



## Focused Assessment Vehicle Use and Operations

Entity: \_\_\_\_\_

Date: \_\_\_\_\_

1. **The entity utilizes a written policy/program and has established acceptance criteria for applicants and current drivers as the basis for driver selection and screening of employees and prospective employees for driving-related duties. When reviewing motor vehicle records, the entity considers factors such as number of moving violations, severity of moving violations, previous crashes or incidents, history of impaired driving.**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If 'No' was checked: Provide narrative details to support response.

Sample of written vehicle use and operations policy/program and acceptance criteria provided?

Yes  No  N/A

2. **The entity's senior leaders receive reports on the organization's motor vehicle safety performance, including immediate reports of major incidents and periodic reports (i.e. frequency and type of collisions by department/vehicle).**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If 'No' was checked: Provide narrative details to support response.

Sample of periodic reports provided?

Yes  No  N/A

**3. The entity ensures all new drivers are trained on a vehicle similar in size, power, configuration, and operations as the vehicle they will be using prior to being assigned the vehicle, including any special equipment specific to their intended vehicle assignment. Training also includes behind-the-wheel observation by a trained observer.**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If 'No' was checked: Provide narrative details to support response.

Sample of behind the wheel observation checklist provided?

Yes  No  N/A

**4. The entity has and enforces a policy/program addressing employees who have Department of Motor Vehicle (DMV) violation points.**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If 'No' was checked: Provide narrative details to support response.

Sample of policy DMV violation policy provided?

Yes  No  N/A

**5. All employees who drive entity or personal vehicles on entity business are enrolled in a DMV Employer Pull Notice (EPN) program, and Motor Vehicle Records (MVR) are reviewed to prevent negligent retention.**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If 'No' was checked: Provide narrative details to support response.

Example of the entity's EPN enrollment authorization provided?

Yes  No  N/A

**6. The entity has established a policy regarding the use of alcohol, legal or illegal drugs or substances, and prescription and non-prescription medications that adversely affect the ability to safely operate a motor vehicle.**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If 'No' was checked: Provide narrative details to support response.

Example of the Drugs or Alcohol/Impaired Driving policy provided?

Yes  No  N/A

**7. The entity has established a DOT policy for their commercial drivers. Post offer, pre-employment drug and alcohol testing is conducted and drivers are enrolled in the DOT drug and alcohol random testing program. In addition, maintenance records are kept for 5 years, and pre-trip inspection records for 90 days. Driver qualification files are maintained for all commercial drivers.**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If 'No' was checked: Provide narrative details to support response.

Example of the DOT policy for commercial drivers provided?

Yes  No  N/A

**8. The entity has established a distracted driving policy that addresses potential distractions including but not limited to cell phone, texting, emailing or social media interaction, eating/drinking, grooming, interacting with passengers, smoking, use of technology (GPS systems and MDTs, all forms of in-vehicle information systems (IVIS) and CD players, DVD players.**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If 'No' was checked: Provide narrative details to support response.

Example of distracted driving policy provided?

Yes  No  N/A

**9. The entity has established a policy to ensure entity vehicles operate within speed limits and at safe speeds for ambient conditions. entity procedures for speed control may include the following: speed limiters, in-vehicle monitoring systems that record instances when the driver has exceeded the speed limit for a particular road or pre-determined fleet speed.**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If 'No' was checked: Provide narrative details to support response.

**10. The entity has established procedures for journey management that includes the following: whether the work can be accomplished through other means such as teleconferencing or video conferencing (ZOOM, TEAMS, Webex), whether workers can use alternative modes of transportation. For travel deemed essential, journey management includes route planning that includes: road conditions, traffic conditions, weather and changing conditions, scheduling multiple stops in close proximity, and personal security issues.**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If 'No' was checked: Provide narrative details to support response.

**11. The entity has implemented a fatigue management program as part of the driver safety program. Elements of a fatigue management program include scheduling work to provide adequate rest breaks and to avoid long hours of driving, driving at night, and driving following rotating or extended work shifts; assessing risk based on workers' commuting patterns and shift start time and end times, not just the number of hours driven during the work day; educating employees about warning signs of fatigue and encouraging drivers to report fatigue-related near misses; and screening employees for sleep apnea and other sleep disorders as part of the medical management program.**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If 'No' was checked: Provide narrative details to support response.

**12. The entity periodically evaluates driver performance through direct observations, MVR checks, review of information from in-vehicle monitoring systems, and feedback from the general public.**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If 'No' was checked: Provide narrative details to support response.

**13. The entity has implemented a driver training program that includes behind-the-wheel training and refresher training that can include classroom training, online training, and remedial training where necessary.**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If 'No' was checked: Provide narrative details to support response.

**14. The entity requires a review of all vehicle modifications before they are completed to ensure the proposed modification does not create an unsafe condition or impair and/or circumvent the function of any safety device. Examples of modifications include navigation systems, trailer hitches, window tinting, security systems, accessibility aids, changing tire or rim size, changing body configuration increasing the carrying/hauling capacity of the trailer, or winches.**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If 'No' was checked: Provide narrative details to support response.

**15. Maintenance records are maintained to meet entity and manufacturer's standards and warranties.**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If 'No' was checked: Provide narrative details to support response.

Examples of maintenance records available for review?

Yes  No  N/A

**16. The entity has adopted a vehicle use and operations policy/program detailing when and how entity and personal vehicles may be used for entity business.**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If not considered or was rejected: Provide narrative details to support response.

Sample of vehicle use restrictions available for review?

Yes  No  N/A

**17. The entity's vehicle use and operations policy/program includes defensive driver techniques and safe practices in regard to the use of hands-free electronic devices and distracted driving. In addition, there is a requirement for 100% use of seat belts.**

Yes  No

If 'No' was checked:  In Progress  Considered & Declined  Taking Alternative Action

If not considered or was rejected: Provide narrative details to support response.

Sample of hands-free electronic devices and distracted driving language available for review?

Yes  No  N/A