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FREE TEMPLATE

Fleet Safety Policy Template

Edit the **[bracketed]** items for your fleet, then have every driver sign before their next shift.

COMPANY NAME	EFFECTIVE DATE	POLICY OWNER	LAST REVIEWED

01 Purpose and scope

This policy sets the safety rules for driving on company business. It applies to all employees who operate a company-owned, leased or rented vehicle, or a personal vehicle while conducting company business. Covered vehicles: **[pickups, service vans, heavy trucks, off-road equipment]**.

02 Driver eligibility

Drivers must hold a valid license for the vehicle class, be at least **[21]** with **[2]** years of driving experience and keep an acceptable motor vehicle record (MVR). MVRs are reviewed **[annually]**. Disqualifying violations: **[list]**. CDL drivers also need a current driver qualification file, medical certificate and annual MVR review *(49 CFR 391.25)*.

03 Authorized use of company vehicles

Personal use is **[not permitted / permitted for: ___]**. Passengers are limited to **[employees on company business]**. Take-home vehicles require **[manager approval]**. Vehicles must be locked, parked in **[approved locations]** and refueled per **[fuel card rules]**. No hitchhikers, and no towing or hauling beyond rated limits.

04 Safe driving rules

- Seat belts on for the driver and all passengers, at all times
- Obey posted speed limits and adjust for conditions
- No driving impaired by alcohol, drugs or medication
- No texting or hand-held phone use, even when stopped in traffic
- Follow hours of service (CMV) or a **[__]**-hour daily limit
- Keep a safe following distance and yield when in doubt

05 Vehicle inspections and defect reporting

Drivers complete a pre-trip and post-trip inspection using **[inspection method]**. Defects are reported to **[role]** before the end of the shift and reviewed within **[__ hours]**. Vehicles with safety-critical defects are taken out of service until repaired. CMV drivers complete DVIRs *(49 CFR 396.11)*.

06 Vehicle maintenance

[Fleet manager] schedules preventive maintenance every **[__ miles / __ days]**. Drivers report issues between services through **[method]**. No vehicle may be operated with a known safety defect until it is repaired.

07 Accident and incident reporting

After any crash: stop, secure the scene, call 911 if needed, notify **[supervisor]** right away, photograph the scene and do not admit fault. Submit a written report within **[24 hours]** using **[form or link]**. Motor carriers keep an accident register for 3 years *(49 CFR 390.15)*.

08 Drug and alcohol policy

Zero tolerance for alcohol or drug use while on duty. CDL drivers are subject to testing under *49 CFR Part 382*, including pre-employment, random, post-accident and reasonable-suspicion tests, plus FMCSA Drug and Alcohol Clearinghouse queries.

09 Training

Required at hire: **[defensive driving, vehicle-specific operation, inspection procedures]**. Ongoing: policy refresher every **[__ months]**. Training records are kept in **[location]**.

10 Violations and disciplinary action

Violations lead to a verbal warning, written warning, retraining, suspension of driving privileges or termination. Immediate removal from driving: **[impaired driving, ___]**. Discipline is applied the same way at every location.

11 Driver acknowledgment

"I have received, read and understand the Fleet Safety Policy. I agree to comply with all its provisions as a condition of operating a company vehicle."

DRIVER NAME	DRIVER SIGNATURE	DATE	SUPERVISOR SIGNATURE

Make your policy enforceable. Back every section with timestamped inspections, defect tracking and audit-ready records.

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This template is for reference only. Review it with legal and HR, and update it every year or when regulations change.