

[Company Name] Driver Safety Policy

Purpose

This Driver Safety Policy helps keep drivers safe, reduces accidents, and creates a safer work environment for everyone. It clearly defines our expectations for safe driving, explains how vehicle telematics are used, and provides fair, documented support for drivers in the event of incidents or false claims.

What This Means for Drivers

Our safety program is designed to support you, not punish you.

Drivers benefit from:

- **Protection:** Telematics and video help protect drivers from false claims.
- **Rewards:** Safe driving can earn bonuses and recognition.
- **Safer workdays:** Fewer accidents mean safer roads and a better work environment.
- **Opportunities:** Consistent safety performance may lead to bonuses or leadership roles.

Safe Driving Expectations

All drivers are expected to operate company vehicles responsibly and follow these core guidelines:

Seatbelts & Distraction

- Always wear seatbelts, and make sure passengers do, too.
- Do not eat, text, or use a handheld phone while driving.
- Never text or use a handheld phone while driving; use hands-free only if required for work or better yet, pull over if something urgent needs to be addressed.

Speed, Spacing & Vehicle Control

- Follow speed limits and adjust driving for weather and road conditions.
- Brake carefully and avoid sudden stops unless needed.
- Accelerate smoothly to save fuel and reduce wear on the vehicle.
- Maintain a safe following distance at all times. Per the [FMCA](#), if driving below 40 mph, drivers should leave a minimum of a one-second gap for every 10 feet of vehicle. This should increase to two seconds for speeds over 40 mph.

Telematics Integrity

- Never block, disable, or tamper with vehicle telematics or dash cam equipment.

Coaching and Progress Tracking

Our approach to safety is focused on coaching, awareness, and continuous improvement.

Drivers may be assigned additional coaching if they experience multiple safety incidents or fall below established Safety Score thresholds.

Safety incidents include:

- Cell phone use while driving
- Device tampering
- Driving without a seatbelt fastened
- Harsh braking
- Lane drifting
- Rapid acceleration
- Speeding
- Tailgating

Progress and coaching conversations are tracked and drivers who improve are recognized. Repeated unsafe behavior may lead to corrective action.

Managers are responsible for:

- Checking Safety Scores and incident reports each week.
- Driver coaching with the intention of improving safety culture and increasing management transparency.
- Providing custom coaching plans for drivers with:
 - [XX] incidents or more in a month
 - A Safety Score below [XX]
 - A history of high-risk behavior
- Documenting coaching sessions and providing feedback for drivers
- Sharing monthly progress updates with leadership.

Drivers are responsible for:

- Attending coaching sessions.
- Actively working toward improvement goals outlined in their coaching plan.

Rewards and Recognition

Drivers who consistently demonstrate safe driving behavior and consistent performance will be recognized and celebrated.

Performance-Based Recognition

- **Monthly performance leaderboard:** Recognizes top drivers based on a balanced scorecard that considers safety compliance, customer satisfaction, and on-time performance.
 - **1st place:** [First place prize]
 - **2nd place:** [Second place prize]
 - **3rd place:** [Third place prize]
- **Perfect month:** Awarded to drivers who meet or exceed all safety and performance standards for an entire calendar month.

Culture & Peer Recognition

- **Driver safety spotlight:** Monthly recognition in company communications highlighting drivers who demonstrate exceptional safety and professionalism.
- **Peer-to-peer recognition:** Drivers may nominate coworkers who exemplify company values. Quarterly selections are recognized in team meetings.
- **Safety milestones:** Special recognition for accident-free mileage or years of safe service.

Corrective Action and Continuous Improvement

Our focus is on coaching and recognizing safe driving, but repeated unsafe behavior requires clear steps:

- **First minor incident:** A conversation with a manager and documented progress reports to emphasize improvements.
- **Second minor incident:** Written warning with a custom coaching plan.
- **Continued or severe incidents:** Weekly coaching, with possible suspension or termination for serious unsafe behavior.

Safety performance is reviewed regularly. Improvements in safety help support ongoing investments in our drivers, equipment, and operations.

By signing below, you acknowledge understanding and acceptance of this policy:

Driver signature: _____

Date: _____

Manager signature: _____

Date: _____