



FLEET SAFETY

More people are on the roads driving today than ever before and there are more things **to distract us** as drivers. That's why having a fleet safety policy and providing defensive driving training opportunities for employees is a critical component of risk management.

A fleet safety policy is designed to provide employees with guidelines and acceptable behaviors while driving district vehicles. It should include topics such as:

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|---------------------------|-----------------|
| Inspections of vehicles | Training |
| Cell phone / radio use | Personal use |
| What to do in an accident | Eating |
| Traffic violations | Driving records |



It is important for your district to encourage defensive driving and promote minimizing distractions such as cell phones, eating, and drowsiness.



SDAO recommends the following tips to help keep your drivers safe and accidents down:

- Take familiar routes.
- Conduct 360° inspections of vehicles prior to use.
- Be familiar with the vehicle you will be driving.
- Always wear your seat belt.
- Set controls and mirrors before leaving.
- Back into spaces when possible.
- Be aware of your surroundings.
- Scan road ahead for hazards and changing conditions.