

# Driver Safety Orientation Checklist

for Individuals Who Operate Personally Owned Vehicles on Behalf of the Company



Note: All employees who will be operating a personally owned vehicle while performing work on behalf of the company shall complete a documented vehicle safety orientation checklist. The checklist provides a guideline to the fleet safety program. The employee will initial each of the items on the checklist at the time they are reviewed with the supervisor/manager.

Employee's Name: \_\_\_\_\_

Company Name and Location: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Hired: \_\_\_\_\_

## DRIVER RESPONSIBILITIES:

- Received and signed a safe driving commitment form detailing driver rules and responsibilities
- Reviewed and discussed driver rules and responsibilities with supervisor/manager
- Conducted joint vehicle inspection with supervisor/manager
- Reviewed, signed and discussed the driver agreement

## MOTOR VEHICLE RECORD (MVR) EVALUATION:

- Consented to have employer order MVR (either by signing safe driving commitment form or separate form)
- Reviewed and discussed MVR guidelines with supervisor/manager
- Reviewed and discussed potential actions resulting from negative MVR with supervisor/manager

## ACCIDENT REPORTING PROCEDURES:

- Received a written copy of vehicle accident reporting procedures from supervisor/manager
- Reviewed and discussed vehicle accident reporting procedures with supervisor/manager

I have reviewed and discussed the fleet safety program requirements and procedures outlined in this checklist with this new employee.

Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed and discussed with my supervisor/manager the driving safety requirements and procedures outlined in this checklist and fully understand the requirements, rules and responsibilities.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_