If your business delivers a product or your employees travel to perform a service, it pays to be careful. Travel-related accidents are a frequent source of serious workplace injury.

According to a report from the U.S. Bureau of Labor Statistics, more than two of every five fatal work injuries in 2012 resulted from transportation incidents. It’s not just a matter of safety. Accidents can have a big impact on the bottom line. The average crash costs an employer $16,500. If a worker has a crash on the job resulting in an injury, it can cost the employer $74,000. If there is a fatality, costs can exceed $500,000.

The Occupational Safety and Health Administration (OSHA), along with the Network of Employers for Traffic Safety (NETS) and the NHTSA have produced a set of guidelines for employers to reduce motor vehicle crashes.

One way to reduce the chance of accidents is to implement a safe driving program for your employees.

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| **OSHA’s Recommended Program Includes These Steps** | |
| 🞎 | **Get senior management commitment and employee involvement.**  Senior management can provide leadership, set policies, and allocate resources to create a safe driving culture. Actively encouraging employee participation will help the effort succeed. |
| 🞎 | **Have a written set of policies and procedures.**  Create enforceable traffic safety policies and communicate them to all employees. Offer incentives for following the rules and consequences of breaking them. |
| 🞎 | **Create driver contracts.**  Draw up a contract for employees who drive for work purposes to ensure they understand company policies regarding traffic safety, driver performance, vehicle maintenance, and reporting moving violations. |
| 🞎 | **Check driving records.**  Employees who drive for work purposes should have good driving records. Those with poor driving records are more likely to cause problems in the future. Set a definite number of violations an employee can have and still be able to drive for work. |
| 🞎 | **Set up a policy for crash reporting and investigations.**  Employees should report all crashes regardless of severity. Clearly define what a driver’s responsibilities are following a crash. Crashes should be reviewed to determine their cause and whether they were preventable. |
| 🞎 | **Select a safe vehicle and maintain it.**  Consider safety features when selecting a company vehicle. Maintain it properly and inspect it on a routine basis. |

**This model form/template must be customized to meet your Agency’s needs.**

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| 🞎 | **Set up a system for disciplinary action.**  Determine how your company will respond in case of a moving violation or preventable crash. For example, some companies have a system that assigns points for moving violations, with progressive discipline if the driver develops a pattern of violations and/or preventable crashes. |
| 🞎 | **Set up a reward program.**  One way to encourage safe driving behaviors is to give employees an incentive or special reward. |
| 🞎 | **Periodically train employees and communicate safe driving reminders.**  These can benefit even experienced drivers who may have become complacent. |
| 🞎 | **Meet regulatory requirements.**  Make sure your company follows required local, state, and federal highway safety regulations. |

*Checklist based on the “BBB: Driving Course Could Cut Work-Related Accidents”*

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