

You can protect your employees and others on the road from being hurt or killed in motor vehicle crashes

This fact sheet recommends ways you can keep workers safe when driving or riding in a motor vehicle on the job. It outlines components of a successful motor vehicle safety program. It ends with a checklist that you can use to implement the recommendations.



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Motor vehicle crashes are the **leading cause of death** among workers in the U.S.


18,716 work-related crash fatalities between 2003 and 2012

12,458

 deaths in single- or multiple-vehicle crashes on public roadways

2,942

 deaths in crashes that occurred off the highway or on industrial premises

3,316

 pedestrian worker deaths as a result of being struck by a motor vehicle

Motor Vehicle Safety Program

Anyone who operates a motor vehicle as part of his or her job is at risk of being involved in a roadway crash. You can help your employees stay safe by creating a **Motor Vehicle Safety Program**. A Motor Vehicle Safety Program can also help protect workers when they are driving for non-work reasons by promoting safe driving behaviors.

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Use this fact sheet to guide you in creating a **Motor Vehicle Safety Program** tailored to your company.

When you create your Motor Vehicle Safety Program, give special attention to the things that you know are important to your company. For example, if your company makes deliveries, scheduling work in a way that does not cause workers to feel rushed should be a top priority. Reminders about scheduling should appear in your printed Motor Vehicle Safety Program, on signs, and in correspondence.

“When it comes to workplace driving, our members share a common goal – keeping their workers safe,” says Jack Hanley, Executive Director of the non-profit Network of Employers for Traffic Safety (NETS). “By sharing standardized data, they can compare their own crash rates with their peers in similar industries, and look at what program elements other companies use. This ‘benchmarking’ helps them build and maintain successful motor vehicle safety programs.”



Motor Vehicle Safety Program Component 1: Your company leaders commit to road safety

Who your program covers:

- In most cases, this will be any employee or contractor who drives a vehicle owned or leased by your company, a rental vehicle, or a personal vehicle on company business.

Commitment to safety means that:

- Leaders let everyone know road safety is a priority and that they are expected to drive in a safe and responsible way.
- Leaders serve as role models for road safety.
- Leaders, supervisors, and workers understand and carry out their roles and responsibilities for effective implementation of motor vehicle safety programs.
- Leaders involve workers in shaping road safety practices.
- Supervisors regularly communicate with drivers about safe driving.
- Your company collects and reviews information about its road safety performance on a regular schedule.
- If there is a crash, your company does a thorough review to see if any changes in policy or practices are needed.
- Your company and your drivers follow all local, state, and Federal laws and regulations that apply to your workplace.



Motor Vehicle Safety Program Component 2: Policies to guide everyone’s actions to promote road safety

Written policies and procedures should address:

- Assessment of the hazards your drivers face
 - » You should identify hazards associated with drivers, vehicles, and roads, and decide what steps you will take to eliminate or reduce those hazards.
- Journey management
 - » Can the work be done without traveling? The most effective way to prevent motor vehicle crashes is to reduce the amount of driving your workers do.

- » If travel is necessary, consider safer forms of transportation such as air and rail.
- » Work schedules should allow employees to obey speed limits and to follow applicable rules such as hours-of-service regulations.
- » Make sure that the driver and supervisor agree on the driver’s route, destination, and travel schedule. The driver should be able to contact his/her supervisor in case of an emergency.
- » Establish procedures for reporting and investigating work-related crashes and vehicle breakdowns.
- » Give employees information about road construction or closures, and bad road conditions.

- Seat belts: Require the use of seat belts at all times by all drivers and passengers.
- Preventing distracted driving



- » You should ban text-messaging and the use of hand-held phones while driving.
- » Your employees must know that they are not permitted to use hand-held phones, tablets, or GPS components while driving.
- » You may also consider banning the use of hands-free phones. Phone conversations take the driver’s attention away from the primary task of driving.

Preventing drowsy driving



- » Your company should not require workers to drive irregular hours or far beyond their normal working hours. Risk for a drowsy-driving crash is highest in the early morning hours.
- » You can have policies that allow workers to take a nap of less than 30 minutes or stop for the night if they are too tired to continue driving.



You can also give workers information about good sleep habits and ways to stay more alert while driving (<http://www.nafmp.com/en/>; <http://www.cdc.gov/niosh/docs/2014-150/>).

- Preventing impaired driving
 - » Your company should consider having a policy that prohibits workers from operating a vehicle under the influence of alcohol, legal and illegal drugs, or prescription and over-the-counter medications that could affect their ability to drive safely.
 - » You can give workers information about the possible effects of prescription and non-prescription medications on their ability to drive safely. Your company's health and wellness program may be able to help you locate and distribute this information.



Motor Vehicle Safety Program Component 3:
Driver selection, training and evaluation that maximizes road safety

Decide who is eligible to drive for your company:

- Make sure every worker assigned to drive has a valid state driver's license.
- Review motor vehicle records for all new employees before you assign them to a job that involves driving.
- Be aware of Federal and state limitations on driving by workers under 18. If you do have a younger worker drive for you, follow all recommendations on the NIOSH fact sheet, "Work-related motor vehicle crashes among young people" (<http://www.cdc.gov/niosh/docs/2013-153/>).

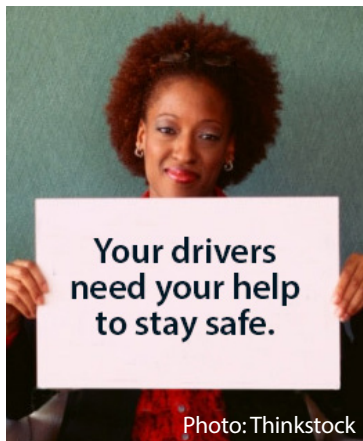


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Provide driver training as soon as possible after hiring anyone whose job includes driving.

- Driver training should include behind-the-wheel evaluation of driving skills and behaviors.
- Provide training that is specific to the type of vehicle(s) the worker is expected to operate.

Re-evaluate drivers on a regular schedule:

- Consider reviewing motor vehicle records at least once a year for every driver.
- A supervisor can do regular on-the-road evaluations of the driver. The goal of the evaluation is to help the driver learn to better recognize and respond to traffic hazards and stay focused on driving.
 - » The supervisor can ask the driver to describe what he or she sees, think about what is likely to happen, and describe what action he or she intends to take. The

supervisor should give the driver feedback, and should consider whether more training or coaching is needed.

- If your company uses in-vehicle monitoring systems to track driving performance:
 - » Explain to workers why the system is being put in place and how it will work.
 - » Use the data to improve safety, not to pressure workers to drive too fast or too long to meet production quotas.
 - » Make sure that drivers get timely coaching to help them correct unsafe driving behaviors.

Provide periodic "refresher" driver training:

- Companies with the best road safety performance generally provide "refresher" driver training every 2 to 3 years.
- The leading companies also provide corrective training to drivers who are involved in a crash where they were at fault.



Motor Vehicle Safety Program Component 4:
Safe and well-maintained vehicles

When buying or leasing company vehicles, you should:

- Provide vehicles that come with high safety ratings based on crash testing (<http://www.safercar.gov/>; <http://www.iihs.org/>).
- Look for advanced safety features such as lane departure warning systems, collision warning systems, rear-facing cameras, and adaptive cruise control.

You should also:

- Have a program for maintaining company vehicles that follows manufacturers' specifications.
- Instruct drivers to conduct pre- and post-trip vehicle inspections, and document that defective vehicles have been repaired.
- Provide information about proper vehicle maintenance to workers who drive their own vehicles on the job:



» Keeping tires properly inflated



» Getting needed repairs done



» Getting annual vehicle inspections done on time



» Following manufacturer's recommendations for maintaining the vehicle



Motor Vehicle Safety Program Action Items: A Checklist

Component 1

Your company leaders commit to road safety

- We have written policies and procedures.
- We have shared the written policies and procedures with all workers.
- Changes in policies and procedures are communicated to all drivers and supervisors.
- Workers have a voice in shaping our road safety practices.
- Leaders let everyone know road safety is a priority and that they are expected to drive in a safe and responsible way.
- Leaders serve as role models for road safety.

Component 2

Policies to guide everyone's actions to promote road safety

- We have identified the likely hazards associated with drivers, vehicles, and roads.
- We have decided what steps we will take to eliminate or reduce those hazards.
- We follow all local, state, and Federal laws that apply to our workplace.
- We require the use of seat belts at all times by all drivers and passengers.
- We have put in place a system for collecting information on drivers, vehicles, and incidents.
- We review the information that we have collected on a regular schedule.
- In the event of a crash, a thorough review is done to see if any changes in policy or practices are needed.

Journey management

- Before we assign a worker to make a trip by motor vehicle, we consider whether our business needs can be met without traveling by road.
- The process we use to ensure that the driver and supervisor agree on the driver's route, destination, and travel schedule is spelled out clearly. For example, "The driver must sign out in the presence of a supervisor, giving his/her route, destination, and travel schedule."

- Workloads and work schedules allow our workers to drive at a safe speed.
- Workloads and work schedules allow workers to obey any applicable hours-of-service regulations.
- We have a system in place to ensure that employees get information about road construction or closures, bad road conditions, or any other road hazards.
- The process we use to ensure that the driver can contact a designated supervisor in case of an emergency is spelled out clearly.
- We have procedures in place for reporting and investigating work-related crashes and vehicle breakdowns.

Preventing distracted driving

- We uphold a ban on the use of hand-held devices for texting and phone calls while driving.
- We have informed workers that hands-free phones and electronic devices take their attention away from the road and increase their risk of a crash.
- We have considered banning hands-free devices to make sure our drivers stay focused on driving.

Preventing drowsy driving

- All workers can expect that they will not have to drive irregular hours or far beyond their normal working hours.
- All workers know they are allowed to take a nap of less than 30 minutes or stop for the night if they are too tired to continue driving.
- We've given workers information about good sleep habits and ways to stay more alert while driving.

Preventing impaired driving

- We have considered having a policy that prohibits workers from operating a vehicle under the influence of alcohol, legal and illegal drugs, or prescription and over-the-counter medications that could affect their ability to drive safely.
- We have given workers information about the possible effects of prescription and non-prescription medications on their ability to drive safely.

Component 3

Driver selection

- We have a system in place to review motor vehicle records for all new employees.
- We have a system in place so we can know that every worker assigned to drive has a valid state driver's license.
- We understand Federal and state limitations on driving by workers under 18.

Driver training

- We provide driver training as soon as possible after hiring anyone whose job includes driving.
- We provide training specific to the vehicle(s) that the worker is expected to operate.
- We provide periodic “refresher” driver training.
- We have noted all recommendations on the NIOSH fact sheet, “Work-related motor vehicle crashes among young people.”
- We provide corrective training to drivers who are involved in a crash where they were at fault.

Driver evaluation

- We do regular on-the-road evaluations of every driver's driving skills and behaviors and give training on any deficiencies we see.
- We review motor vehicle records every year for every driver.

For more information

Motor vehicle safety programs and management

<http://www.nsc.org/Pages/nsc-on-the-road.aspx>

<http://trafficsafety.org/nets-comprehensive-guide-to-road-safety-download>

<http://www.asse.org/ansiasse-z151-2012-safe-practices-for-motor-vehicle-operations/> (fee applies)

State traffic laws

<http://www.iihs.org/laws/default.aspx>

NIOSH motor vehicle safety web page

<http://www.cdc.gov/niosh/topics/motorvehicle/>

CDC motor vehicle safety web page

<http://www.cdc.gov/motorvehiclesafety/>

- If we use in-vehicle monitoring systems:

- We have explained to workers why the system is being put in place and how it will work.
- We use the data to improve safety, not to pressure workers to drive too fast or too long to meet production quotas.
- We make sure that drivers get timely coaching to help them correct unsafe driving behaviors.

Component 4

Safe and well-maintained vehicles

- We provide company vehicles with high safety ratings based on crash testing.
- We purchase or lease vehicles with advanced safety features such as:
 - Lane departure warning systems
 - Collision warning systems
 - Rear-facing cameras
 - Adaptive cruise control
- We maintain company vehicles according to manufacturers' specifications.
- We instruct drivers to conduct pre- and post-trip vehicle inspections, and we document that defective vehicles have been repaired.
- We give information about proper vehicle maintenance to workers who drive their own vehicles on the job.

To receive documents or other information about occupational safety and health topics, contact NIOSH at Telephone: 1-800-CDC-INFO (1-800-232-4636) TTY: 1-888-232-6348 E-mail: cdcinfo@cdc.gov or visit the NIOSH Web site at www.cdc.gov/niosh.

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DHHS (NIOSH) Publication No. 2015-111
March 2015

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