

**Template**

**Road safety plan**

**Introduction**

This template is designed to help you create a road safety plan that suits your organization and the driving your employees do.

* Each section has instructions (*in green italics*) as well as questions designed to help you complete the section. Delete the instructions and questions once you’re done with them.
* In many sections you will see sample text and fillable tables. Edit the sample text and complete and adjust the tables so they accurately reflect your organization’s policies, practices, and expectations.
* The template includes many links to [Road Safety at Work](https://roadsafetyatwork.ca/) resources that will help you write your plan.
* Be sure to save your work often.

 **Need help using this tool**? [Contact us](https://roadsafetyatwork.ca/contact-us/).

**Before getting started**

Before writing your plan, it’s important to understand the following:

**1. Legal requirements for road safety**

This template identifies and recommends practices that can help employers, supervisors, and drivers improve safety for employees who drive for work. Many of the recommendations will help satisfy basic occupational health and safety requirements. For an overview of those requirements, review your [road safety responsibilities](https://roadsafetyatwork.ca/why-road-safety-matters/#you-have-responsibilities).

**2. The need for management commitment**

Every road safety program needs the dedicated support of the leadership team. One way to foster management commitment is to show your organization’s leadership the practical, financial, and other business benefits of preventing crashes and injuries.

Explain how [road safety benefits everyone](https://roadsafetyatwork.ca/why-road-safety-matters/#road-safety-benefits-everyone). Use the [MVI Cost Calculator](https://roadsafetyatwork.ca/tool-kits/mvi-cost-calculator/)toestimate the real costs your organization could experience when there’s a crash. Get [work-related crash injury statistics](https://roadsafetyatwork.ca/why-road-safety-matters/#crash-statistics) from WorkSafeBC.

**3. Road safety attitudes and perceptions in your organization**

The [Road Safety Snapshot](https://roadsafetyatwork.ca/resource/tool/road-safety-snapshot/) is a 10-question online survey to help you gauge the road safety attitudes and perceptions of people on your staff. The results will help you set planning priorities. You can also use this tool for benchmarking and tracking progress over time.

**4. Road safety’s role in your health and safety program**

Rather than creating a separate road safety plan, combine and integrate measures in this template into your existing program. Build or copy and paste your road safety policies, procedures, and practices in a format your managers and employees recognize. That way, road safety can more easily become part of your daily operations.

Thursday, April 11, 2024

Right click date, then “update field”

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# Part 1 – Organization overview

## A. Company information

*[INSTRUCTIONS: Provide basic details about your organization in the table below.]*

|  |
| --- |
| Organization information |
| Organization name (legal) | Trade name / doing business as |
| Owner(s)*[Enter name]* | Title / position |
| Mailing address | **City** | **Province**BC | Postal code |
| Phone | **Cell** | **Fax** | Email |
| Locations | Nature of business |
| No. of employees | **No. of supervisors** | **No. of fleet vehicles***[Enter #]* | No. of employee-owned vehicles used for work |
| WorkSafeBC account # | WorkSafeBC Classification Unit |
| Date of original draft of plan | Date of current version/updates |
| People involved in drafting plan |

## B. Health and safety policy

*[INSTRUCTIONS: State your organization’s commitment to safety, explain health and safety objectives, and identify the responsibilities of people in various positions or roles. Below are 2 sample policies you can adapt, or you can write your own. If your organization already has a safety program, you may have a sufficient policy statement.]*

***Example 1***

**Occupational Driving Health and Safety Policy**

and its leadership team are committed to establishing and maintaining workplaces — including vehicles used for work — that meet regulatory requirements and ensure the safety of our employees. To achieve this, we will establish, maintain, and continually improve a health and safety program designed to prevent injuries and diseases that may arise from driving and collisions.

We take our responsibilities to ensure the safety of our employees when they are driving for work seriously. We will provide our employees with the training and instruction necessary to ensure they are qualified and motivated to safely complete the work-related driving they are assigned. We will ensure that we have policies, procedures, and practices in place to accomplish those goals.

We will provide our supervisors with the training necessary to enable them to fulfill their responsibilities to direct and control workplace activity, orient new workers, provide training, complete inspections and investigations, and report and correct unsafe acts and conditions in the workplace.

We will support our employees so that they know and follow established safe work procedures, correct hazards or report them, participate in inspections, use personal protective equipment, and report near misses and incidents that result in injuries or property damage. We will also encourage and facilitate their participation in this safety program.

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Signature: |  |
| Date: |  |

***Example 2***

**Occupational Driving Health and Safety Policy**

is committed to safeguarding the well-being of our employees while they are at work, including when they are driving for work purposes. We will establish and implement policies and procedures aimed at ensuring we meet our legal obligations. Similarly, we will support our employees, supervisors, and managers so they can understand and fulfill their respective safety responsibilities.

will:

1. Establish occupational safety policies and safe work procedures that, at a minimum, meet occupational health and safety requirements.
2. Communicate those policies and procedures to employees so they understand them and can apply them to their work.
3. Explain to employees their workplace rights and responsibilities.
4. Ensure our employees receive the orientation and training they need to do their work safely.
5. Engage competent supervisors who are accountable for fulfilling their duties to direct workplace activity (e.g., orient drivers, inspect work practices, provide training, remedy unsafe conditions, participate in investigations).
6. Make our employees aware of known and reasonably foreseeable hazards and take all reasonable precautions to protect them from those hazards.
7. Provide appropriate Personal Protective Equipment (PPE) and require employees to use it.
8. Provide employees with opportunities to participate in our health and safety committee. Make sure employees have timely access to safety information and resources.
9. Investigate near misses and crashes and implement constructive corrective actions.
10. Regularly meet with employees to review the safety program, discuss safety performance, and collaborate on ways to improve the plan and our results.

## C. Safety roles and responsibilities

*INSTRUCTIONS: Describe the responsibilities of key roles/positions in the organization, using the questions below as a guide.*

* *Who is the “owner” of the plan with broad responsibilities for its creation and maintenance? Often, the organization’s owner, director of health and safety, or a senior manager would have those responsibilities.*
* *What specific duties do the owners, directors, or senior managers of the organization have for road safety?*
* *What are the roles and responsibilities of managers, supervisors, and employees in implementing the plan?*
* *Who is responsible for specific activities such as setting policies, drafting procedures, doing risk assessments, making sure driver assessments are completed, coordinating training, doing inspections, etc.?*
* *What are the duties and functions of the joint occupational health and safety committee (JOSHC) or the worker health and safety representative? How will employees be encouraged to participate in the committee and investigations?*
* *How often will the safety plan be reviewed and how will employees, supervisors, and JOHSC members participate in the review?*
* *Who is responsible for communicating this plan to employees?*

# Part 2 – Building your plan

*INSTRUCTIONS: Use this template’s guidance and links to* [*Road Safety At Work*](https://roadsafetyatwork.ca/) *to decide and explain what your organization is going to do. You can choose from a variety options. Depending on your resources and capabilities, you can choose Basic, Better, or Best steps (or a combination of all 3). Be sure to review our* [*policy and procedure templates*](https://roadsafetyatwork.ca/resource/tool-kit/policies-and-procedures/#topics-to-cover)*. You can customize each of them.*

*Once you’ve decided on the measures, describe the actions you’ll take. The templates suggest ideas to include. In general, you’ll also want to answer the following questions:*

* *What are you going to do? (As simply and clearly as you can, describe the measures you plan to implement.)*
* *Who is responsible to do it or to see that it’s done? (For example, your plan might identify that supervisors are responsible for reviewing TripCheck results and vehicle inspection reports or that managers are responsible for reviewing driver’s licences and records annually. They might delegate that duty, but they remain responsible.)*
* *When do you plan to do these things? Annually? Monthly? At year end? Before an employee is hired? Within a month of when they are hired?*
* *Why are you doing this? (Sometimes explaining the purpose or intended outcome of a practice or process provides helpful context.)*

## Element 1: Confirm drivers are qualified

**Basic: Check for a valid licence and clean driving record, annually**

It’s important for employers to know that employees are legally authorized to do the driving they are assigned. Ask drivers to provide you with a copy of their driver’s licence and driver record (abstract). Review both. If you see anything that causes concern, talk it over with the driver. Annual checks are the standard, but some organizations check more often.

* Visit our [Driver Assessment Tool Kit](https://roadsafetyatwork.ca/resource/tool-kit/driver-assessment/#drivers-licence-and-record) to learn more about the steps.

**Better: Do periodic driver assessments**

A big part of preventing crashes is making sure your employees have the knowledge, skills, and attitudes necessary to safely drive for work. The best way to understand that is to do ride-along assessments. Do them as part of your ongoing training program. Based on what you learn, periodically re-evaluate drivers to confirm their driving behaviours are keeping pace with company expectations.

* Use our [SkillCheck](https://roadsafetyatwork.ca/resource/tool/skillcheck/) driver assessment tool and our [Driver Assessment Procedures Template](https://roadsafetyatwork.ca/resource/template/driver-assessment-procedure-template/).

**Best: Make driving competencies and background checks part of your hiring criteria**

If driving is going to be a big part of the job, make driving competencies part of the hiring process. Know what driving skills you’re looking for in the ideal candidate. Do pre-hire driver assessments to see which candidates measure up. Check with previous employers to learn about their past driving performance.

* Use our [Driver Orientation and Training Tool Kit](https://roadsafetyatwork.ca/resource/tool-kit/driver-orientation-and-training/) and take our [Assessing and Improving Employee Driving Skills](https://roadsafetyatwork.ca/resource/online-course/assessing-and-improving-employee-driving-skills/) online course

***Questions to consider as you’re fine-tuning the practices your organization will apply:***

* *How often will you check licences and abstracts? Who will do that? What records will you keep?*
* *What will you do when you see an abstract with too many violations/penalty points?*
* *Will you require employees to tell their supervisor immediately if their licence is suspended, or if they have a medical condition that could affect their ability to drive safely?*
* *What process will you use to evaluate driver’s competencies? We recommend SkillCheck.*
* *How often will you do driver assessments (e.g., at time of hire, every 2 or 3 years)?*
* *How will the organization address skill gaps identified by driver assessments (e.g., provide specific training)?*
* *If an employee fails a driver assessment, what steps are in place to make sure they get training, support, and supervision to develop the necessary skills?*
* *What class of licence and endorsements are required for the driving employees will do? What driving competencies and/or experience do they need? How will you make that part of the hiring process? Who will do background checks?*

## Element 2: Make sure employees have the necessary driving skills

**Basic: Conduct thorough driver orientations**

Many new hires come to the workplace with limited driving experience. It’s not fair — or safe — to simply toss them the keys and expect they know what to do. Even if a new hire has plenty of driving experience elsewhere, the vehicles, routes, conditions, and situations they’ll experience for your organization might be new to them. Employers have a duty to provide thorough orientations to help their employee safely complete driving assignments.

* Use our [Driver Orientation Checklist](https://roadsafetyatwork.ca/resource/form/driver-orientation-checklist-fillable/) to guide them through a complete and effective [driver orientation](https://roadsafetyatwork.ca/resource/tool-kit/driver-orientation-and-training/#checklist-procedures-for-orientation).

**Better: Provide training, coaching, and mentoring**

Review what you learn during orientations, driver assessments, and periodic spot checks. This will help you understand what training, guidance, and other support employees need to build the driving skills they need for your workplace.

* Learn more about driving training tools by watching our [Steering Toward Safer Driver Behaviours Webinar](https://roadsafetyatwork.ca/resource/webinar/steering-toward-safer-driving-behaviours/). Check our [Training & Events](https://roadsafetyatwork.ca/training-events/) calendar for the next Improving Driver Behaviours Workshop.

**Best: Provide training that keeps pace with changing vehicles, equipment, and driving situations**

The driving environment is dynamic. Vehicles, roads, technology, and driving circumstances change —sometimes daily. Driving skills are perishable; they get rusty if they aren’t used regularly. Make sure your employees get the training and refreshers they need to keep pace.

* Learn more in our online course [Assessing and Improving Employee Driving Skills](https://roadsafetyatwork.ca/resource/online-course/assessing-and-improving-employee-driving-skills/).

***Questions to consider***

* *Who is responsible to make sure new hires get a good orientation to their driving duties?*
* *What’s your orientation procedure? See our* [*Driver Orientation Procedures Template*](https://roadsafetyatwork.ca/resource/template/driver-orientation-procedures-template/)*.*
* *Can the organization pair new hires up with a mentor?*
* *What supervisory support will you provide for new hires? For example, will supervisors schedule weekly check-ins for new hires?*
* *What driving assignments (e.g., routes, vehicles, schedules, duration, etc.) won’t be assigned to a new or young driver until they have demonstrated the necessary skills?*
* *What general or specialized driving skills do employees need? What training will you provide to prepare employees for the driving they will do? Who will provide that training?*
* *What ongoing training / skills development activities will the company provide? Who will provide that training?*

## Element 3: Understand the risks your employees encounter

**Basic: Talk with employees**

Employees who drive for work usually have an appreciation of the hazards they encounter. They know which ones cause them the greatest concern. And since they are usually successful in dealing with those hazards, they likely have practical ways to manage the risks. Start planning your crash prevention steps by finding out what your employees already know.

* Learn more about [communicating with drivers](https://roadsafetyatwork.ca/your-road-safety-plan/#communicating-with-drivers) and use our [Tailgate Meetings Tool Kit](https://roadsafetyatwork.ca/tool-kits/tailgate-meetings/).

**Better: Use RiskCheck to do annual risk assessments**

Identify the driving-related hazards your employees face and assess the associated risks to set priorities. Then, take action to implement measures that reduce risks. Our RiskCheck tool will help you do exactly that. We strongly encourage you to put this tool to work for you and your employees.

* Learn more in our [Hazard Identification and Risk Assessment Tool Kit](https://roadsafetyatwork.ca/tool-kits/hazard-identification-and-risk-assessment/) or proceed to [RiskCheck](https://roadsafetyatwork.ca/tool-kits/hazard-identification-and-risk-assessment/riskcheck/).

**Best: Work with safety committee or a focus group to understand and resolve key risks**

Some driving hazards generate more risk than others. And some are simply tougher to eliminate or reduce. These hazards might be apparent in your operations, or they might become evident after you’ve done a risk assessment or two. Engage your safety committee or a focus group to work on addressing those high-risk practices/conditions/events.

* Use our [Road Safety Risk Profile](https://roadsafetyatwork.ca/resource/tool/road-safety-risk-profile/) tool. Take the [Conducting Road Safety Risk Assessments Online Course](https://roadsafetyatwork.ca/resource/online-course/conducting-road-safety-risk-assessments-online-course/). Check our calendar of [online and in-person workshops](https://roadsafetyatwork.ca/online-and-in-person-workshops/) for the next RiskCheck workshop.

***Questions to consider***

* *What and when are the best opportunities to have productive road safety conversations with employees?*
* *Who should be involved in those conversations? Who will lead them?*
* *How will you take advantage of what you learn?*
* *What process will you use to identify hazards and assess risk?*
* *Who will be involved in risk assessments (e.g., the JOHSC, drivers, supervisors, owner, etc.)?*
* *How often will risk assessments be completed? (We recommend annually and after a crash.)*
* *Who is responsible to see that the resulting action plan is implemented?*

## Element 4: Develop and implement policies and procedures to reduce risks

*This section is all about what the organization and its employees will do to minimize key risks. Explain those actions and practices in safe driving policies and procedures. Discussions with drivers along with risk assessment results will identify which risks are your top priorities. That order might not match what we suggest below (which is based on the frequency with which they tend to contribute to crashes). Build your plan in the order of your priorities.*

*When you’re thinking of how you’re going to reduce risks, keep the* [*Hierarchy of Controls*](https://roadsafetyatwork.ca/resource/tool-kit/hazard-identification-and-risk-assessment/#hierarchy-of-controls) *in mind. It’s a framework that should help you identify the controls and measures that can be most effective in dealing with specific hazards. Learn more in our* [*Controlling Exposure to Driving-Related Hazards*](https://roadsafetyatwork.jibc.ca/courses/controlling-exposure-to-driving-related-hazards/) *online course.*

*Remember: policies tend to be documents with principles and strategies that guide the decisions of managers, supervisors, and employees. Safe work procedures typically describe the steps that will be taken to complete a task to achieve a desired result.*

**Basic**

Adapt the following policies and procedures templates for your needs:

* [Safe Driving Procedures Template](https://roadsafetyatwork.ca/resource/template/safe-driving-procedures-template/) suggests practices employees need to apply whenever they drive for work.
* [Distracted Driving Policy Template](https://roadsafetyatwork.ca/resource/template/distracted-driving-policy-template/) suggests how employees can avoid distractions when they are behind the wheel. Learn more in our [Distracted Driving Tool Kit](https://roadsafetyatwork.ca/resource/tool-kit/distracted-driving/).
* [Impairment Policy Template](https://roadsafetyatwork.ca/resource/template/impairment-policy-template/) suggests how managers, supervisors, and employees can make sure no one gets behind the wheel when impaired. Learn more in our [Driver Fatigue Tool Kit](https://roadsafetyatwork.ca/resource/tool-kit/driver-fatigue/).
* Create a policy addressing speeding and aggressive driving. Use our [Preventing Aggressive Driving Tailgate Meeting Guide](https://roadsafetyatwork.ca/resource/tailgate-meeting-guide/preventing-agressive-driving/).

**Better**

Create policies and procedures for the following and add them to your plan:

* Driving in adverse road or weather conditions. Use our [Driving for the Conditions Tool Kit](https://roadsafetyatwork.ca/resource/tool-kit/driving-for-the-conditions/) to identify practices that can minimize crash risks associated with driving in snow, ice, fog, severe rain, and extreme heat.
* Backing up and parking. Use our [Backing Up Safely](https://roadsafetyatwork.ca/resource/tailgate-meeting-guide/backing-up-safely/) tailgate guide to identify practices and measures to help minimize these risks.
* Employee-owned vehicles. Adapt our [Using Employee-Owned Vehicles for Work Procedures Template](https://roadsafetyatwork.ca/resource/template/using-employee-owned-vehicles-for-work-procedure-template/) to state your requirements and expectations.
* Working/driving alone. Adapt our [Check-in Procedures Template](https://roadsafetyatwork.ca/resource/template/check-in-procedures-template/) to explain steps the organization and drivers will take to minimize risks when an employee is driving alone or in a remote or risky location where emergency assistance may not be readily available.

**Best**

Create policies and procedures for the following and add them to your plan:

* Wildlife collisions. Review our [Oh Deer! Driving Tips to Prevent Collisions With Wildlife](https://roadsafetyatwork.ca/resource/webinar/oh-deer-driving-tips-to-prevent-collisions-with-wildlife/) webinar to identify measures you can take, and what to do if one happens.
* Preventing violence. Review WorkSafeBC’s information on [workplace violence](https://www.worksafebc.com/en/health-safety/hazards-exposures/violence) to take steps to protect employees when they are in a work vehicle with a co-worker, client, patient, or other passenger.
* Hauling and towing. Review our [Securing Your Safety Webinar](https://roadsafetyatwork.ca/resource/webinar/securing-your-safety/) to help create measures employees will apply whenever they are hauling or towing cargo.
* Seat and mirror adjustment. Adapt our [Driver’s Seat and Mirrors Adjustment Procedures Template](https://roadsafetyatwork.ca/resource/template/drivers-seat-and-mirror-adjustments-procedure-template/) for steps you can require employees to take. They can optimize their driving position and workspace to minimize risks of sustaining musculo-skeletal injuries from driving.

**More options**

Depending on the driving your employees do, you may need policies or procedures to address:

* [Driving on a work site](https://roadsafetyatwork.ca/resource/webinar/people-arent-pylons-preventing-vehicle-collisions-at-work-sites/) or in restricted zones
* Driving on resource roads
* Fitness for duty
* [Journey management and trip planning](https://roadsafetyatwork.ca/resource/template/journey-management-policy-template/)
* Pets and passengers in work vehicles
* Roadside work, including emergency stops and unscheduled roadside works
* Smoking in work vehicles
* Transportation of dangerous goods or hazardous materials
* [Using rented or shared vehicles](https://roadsafetyatwork.ca/resource/template/using-rented-or-shared-vehicles-for-work-procedure-template/)
* [Vehicle emergency kit](https://roadsafetyatwork.ca/resource/handout/vehicle-emergency-kit-checklist/)
* Young or new workers

To learn more, review our [Road Safety Policies and Procedures Tool Kit](https://roadsafetyatwork.ca/resource/tool-kit/policies-and-procedures/) and register for our [Building Effective Policies and Procedures Online Course](https://roadsafetyatwork.ca/resource/online-course/building-effective-policies-and-procedures/).

***Questions to consider***

* *What is the purpose of the policy/procedures? What do you expect it to accomplish?*
* *When does the policy apply? Who needs to follow the procedures?*
* *Who has responsibilities for implementing the procedures (i.e., employer, supervisors, drivers)? What are those specific responsibilities?*
* *What are the procedures? Use plain language to clearly explain each of the steps involved.*

## Element 5: Use journey management to reduce risks

**Basic: Use TripCheck to plan safe trips**

Journey management is a key way to reduce crash risks. Trip planning is part of that process. It involves a closer look at driving trips and taking steps to reduce risks. You need to make sure the driver and vehicle are prepared, they know the route and road conditions, and they have a check-in process in case something goes wrong.

* Use [TripCheck](https://roadsafetyatwork.ca/resource/tool/tripcheck/) to help your employees easily plan safer trips.

**Better: Use data to find safer routes, schedules, vehicles**

When driving is necessary, some routes and intersections are riskier than others. Most crashes happen during specific periods of the day. If you can avoid those routes and intersections, especially during peak periods, you can reduce crash risks. And think about safety ratings and features when you’re planning to purchase replacement vehicles

* Review our [At the Crossroads: How to Travel Through Intersections Safely Webina](https://roadsafetyatwork.ca/resource/webinar/at-the-crossroads-how-to-travel-through-intersections-safely/)r and [Intersection Safety Tailgate Meeting Guide](https://roadsafetyatwork.ca/resource/tailgate-meeting-guide/intersection-safety/). Make [DriveBC](https://drivebc.ca/) part of your trip planning process.
* Review our [Journey Management and Trip Planning Tool Kit](https://roadsafetyatwork.ca/resource/tool-kit/journey-management-and-trip-planning/) and [Journey Management Policy and Procedures Template](https://roadsafetyatwork.ca/resource/template/journey-management-policy-template/).

**Best: Eliminate unnecessary driving or use alternate means of travel**

Even when driving is a core job function of an employee’s job, there are opportunities to eliminate some trips. For example, employees can share rides or make one trip rather than 2. Each time you do that you eliminate the risks that would have been associated with that trip. These days, there’s an increasing variety of ways to get to a destination using a safer alternative to employees driving.

* Register for our free online [Using Journey Management to Reduce Driving Risks](https://roadsafetyatwork.ca/resource/online-course/using-journey-management-to-reduce-driving-risks/) online course.

***Questions to consider***

* *Can all your employees access TripCheck with their phone or at a handy computer?*
* *Will supervisors make time to help employees with trip planning?*
* *Are there specific thresholds (e.g., length of trip, duration, route) that determine when trip planning is required?*
* *Do Road Safety at Work* [*trip planning forms*](https://roadsafetyatwork.ca/resource/tool-kit/journey-management-and-trip-planning/#resources) *work for your needs, or will you need to make modifications?*
* *Is supervisor approval required for all trips? Some trips? Which ones?*
* *What unnecessary driving can you eliminate? What travel alternatives will work for you?*

## Element 6: Use safe vehicles

**Basic: Inspect work vehicles regularly**

Even seemingly small mechanical failures can lead to serious crashes. Daily vehicle inspections don’t take long and they’re a great way to head off failures before they happen. Doing inspections also gives the driver a chance to think about the drive ahead, and how to minimize the risks they may encounter.

* Use our [Vehicle Inspection Tip Sheet](https://roadsafetyatwork.ca/resource/tip-sheet/conducting-vehicle-inspections/), download any of our free [vehicle inspection tracking forms](https://roadsafetyatwork.ca/tool-kits/inspect-your-vehicle/customizable-forms-for-tracking-and-recording-vehicle-inspections/), and watch a video on [inspecting work vehicles](https://roadsafetyatwork.ca/resource/tool-kit/vehicle-inspections-and-maintenance/#inspecting-a-vehicle).

**Better: Maintain vehicles in “fit for work” condition**

There are few things more frustrating and time consuming than unexpected vehicle failures. If those failures contribute to a crash, the small costs of regular maintenance pale in comparison to the costs and consequences of the crash. Do scheduled and preventative maintenance so you can continue to count on work vehicles to safely deliver employees to their destinations.

* Review our [[Vehicle Inspections and Maintenance Tool Kit](https://roadsafetyatwork.ca/tool-kits/vehicle-maintenance/)](https://roadsafetyatwork.ca/resource/tool-kit/vehicle-inspections-and-maintenance/).

**Best: Have a robust vehicle selection process**

Having the right tool is a big factor in the success of any job. That includes vehicles and driving. What’s best for the driving applications your employees do: a van, pickup, sedan, or something else? Which vehicles offer the ergonomic support drivers need? Which vehicles have the safety features that best reduce crash risks?

* Learn more about vehicle selection in our [Using Employee-Owned Vehicles for Work Policy Template](https://roadsafetyatwork.ca/resource/template/using-employee-owned-vehicles-for-work-procedure-template/).

***Questions to consider***

* *How often will vehicles be inspected? Daily, before each use, or less often?*
* *Will drivers be responsible for doing inspections? How will you ensure they know how?*
* *What items will be inspected? Do some components require special attention?*
* *Which form will employees use to record inspections?*
* *How and to whom will employees report mechanical defects that require repair?*
* *What vehicle maintenance standard will you apply (e.g., to manufacturer recommendations)?*
* *How will you verify vehicles are being maintained to that standard (e.g., maintenance reports, service receipts, etc.)?*
* *What type (e.g., van, SUV, sedan, pickup) of vehicles will minimize crash and ergonomic risks for your employees?*
* *Do employees have access to and know how to drive the right vehicle for the job?*
* *How will you ensure employee-owned vehicles used for work also fit your selection criteria?*

# Part 3 Put your plan to work

*Now that you’ve described the measures aimed at minimizing risks and preventing crashes, your plan needs to explain how you’ll use them. The next 3 elements in this plan template provide some specific suggestions. You might already be applying some of the principles.*

*You can decide how to best apply these ideas. For example, you might choose to embed specific supervisory duties in each of your policies and procedures. Your journey management policy might state that supervisors are to review TripCheck reports each week. Your vehicle inspection procedures might say that the supervisor must spot check each employee’s vehicle at least once each quarter.*

## Element 7: Provide effective supervision

**Basic: Hold regular tailgate meetings and review inspection reports**

Use weekly tailgate meetings to talk about the road safety issues that are important to your drivers. Explain practices and provide tips that will help them avoid small mistakes that lead to bigger crashes. If employees are submitting TripCheck results and vehicle inspection forms, look through those reports. Are there negative trends that need attention? Are there gaps or inconsistencies you need to address? Or does your crew deserve congratulations for jobs well done?

* Learn more in our [Tailgate Meetings Tool Kit](https://roadsafetyatwork.ca/tool-kits/tailgate-meetings/) and tips for [effective supervision](https://roadsafetyatwork.ca/your-road-safety-plan/#supervising-drivers).

**Better: Do periodic spot-checks (e.g., ride alongs, vehicle checks, checks for driver fatigue)**

When employees are often out on the road, meet them in the yard every so often and inspect their vehicle with them. You can check they are doing the inspection correctly and it gives you a chance to offer any needed driving tips. Check in with employees you think might be at risk of fatigue. Have the conversation and look for symptoms. Hop in with an employee who’s driving to a job site. Chat about road safety topics. Observe their driving behaviours. Does what you see suggest it’s time for a driver assessment and/or some refresher training?

* Review our [Driver Fatigue Tool Kit](https://roadsafetyatwork.ca/resource/tool-kit/driver-fatigue/) and [Impaired Driving Tool Kit](https://roadsafetyatwork.ca/tool-kits/manage-impairment/).
* Complete our [Supervising Employees Who Drive for Work Online Course](https://roadsafetyatwork.ca/resource/online-course/supervising-employees-who-drive-for-work/).

**Best: Lead coaching conversations, help employees get training**

One of a supervisor’s main responsibilities is making sure employees have access to, and participate in, training. It helps employees build the driving skills they need to safely drive for work. That means finding the sorts of training and education that match the learning preferences and needs of your employees.

* Learn more in our [Assessing and Improving Employee Driving Skills Course](https://roadsafetyatwork.ca/resource/online-course/assessing-and-improving-employee-driving-skills/). Review information on [assessing drivers](https://roadsafetyatwork.ca/resource/tool-kit/driver-assessment/#assessing-drivers).
* Check our Training & Events calendar for the next [Improving Driver Behaviours Workshop](https://roadsafetyatwork.ca/training-events/).

## Element 8: Communicate

**Basic: Explain procedures to the people expected to implement them**

No policy or procedure can be effective until the people involved in implementing it understand what they are expected to do. You’ve likely involved supervisors and drivers in drafting your policies. But you still need to tell other drivers – and the management team – what they are expected to do. None of us has a perfect memory, especially when it comes to changing how we’ve always done things. Take the time to communicate and reinforce the plan.

* Gather ideas for [communicating with drivers](https://roadsafetyatwork.ca/your-road-safety-plan/#communicating-with-drivers).
* Use our [Communications Plan Template](https://roadsafetyatwork.ca/resource/form/communications-plan-template/).

**Better: Make road safety part of the organization’s culture**

Probably the best way to make road safety part of your overall safety culture is to talk about it. Put road safety topics on the agenda of all staff safety meetings. Talk about near misses and best practices in the coffee room. Make sure the management team leads by example and makes opportunities to advocate road safety.

* Learn more about building a strong [road safety culture](https://roadsafetyatwork.ca/your-road-safety-plan/#plan-do-check).

**Best: Include driving performance in annual reviews**

One powerful way to communicate that the organization places a high priority on road safety is to make driving performance part of how you measure individual success. Include road safety targets in driver, supervisor, and manager annual deliverables. Find meaningful ways to measure road safety success: number of completed inspection reports; number of crash-free kilometres; spot-check completion; percent reduction in near misses, etc. While you may need corrective actions to address sub-standard behaviours, make time to identify positive results too and acknowledge them.

## Element 9: Keep getting better

**Basic: Have a process for reporting driving hazards, unsafe conditions, and near misses**

Drivers encounter plenty of potentially unsafe conditions, events, and practices. While experienced drivers might know how to deal with those situations, new and inexperienced drivers may not. Bring up the subject in chats with the safety committee or in a tailgate meeting. It’s especially important when near misses happen. Nearly all drivers have experienced one. Talking about those experiences can be excellent learning moments that help drivers react properly when they need it most to avoid a future crash.

* Learn more about [how reporting a near miss can help](https://roadsafetyatwork.ca/resource/tool-kit/investigating-crashes/#how-reporting-a-near-miss-can-help).

**Better: Investigate crashes and act on what you learn**

Crashes are devastating for the employees involved, their families, and co-workers. The consequences can be costly for their employers too. So it’s important and beneficial to investigate and understand why the crash occurred and what needs to be done to make sure similar crashes don’t happen in the future.

* Review our [Investigating Crashes Tool Kit](https://roadsafetyatwork.ca/resource/tool-kit/investigating-crashes/), [Crash Investigations Guide](https://roadsafetyatwork.ca/resource/guide/crash-investigations-guide/), and [[A Crash Course in Collision Investigations Webinar](https://roadsafetyatwork.ca/resource/webinar/a-crash-course-in-collision-investigations/)](https://roadsafetyatwork.ca/resource/webinar/a-crash-course-in-collision-investigations/).
* Download our [Motor Vehicle Near Miss Report and Incident Investigation Form](https://roadsafetyatwork.ca/resource/form/motor-vehicle-near-miss-report-and-incident-investigation-form/).
* Register for our [Investigating Motor Vehicle Incidents Course](https://roadsafetyatwork.ca/resource/online-course/investigating-motor-vehicle-incidents/).

**Best: Review your program annually and plan to make steady improvements**

Even the best road safety plan rarely gets things right the first time. Set goals and review your plan each year. Find out what’s working and what’s not. Plot your course and do what you can to improve the outcomes. Your plan needs to keep pace with changes in employees, vehicles, roads, expectations, and driving situations.

* Use the example and the table below to set specific, measurable, achievable, relevant, and time-bound goals.

***Example***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Target** | **Who’s responsible** | **Target** | **Result** | **Comments** | **Reviewed by** |
| Each year at least 12 tailgate meetings address driving-related issues | Lead supervisor | 12 | 12 | Target achieved; continue | JG |
| Drivers consistently do pre-shift vehicle inspections | All employees. Supervisors to receive completed forms | 90% | 88% | Not achieved; maintain target | FMLJW |
| Reduce work-related vehicle incidents by 25% | Director of health and safety | 8 | 9 | Not achieved; maintain target | RKO |
| Reduce property damage claims costs by 25% | Senior manager | $147K | $139K | Target surpassed. Claims costs reduced by 29% | MM |
| Supervisors do ride-along assessments with 50% of employees | Each supervisor | 17 ride alongs | 19 ride alongs | Target surpassed | FMLJW |

**Road safety targets and tracking 202x**

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| --- | --- | --- | --- | --- | --- |
| **Target** | **Who’s responsible** | **Target** | **Result** | **Comments** | **Reviewed by** |
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