and retains reports for one year per FMCSA requirements.

9.0 Maintenance Policy

Drivers report any vehicle deemed unsafe or non-roadworthy immediately. Only designated, qualified personnel perform maintenance or repairs. Any vehicle deemed non-roadworthy is immediately removed from service and remains out of operation until repairs are made and documented.

WORK SAMPLE