

Motor Vehicle Safety

Safety Meeting Packet

Protect Your Workforce



According to the United States Department of Labor, motor vehicle accidents are the leading cause of on-the-job fatalities in the United States.

The employer's commitment to safety through a safe driving program along with a well-trained employee can help to reduce the likelihood of a work-related motor vehicle accident.

Employer Responsibilities

Employers need to develop a safe driving program to ensure that employees who operate or ride in motor vehicles as part of their workday understand the company policies. The program should address route management, proper vehicle use, safe driving requirements, and accident reporting. Before permitting an employee to drive for the company, the employer should:

- Make sure the employee has a valid driver's license.
- Confirm that the employee is permitted to drive. Federal and state laws place limitations on drivers under age 18.
- Review the employee's motor vehicle records.
- Provide driver training that includes a skills evaluation and is specific to the type of vehicle being used.

Route Management

When work-related travel is needed, consider the following prior to departure:

- Establish that driving is necessary and that another form of transit is not more appropriate.
- Ensure the employee has ample time to reach his/her destination to avoid speeding.
- Make sure the claimant and supervisor review and agree upon the travel route. Check for construction projects or weather-related issues that could impact the route.

Preparation

Preparedness can go a long way in ensuring the safety of the employee and others when operating a motor vehicle. Below are some actions that can ensure the employee is properly prepared:

- Inspect the vehicle for any needed maintenance. Check tire pressure, windshield wipers, lights, and signals.
- Pack an emergency travel kit. In the event of an emergency, items such as a first-aid kit, spare tire, jack, and jumper cables could come in handy.



Safe Driving

When operating a motor vehicle, it is important to practice safe driving behaviors. Employers should incorporate safe driving requirements into their driving safety program. Consider the following safe driving requirements:

- Seat belts must be worn by drivers and passengers.
- Do not use alcohol or drugs, and do not take medications that cause drowsiness.
- Do not use hand-held phones, GPS devices, or tablets while driving. Some employers also ban the use of hands-free phones as well to reduce distractions.
- Avoid eating and drinking while driving.
- Follow the speed limit and maintain a safe driving distance.



For additional information, please review OSHA Motor Vehicles, Mechanized Equipment, and Marine Operations Standard 29 CFR 1926.601.



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Safety Meeting Attendance Acknowledgement

Company Name _____
 Department / Division _____
 Meeting Date & Time _____ AM PM
 Meeting Location _____
 Name & Title of Individual Conducting Meeting _____

Key Meeting Discussion Points / Important Reminders:

- _____
- _____
- _____
- _____

Internal Procedures Reviewed:

- _____
- _____
- _____
- _____

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees not present: _____

Suggestions/Recommendations to improve workplace safety and health: _____

Actions Taken: _____

Manager/Supervisor: _____ Date: _____

Disclaimer:

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.
