

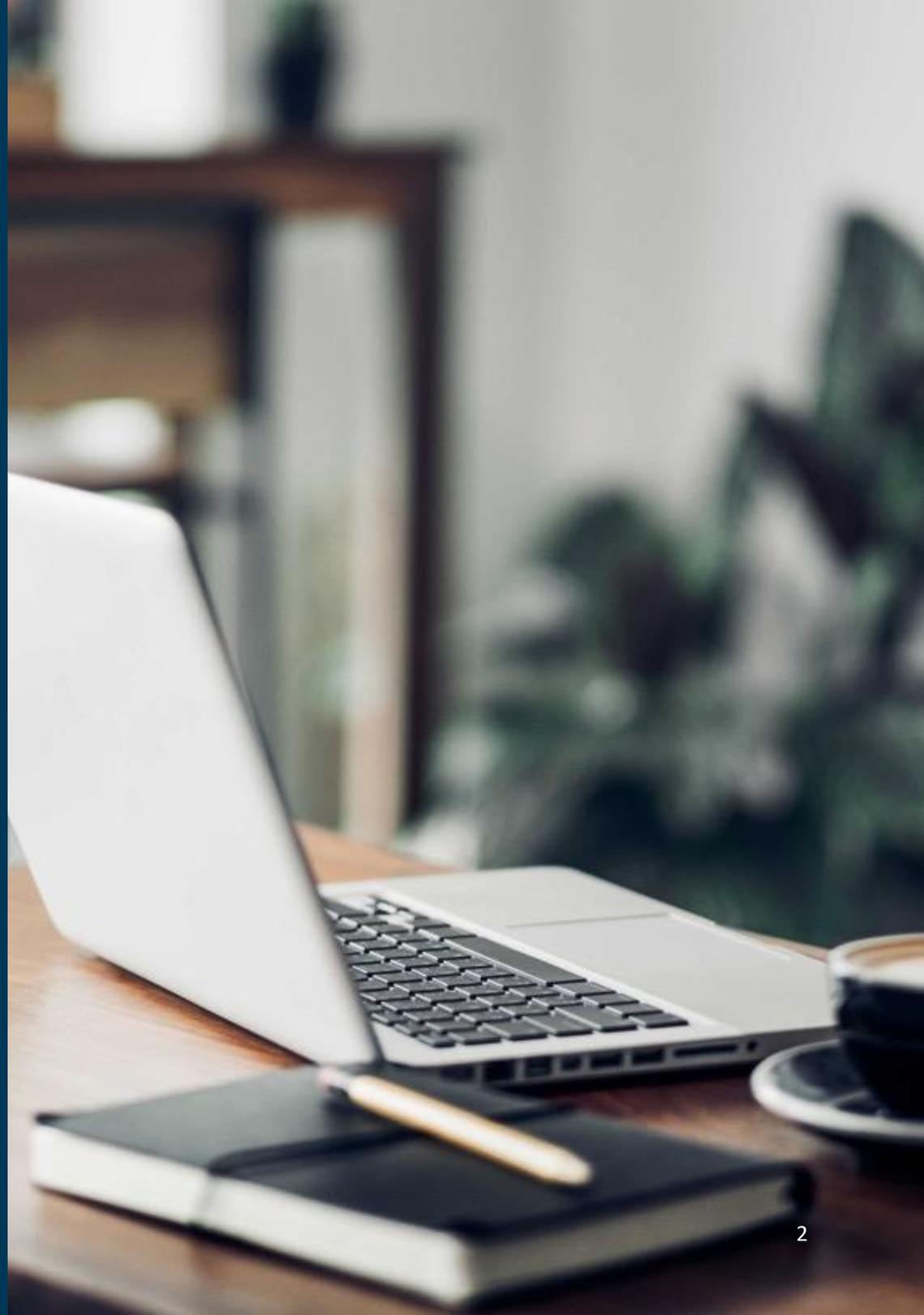


Essential Elements of a High-Impact Fleet Safety Program

Presented by: Kevin Arnett
March 12, 2026

Agenda

- Why Prioritize a Fleet Safety Program
- Fleet Safety Program Essentials:
 - Strategic Hiring and Motor Vehicle Record (MVR) Checks
 - Effective Written Policies
 - Training and Competency
 - Preventative Maintenance
 - Technology and Data Analytics
 - Accident Investigation
- Wrap Up and Questions

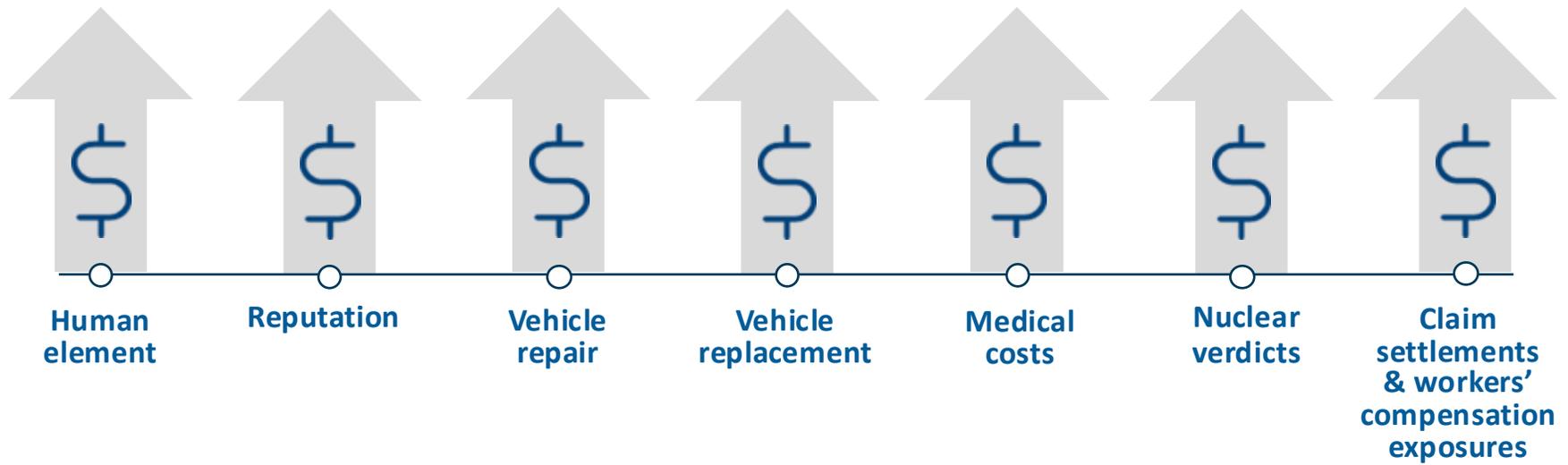


Why Prioritize a Fleet Safety Program



Incidents/Accidents Cost Organizations Money

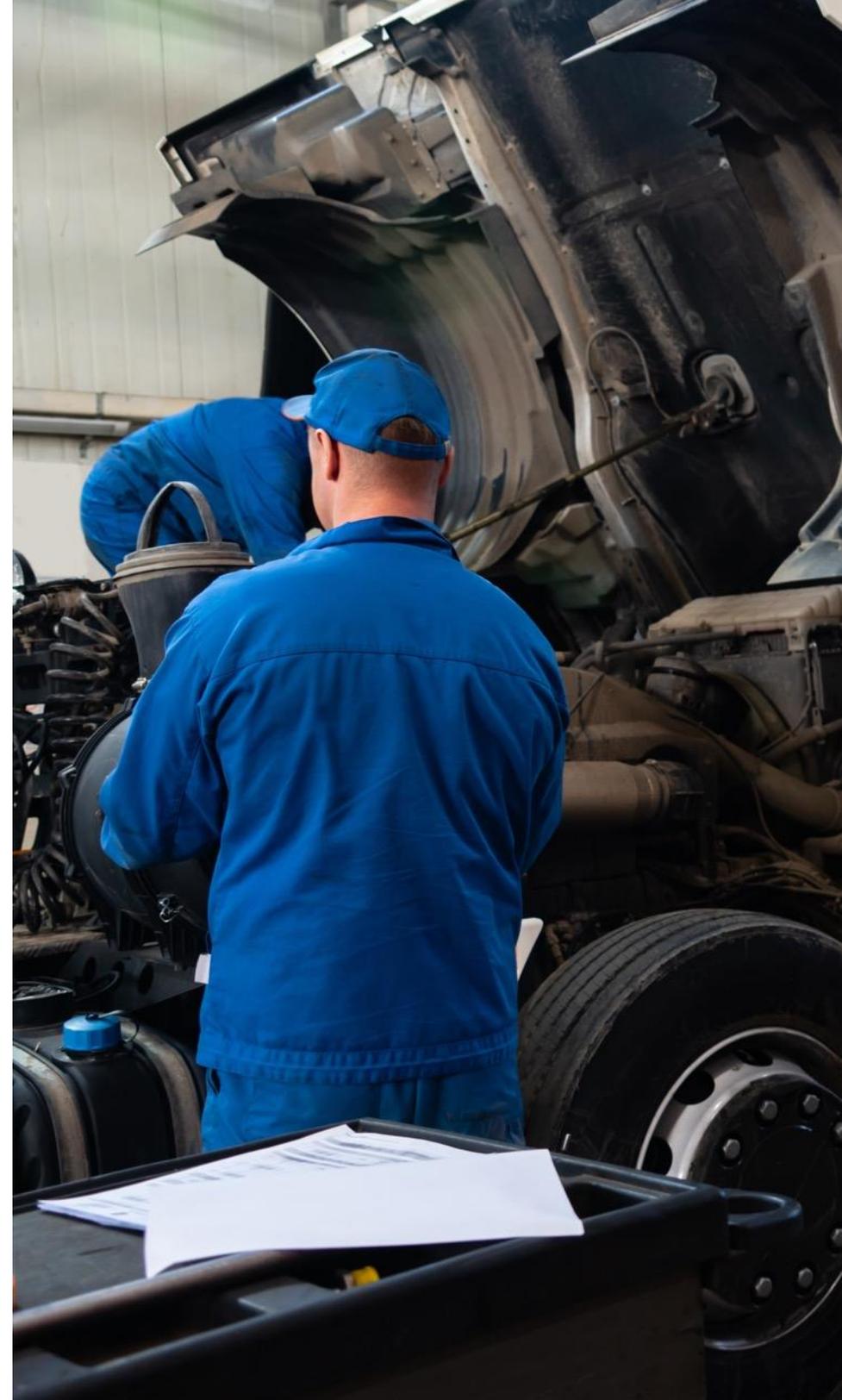
Prioritizing a comprehensive fleet safety program is a strategic investment that safeguards people, assets, and the organization's long-term success.



Vehicle Repair Costs

Key factors contributing to rising repair costs

- Complex repairs due to advanced technology
- Structural repairs
- Replacement parts
- Labor intensity
- Paint and finishing
- Insurance and administrative costs
- Parts availability challenges



Medical Costs

According to the U.S. Bureau of Labor Statistics on Medical Care CPI from 2015 to 2024:

- Medical care items rose by 26.2%
- Hospital services increased by 43.0%
- Physicians' services rose by 14.2%



Nuclear Verdicts

- Originally coined for cases > \$10 million
- Cases now reaching hundreds of millions
- Verdicts that exceed reasonable compensation

Statistics

- 1000% increase 2010-2018
- Average verdict \$2.3 to \$22.3 million
- 2022 Florida > \$1 billion award
- Involve Reptile Theory tactic

Source: <https://truckingresearch.org/2020/06/understanding-the-impact-of-nuclear-verdicts-on-the-trucking-industry/>



Claim Settlements

- Claim settlements directly affect auto insurance premiums. When insurers pay out claims, it increases their costs, which they often pass on to policyholders through higher premiums.
- Filing a claim, even for minor incidents or when not at fault, can increase individual auto insurance premiums by 20% to 40%, and this increase may last several years.
- At-fault accidents almost always cause rate hikes, but even not-at-fault claims can sometimes raise rates due to perceived higher risk.
- Fraudulent claims and regulatory changes can further drive-up costs and premiums.
- Auto incidents can result in workers' compensation claims having a direct impact on a company's Experience Modification Rate.

Sources: Investopedia, Progressive, WorkersCompEssentials and Bankrate

Costs

Accident costs can be either direct or indirect. Examples include:

Direct Costs:

- Cargo damage
- Vehicle damage
- Injury costs
- Medical costs
- Loss of revenue
- Administrative costs
- Police report
- Possible effect on insurance costs
- Increased workers' compensation premiums
- Towing costs
- Storage of damaged vehicle

Indirect Costs:

- Lost clients, prospects, and sales
- Missed meetings or missed drop-offs/pickups
- Lost work time
- Cost to hire/train replacement employees
- Loss of personal property
- Replacement vehicle rental
- Damaged equipment downtime
- Accelerated depreciation of equipment
- Poor public image
- Fines and penalties
- Increased public relations costs

Preliminary Estimates Show Drop in Fatalities

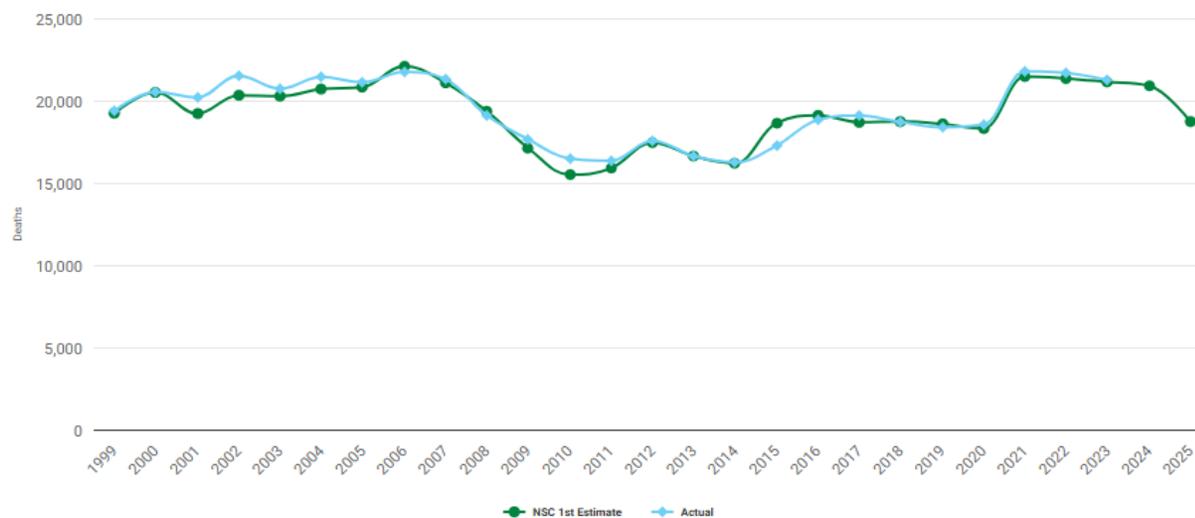
National Highway Traffic Safety Administration (NHTSA)

Year	Fatalities	Fatality Rate (deaths per 100 million vehicle miles)
2024 (entire year)	39,345	1.2
2024 (Jan-June)	18,680 (-3.1%) ↓	1.16
2025 (Jan-June)	17,140 (-8.2%) ↓	1.06 ↓

<https://www.nhtsa.gov/press-releases/nhtsa-reports-sharp-drop-traffic-fatalities-first-half-2025>

National Safety Council (NSC)

Preliminary six month NSC estimates compared to final NCHS counts, 1999-2025

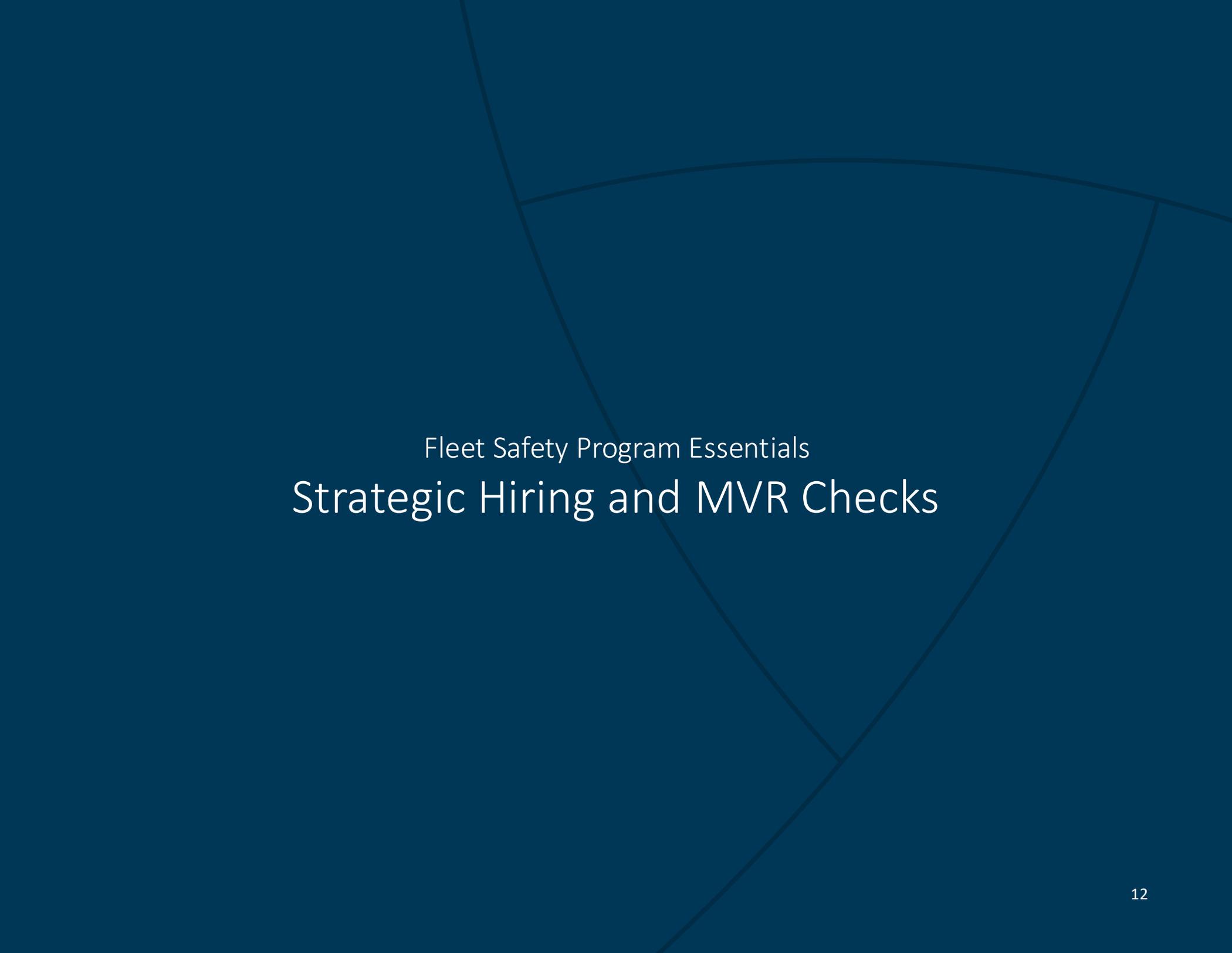


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Preliminary Semiannual Motor Vehicle Death Estimates 2025 - Injury Facts

NHTSA Key 2025 Traffic Safety Data and Trends:

- Declining fatalities
- **Human error** caused more than 90% of all traffic accidents
- Key Risk Factors
 - Speeding
 - Impaired driving
 - Distraction (3,000 deaths and over 40,000 injuries)
 - Failure to wear seat belts
- Vulnerable road users (pedestrians and cyclists)



Fleet Safety Program Essentials
Strategic Hiring and MVR Checks

Driver Screening

Motor Vehicle Records (MVRs)

An MVR Program helps organizations:

- Flag risky driving behavior
- Protect their vehicles
- Avoid accidents
- Prevent insurance claims
- Minimize business disruptions

MVRs

Historical driving records that businesses can use to evaluate current and potential drivers.

Includes:

- Driving history over a specific period of time, usually several years
- Moving violations
- Chargeable accidents
- DUI offenses
- Suspensions or revocations
- Point accumulations
- Driver's license and restrictions
- Vehicular crimes

MVR Best Practices

- Run MVRs annually or use a continuous monitoring service
 - Helps identify drivers with new violations, accidents, or license suspensions, allowing you to address risky behaviors promptly and reduce the likelihood of accidents.
 - Many insurance providers require periodic MVR reviews to comply with regulatory standards and insurance policy terms.
- Establish evaluation criteria into your written policies and procedures.

Driver Acceptability Matrix

This matrix is a recommended guideline for evaluating driver eligibility using performance data. It offers a clear format for recording key details, while recognizing that other factors may also play a role in the final decision.

Number of Moving Violations Within Past 5 Years	Number of Accidents Within Past 5 Years				Number of DUI or DWI Within Past 5 Years
	0	1	2	3	1 or More
0	Clear	Acceptable	Borderline	Prohibited	Prohibited
1	Acceptable	Acceptable	Borderline	Prohibited	Prohibited
2	Acceptable	Borderline	Prohibited	Prohibited	Prohibited
3	Borderline	Prohibited	Prohibited	Prohibited	Prohibited
4	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
5	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited

Borderline	Motor Vehicle Report will be checked every 6 months; insurability subject to no deterioration in the record.
Prohibited	Employer must prohibit driver from driving company vehicles or using personal vehicle on company business.

This is for general reference only. Please refer to your auto policy contract or consult a licensed commercial Property and Casualty insurance broker or loss control representative at McGriff for assistance.



Fleet Safety Program Essentials
Effective Written Policies

Written Fleet Safety Policy Benefits

- Clear expectations and accountability
- Consistent enforcement
- Legal and regulatory compliance
- Insurance benefits
- Promotes a safety culture
- Protects company reputation



Standard Fleet Safety Program

Policy to include but not limited to:

- Recruitment
- Drug/Alcohol testing
- Job requirements
- Training expectations
- Basic vehicle operation guidelines
- Distracted driving
- Pre-trip inspections and maintenance
- Accident investigation procedures
- Rules for personal use of company-owned vehicles
- Prohibited behavior
- Employee acknowledgement
- Checklist/forms

POLICY

Fleet Safety

Location: [Insert location]
Effective Date:
Revision Number: [insert revision number]

Purpose
recognizes that our employees are our most valuable asset and the most important contributors to our continued growth and success. Our company is committed to reducing workplace accidents and providing a safe working environment for all employees. We value our workers not only as employees but also as human beings who are crucial to the success of their families, the local community and our company.
Motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many of which are uncontrollable. The purpose of 's Fleet Safety program is to eliminate unnecessary injuries and fatal circumstances by reducing those factors that we can control.
To further this goal, our Company has developed a Fleet Safety Policy effective [insert effective date]. The Program will consist of six components: recruitment, job requirements, training, preventive maintenance, accident investigation and company vehicles for personal use. This policy applies to all candidates for employment as well as all current employees.

Recruitment:
focuses its initial efforts on driver selection through a variety of resources, beginning with the job application. The application will require a prospective employee to do the following:

- List past driving experience, employers, and types of vehicles driven.
- Notify of any motor vehicle violations for at least the last [insert number] years.
- List references.

Driver selection will be made upon completion of a formal interview, background check, reference verification, review of the individual's motor vehicle record (MVR) and a negative drug screen. Authorizations will be obtained to contact prior employers and personal references.

MVRs will be requested upon completion of a satisfactory interview and periodically thereafter at a minimum of at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. An excessive number of violations in the past three years will be grounds for an unsatisfactory MVR prohibiting hiring of a prospective employee or possible termination and/or disciplinary actions of an active employee.

Drug/Alcohol Testing:
Initial and periodic random drug and alcohol testing is mandatory. Testing will be conducted by a licensed medical facility designated by . Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substances will be grounds for termination.

Job Requirements:
All positions requiring regular driving require a written job description to include main duties, functions and the necessary physical requirements required to perform all associated tasks:

- All prospective employees will be required to undergo a physical evaluation
- If required, candidates must pass a Department of Transportation (DOT) physical evaluation
- Results of the physical evaluation will be compared to the necessary physical requirements
- In some cases, Commercial Drivers Licenses are required per regulatory agencies.

Prepared by McGriff
This fleet safety policy is a guideline to reduce motor vehicle accidents. It may not prevent all accidents from occurring. It does not address potential compliance issues with Federal, State or local OSHA or any other regulatory agency standards. Nor is it meant to be reliance or construed as legal advice. Consult your licensed commercial property and casualty representatives or McGriff or legal counsel to address possible compliance requirements. ©2007, 2010 Zimve, Inc. All rights reserved.

Telematics Policy

Policy to include but not limited to:

- Roles and responsibilities
- Policy guidelines for:
 - GPS
 - Dashcams
- Disciplinary actions
- Use of data
- Employee acknowledgement

POLICY

Fleet Telematics Policy

Location: [insert location]
Effective Date: [insert date]
Revision Number: [insert number]

PURPOSE

recognizes that our employees are our most valuable assets and the most important contributors to our continued growth and success. Our company is committed to preventing workplace accidents and providing a safe working environment for all employees. We value our workers not only as employees but also as human beings who are crucial to the success of their families, the local community and our company.

Motor vehicle accidents are a leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many uncontrollable. The purpose of [insert company name]'s Fleet Telematics Policy is to provide the means to reduce vehicle-related losses by collecting driver data to improve safety and communication with our drivers.

In addition to reducing work-related injuries, fleet telematics is critical to improving [insert company name]'s overall vehicle operations. By utilizing fleet telematics, [insert company's name] can use the data to reduce fuel costs, provide better maintenance for the fleet and help streamline logistics to create better efficiencies in operations.

To further these goals, we have developed a Fleet Telematics Policy effective [insert effective date]. This policy applies to all employees operating [insert what company vehicles that will have telematics systems and dashboard cameras in them].

SCOPE

This policy covers the use of telematics in company vehicles. Telematics monitors the vehicle in use by employing GPS technology and/or dashboard cameras (dashcams). The use of telematics is not optional.

ROLES AND RESPONSIBILITIES

Senior management: Senior management is responsible for setting expectations and accountability.

Safety director: The safety director is responsible for making sure the telematics program, the employer and employees are following company policy and the Department of Transportation's Federal Motor Carrier Safety Administration (FMCSA) regulations. In addition, the safety department will assist managers/supervisors in training drivers.

Managers/supervisors: Managers or supervisors are responsible for continuing to work with employees to make sure they are following company policies and FMCSA regulations. They are also in charge of training their employees in company policy and safe driving habits.

Drivers: Drivers are responsible for following safe driving practices and abiding by company policies.

POLICY GUIDELINES

All telematics and dashcam systems will be installed prior to driver use if they are being utilized in a company vehicle. The installation of each unit will abide by [insert state] laws. The driver must not alter the systems in any way or turn them off during their shift to interfere with record-keeping. This will lead to disciplinary actions, including possible termination.

All employees driving with telematics and/or dashcam units must understand that their driving will be monitored. Driving habits, idle patterns and any violations of company policies that are found will be reviewed [insert time frame]. If there are issues found with a driver's actions, they will be documented in their employment driving record for [enter time frame based on company policy] and disciplined accordingly if necessary.

Drivers using vehicles that are regulated by the Department of Transportation (DOT) must comply with all the applicable FMCSA regulations and state laws. Vehicles not DOT-regulated must abide by all company policies and state laws.

This fleet telematics policy is in addition to the other driving safety policies in place.

Prepared by McGriff

This Fleet Telematics Policy is a guideline to reduce risk factors while driving. It may not prevent all accidents from occurring. It does not address potential compliance issues with Federal, State or local FMCSA or any other regulatory agency provisions. Nor is it meant to be authoritative or considered as legal advice. Contact legal counsel for address possible compliance requirements. © 2022 McGriff Inc. All rights reserved.

Personal Use of Company Owned Vehicles

Policy to include but not limited to:

- Vehicle use
- Passengers and other driver guidelines
- Driver criteria
- Drug/alcohol testing
- Accident procedures
- Preventative maintenance
- Employee acknowledgement

POLICY

Location: [Insert location]
Effective Date: [Insert effective date]
Revision Number: [Insert revision number]

Personal Use of Company-owned Vehicle

Scope
The scope of this policy is to establish rules pertaining to personal use of a company-owned vehicle. This policy applies to all employees with an assigned company vehicle.

Vehicle Use
[Insert Company name] recognizes that certain employees, because of their job requirements, will have an assigned company vehicle to be used solely for company business and commuting to and from work. Personal use of a company vehicle is strictly prohibited without prior written permission from management. In emergency situations, such as serious illness or a medical emergency, the authorized employee may designate an unauthorized operator to use the vehicle strictly on an emergency-only basis.

Driver Criteria
Motor vehicle records (MVRs) will be requested at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, [insert number of violations] violations in the past three years will be grounds for an unsatisfactory MVR and cause for disciplinary actions and/or termination.
Driving a company vehicle under the influence of alcohol or any other illegal substances is strictly prohibited and is grounds for termination.

Drug/Alcohol Testing
[Insert company name] reserves the right to conduct preemployment and/or periodic random drug and alcohol testing. Testing will be conducted by a licensed medical facility designated by the company. Any positive results will be grounds for termination.

[Note: The employer must determine if the state in which the company is domiciled allows for drug/alcohol testing for non-commercial driver's license employees.]

Accident Procedures
All accidents or moving violations must be reported to the company by the end of the employee's shift or within 24 hours. The reporting requirement applies if the accident or moving violation took place in either a business or a personal vehicle.
If an employee sustains physical damage to a company vehicle as a result of their negligence, the employee is responsible for reimbursing the company for the comprehensive and collision coverage deductible, not to exceed \$[insert collision deductible amount], payable within [insert number of days] days.

Preventative Maintenance
To retain the safety and integrity of the company vehicle, the company will conduct routine motor vehicle maintenance according to manufacturer specifications. Employees are required to conduct a visual pre-trip vehicle inspection, which includes reviewing tires, windshield wipers, brakes, mirrors and lights, and report any needed repairs to their supervisor immediately.
I have read, understand and agree to abide by [insert company name]'s Personal Use of Company-owned Vehicle Policy. I understand violations of this policy will not be tolerated and may include disciplinary action, including termination.

Employee name and date	Employer witness
------------------------	------------------

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Use of Employee-Owned Vehicles for Work

Policy to include but not limited to:

- Driver criteria
- Drug/alcohol testing
- Safe driving requirements
- **Licensing requirements**
- **Insurance requirements and limits**
- Vehicle standards
- Reimbursable expenses
- Accident procedures
- Preventative maintenance
- Employee acknowledgement

POLICY

Use of Employee-owned Vehicles for Work

Location: **[Insert location]**
Effective Date: **[Insert date]**
Revision Number: **[Insert revision number]**

Scope

The scope of this policy is to establish rules pertaining to the use of an employee-owned vehicle for work-related business. This policy applies to all employees using their personal vehicles for work-related business.

Definitions

Employee-owned vehicle: A vehicle for which the employee is the owner or sole signatory of a vehicle-lease agreement.

Work-related business: Any activities carried out in connection with the interests of including, but not limited to: **[Insert examples applicable to your business]**.

Personal Vehicle Use

Our company recognizes that certain employees, because of their job requirements, will have to operate their personally owned vehicles while conducting company business. Use of a personal vehicle for work-related business is strictly prohibited without prior written permission from management. In emergency situations, such as serious illness or a medical emergency, the authorized employee may designate an unauthorized operator to use their personal vehicle strictly on an emergency-only basis.

Driver Criteria

Motor vehicle records (MVRs) will be requested at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, **[insert number]** violations in the past three years will be grounds for an unsatisfactory MVR and cause for **[insert disciplinary actions/loss of privilege of driving for work-related purposes]**.

Driving an employee-owned vehicle for work-related business under the influence of alcohol or any other illegal substance is strictly prohibited and is grounds for termination. Additionally, employees are not to be under the influence of prescription drugs that cause drowsiness and/or other forms of impairment that prevent the safe usage of motorized vehicles.

Drug and Alcohol Testing

Our company reserves the right to conduct initial and/or periodic random drug and alcohol testing. Testing will be conducted by a licensed medical facility designated by the company. Any positive results will be cause for **[insert disciplinary actions/loss of privilege of driving for work-related purposes]**.

Safe Driving Requirements

[(Choose an option below that fits your company's policies and procedures. Insert additional safe driving requirements, and reference any other safe driving policies that employees must follow (e.g. fleet safety policy, distracted driving policy, safe driving policy or cell phone policy).]

Option 1

All employee-owned vehicle operators are responsible for using their vehicles in a safe and responsible manner while conducting work-related business and are to abide by all applicable traffic laws while operating the vehicles.

Usage of any handheld device (e.g., cell phones and GPS devices) is strictly prohibited while driving. Cell phone usage with hands-free audio is also prohibited while operating a vehicle for work-related business.

Provided by McGriff
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Distracted Driver Policy

Policy to include but not limited to:

- Cell phone use
 - Hands free
 - Voice texts
 - Email
- Electronics
- Eating/drinking

POLICY

Distracted Driving Policy

Location:
Effective Date:
Revision Number: 1

Purpose
Please read, sign and return the Distracted Driving Policy to your supervisor.

In order to increase employee safety and eliminate unnecessary risks behind the wheel, has enacted a Distracted Driving Policy, effective. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a company vehicle (or a personal vehicle for business purposes) or using a company-issued cellphone while operating a vehicle:

- Company employees may not use a hand-held cellphone while operating a vehicle—whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages and text messages.
- If company employees need to use their phones, they must safely pull over to the side of the road or another location.
- Additionally, company employees are required to do the following:
 - Turn cellphones off or put them on silent or vibrate before starting the vehicle.
 - Consider modifying voicemail greetings to indicate that you are unavailable to answer calls or return messages while driving.
 - Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.
- [Company consequences for failing to follow policy]

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms and that I am willing to accept the consequences of failing to follow the policy.

Employee Signature

Date

Employee Name (printed)

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Fleet Safety Program Essentials
Training & Competency

Advantages of a Solid Driver Training Program

- Enhances driver safety
- Ensures regulatory compliance
- Reduces liability and costs
- Improves operational efficiency
- Prepares for emergencies
- Promotes professionalism and responsibility
- Familiarizes with technology



Types of Training

- Policy reviews
- Classroom
 - Videos
 - Handouts
 - PowerPoints
- Online training/Learning Management System (LMS)
- Observations
- After accident/violations training
- Ongoing/refresher
 - Classroom
 - Online training/LMS
 - Handouts
 - Observations

Training should be completed initially, annually, after an incident, and when your data reveals it's time to revisit driver awareness.

Training Topic Examples:

- Pre-trip Vehicle Inspections
- Winter Driving
- Importance of Seatbelts
- Preventing Falls with Three Points Contact
- Night Driving
- Choking/Blocking
- Road Rage
- Distracted Driving
- Defensive Driving
- Pulling or Carrying Loads
- Roadway Safety
- Lane Changes
- Mirrors
- City Driving
- Staged Auto Accident Fraud
- Accident Investigation Procedures
- Fueling Guidelines
- Turns and Intersections
- Preventing Rollovers
- Railroad Crossing
- Speeding
- Preventing Animals Strikes
- Backing/Driving in Reverse
- Impaired Driving
- Preventing Theft
- Inclement Weather
- Vehicle Breakdown
- Fatigue

Ride Along/Road Tests

Items of Focus:

- Pre trip inspection and emergency equipment
- Placing the vehicle in motion
- Lights and mirrors
- Backing and parking
- Slowing and stopping
- Passing and turning
- Intersections (traffic lights and signs)
- Speed
- Seatbelt
- Following distance
- Checks instruments and surrounding regularly

FORM

Commercial Motor Vehicle Road Test Evaluation and Coaching

takes road safety very seriously and strives to hire qualified and competent drivers. This form will be used to assess the driving skills of current and prospective employees, helping all staff remain safe on the road. An overall evaluation will be made based on a driver's demonstrated skills, behaviors and attitudes.

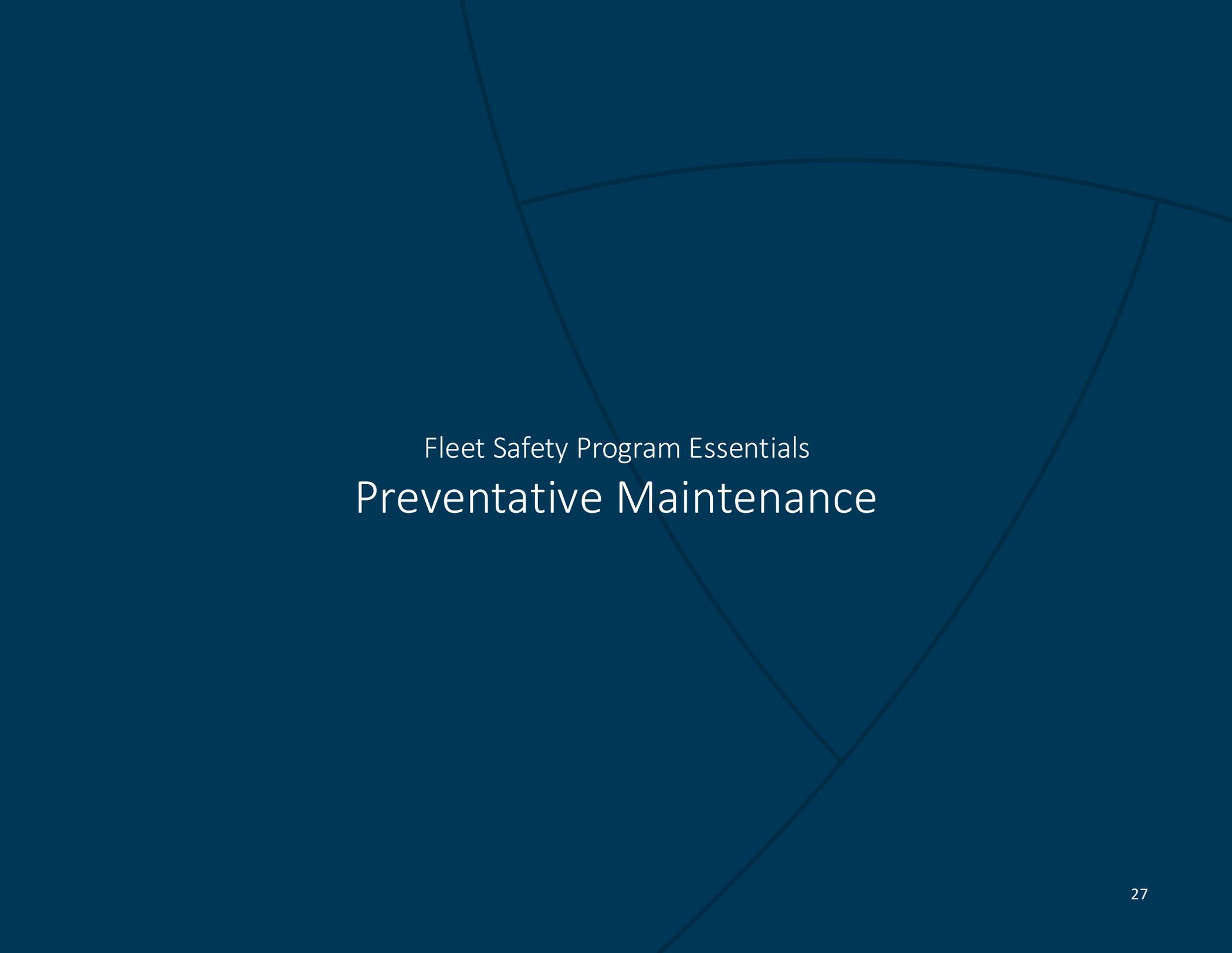
EVALUATOR INFORMATION			
Agency:		Evaluator name:	

REASON FOR EVALUATION				
<input type="checkbox"/> Initial evaluation	<input type="checkbox"/> Retraining	<input type="checkbox"/> Annual evaluation	<input type="checkbox"/> Return to work	<input type="checkbox"/> Post accident
<input type="checkbox"/> New equipment <input type="checkbox"/> Contractor evaluation <input type="checkbox"/> Other:				

DRIVER INFORMATION			
Name:		Date:	
License number:		Social Security number:	
Street address:	Phone number:	City/ZIP code:	State:
Qualified for:			
<input type="checkbox"/> Bus <input type="checkbox"/> Truck <input type="checkbox"/> Tractor <input type="checkbox"/> Trailer <input type="checkbox"/> Other:			

Prepared by McGriff

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Fleet Safety Program Essentials
Preventative Maintenance

Why is Vehicle Maintenance Important

- Ensures the safety of passengers, operators and the public
- Minimizes service interruptions due to vehicle or equipment failures
- Promotes cost-efficient operations
- Reduces vehicle downtime

Conduct vehicle operations, repairs, and cleaning in compliance with applicable local, state, and federal transportation regulations.

Elements of a Preventative Maintenance Program

- Pre-trip inspections
- Mechanic inspections and service routines
- Vehicle cleanings
- Vehicle repairs
- Documentation

Example Inspection Types

CHECKLIST | VEHICLE INSPECTION

Presented by McGriff

Date: _____ Location: _____
 Make: _____ Model and Year: _____
 Vehicle Number: _____ Mileage: _____

Company vehicles require regular inspections to ensure they can be safely operated on the road. This checklist outlines steps for employees or mechanics to follow when inspecting a company vehicle before use.

ITEM TO BE CHECKED:	PASS	FAIL		PASS	FAIL
Headlights	<input type="checkbox"/>	<input type="checkbox"/>	Instruments/Gauges	<input type="checkbox"/>	<input type="checkbox"/>
Taillights	<input type="checkbox"/>	<input type="checkbox"/>	Horn	<input type="checkbox"/>	<input type="checkbox"/>
Turn signals	<input type="checkbox"/>	<input type="checkbox"/>	Windows/Windshield	<input type="checkbox"/>	<input type="checkbox"/>
Brake lights	<input type="checkbox"/>	<input type="checkbox"/>	Windshield wipers	<input type="checkbox"/>	<input type="checkbox"/>
Reflectors	<input type="checkbox"/>	<input type="checkbox"/>	Speedometer	<input type="checkbox"/>	<input type="checkbox"/>
Tires and rims	<input type="checkbox"/>	<input type="checkbox"/>	Steering	<input type="checkbox"/>	<input type="checkbox"/>
Battery	<input type="checkbox"/>	<input type="checkbox"/>	Brake system	<input type="checkbox"/>	<input type="checkbox"/>
Radiator and hoses	<input type="checkbox"/>	<input type="checkbox"/>	Seatbelts	<input type="checkbox"/>	<input type="checkbox"/>
Exhaust system	<input type="checkbox"/>	<input type="checkbox"/>	Seats	<input type="checkbox"/>	<input type="checkbox"/>
Suspension	<input type="checkbox"/>	<input type="checkbox"/>	Heater/Defroster	<input type="checkbox"/>	<input type="checkbox"/>
Fuel system	<input type="checkbox"/>	<input type="checkbox"/>	Mirrors	<input type="checkbox"/>	<input type="checkbox"/>
Oil/Water leaks	<input type="checkbox"/>	<input type="checkbox"/>	Safety equipment	<input type="checkbox"/>	<input type="checkbox"/>
Water level	<input type="checkbox"/>	<input type="checkbox"/>	Accident kit	<input type="checkbox"/>	<input type="checkbox"/>
Transmission	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>

Body Damage: _____ Remarks: _____
 Signed By: _____
 Mechanics Report: _____
 Mechanic: _____

For additional risk management resources, contact us today.

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice.
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MECHANIC INSPECTION | CHECKLIST

PURPOSE: To help ensure the quick remediation of any issues and to identify any other component issues not covered by pre-trip inspections. Please note that, if you are using a third party for servicing, it may provide its own inspection form. Be sure to keep a copy for your records.

For more details regarding this checklist, please consult [the Federal Motor Carrier Safety Administration's \(FMCSA's\) website](#). There, you will find more specifics on what types of failures to look out for each component.

VEHICLE INFORMATION:

Today's Date:	Vehicle Year:
Make:	Model:

INSPECTION CHECKLIST

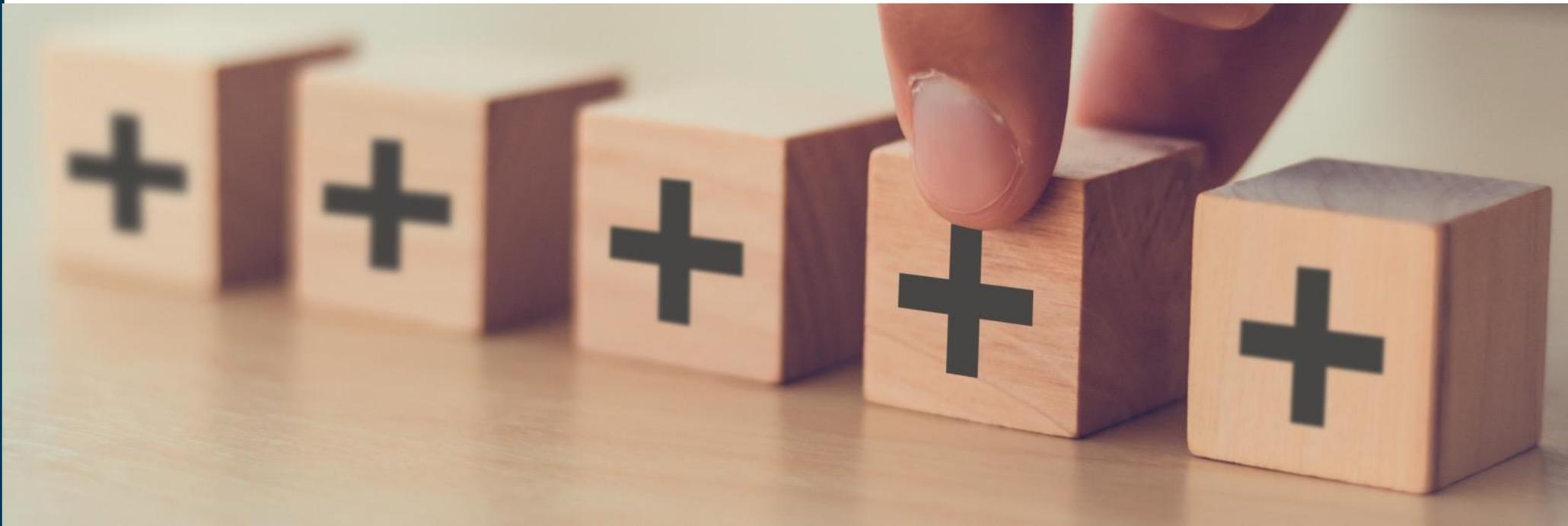
Item	Condition OK?			Notes
POWER TRAIN				
Accelerator pedal and throttle actuator	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Clutch pedal	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Engine controls	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Engine starter	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Gasoline, diesel, pressurized or liquefied fuel system	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Hybrid electric vehicle and electric vehicle power train system	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Exhaust system	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Drive shaft	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Engine or accessory drive belt	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	



Fleet Safety Program Essentials
Technology & Data Analytics

Benefits of Using Technology

- Real-time monitoring
- Accurate incident recording
- Driver coaching and feedback
- Improved compliance
- Enhanced communication
- Reduced operational costs
- Bolster fleet security
- Reduce administrative costs



Benefits of Using Data Analytics

- Identifying risk patterns
- Predictive insights
- Performance benchmarking
- Resource optimization
- Measuring program effectiveness



Examples of Technology

- **Telematics Systems:** Track vehicle speed, braking, acceleration, and idling to assess driver behavior.
- **Dashcams and AI Video Analysis:** Detect distracted driving, seatbelt use, and unsafe maneuvers.
- **Electronic Logging Devices (ELDs):** Monitor driver hours to ensure compliance with regulations.
- **Predictive Analytics Platforms:** Use historical data to identify drivers at risk of accidents.
- **Maintenance Management Software:** Schedule and track vehicle maintenance to prevent breakdowns and unsafe conditions.



PROACTIVE



REACTIVE

Important Notice on Telematics Regulations

- Telematics regulations vary significantly from state to state across the U.S. Each state may have its own specific rules regarding data collection, consumer consent, privacy protections, and how telematics data can be used by insurers and other parties.
- Because of this variability, you must verify the telematics rules and requirements that apply specifically to your state or jurisdiction. Staying informed about your local regulations will help ensure compliance and protect consumer rights.
- Consult your state's insurance department, legal counsel, or regulatory resources to understand the current telematics laws that affect your operations or policies.



Fleet Safety Program Essentials
Accident Investigation

Accident Investigation Procedure Essentials

- Identifying root causes
- Preventing future incidents
- Ensuring consistency and fairness
- Supporting legal and regulatory compliance
- Facilitating accurate reporting
- Enhancing insurance relations
- Enabling data-driven improvements

POLICY

Accident Investigation

Location:
Effective Date:
Revision Number: 1

Purpose
This policy establishes how will investigate workplace accidents.

After reading this policy, employees will understand the following:

- Who conducts accident investigations
- What information needs to be recorded
- How information is recorded
- What actions must be taken after an investigation

Scope
This policy applies to all employees at .

OPERATING PROCEDURES
The following outlines the proper procedures employees must follow during an accident investigation.

WHO

- The [CHOOSE ONE: supervisor/safety manager/HR director] in charge of the area or department where the accident occurred is responsible for conducting the investigation.
- The investigator should be held accountable for reporting the investigation carefully and clearly.

WHAT
The investigator will determine the following:

- Whether the accident is work-related
- The scope of the investigation
- What happened:
 - Describe what took place that prompted the investigation and what the employee(s) was/were doing at the time of the accident.

WHEN

- The investigation should be done immediately following the accident.

WHERE

- The investigation and witness statements should be completed at the scene of the accident.
- Take pictures of the scene.
- Draw a sketch or diagram of the accident.

Prepared by McGriff
This policy is a guideline only. It is not meant to be exhaustive or construed as legal advice. Consult your legal counsel to address possible compliance requirements. You should customize a policy for your own company use. © 2014 Zyron, Inc. All rights reserved.

Essential Elements of a Formal Accident Investigation Program

Roles and Responsibilities

- Identify who is responsible for initiating and conducting investigations (e.g., fleet manager, safety officer, driver).
- Define responsibilities of drivers involved in accidents (e.g., reporting, cooperating with investigations).
- Specify roles for supervisors, HR, Legal, and insurance representatives as applicable.

Accident Reporting Procedures

- Outline the immediate steps drivers must take after an accident.
- Specify timelines for reporting accidents internally.
- Provide instructions for documenting the accident scene (photos, witness statements, police reports).

Investigation Process

- Detail the steps for conducting the investigation, including:
 - Gathering evidence (photos, vehicle inspection, witness interviews).
- Establish a timeline for completing investigations.

Documentation and Reporting

- Specify the forms and reports to be completed.
- Define how investigation findings are documented and stored.
- Outline procedures for sharing reports with relevant parties (management, insurance, regulatory bodies).

Driver Auto Accident Training – Key Components

Accident Reporting and Documentation

- Proper steps to report the accident promptly to supervisors and authorities
- How to accurately document the accident scene (photos, notes, witness information)
- Understanding the importance of honest and detailed reporting

Post-Accident Procedures

- Ensuring personal safety and the safety of others at the scene
- When and how to contact emergency services
- Handling interactions with other parties involved, including exchanging information and avoiding admissions of fault

Never Admitting Fault

- Recording completion of training
- Acknowledgment of understanding and commitment to safe driving practices

Best Practices Related to Auto Accidents

CHECKLIST | Motor Vehicle Accident Documentation

Presented by McGriff

Employers should use this document when there is a commercial motor vehicle accident in their fleet. Use this checklist to determine whether the document listed is required and, if so, when the requirement was completed. Add in any remarks concerning a particular document.

Date: _____ Location of Accident: _____

Driver: _____ Vehicle Number: _____

Driver Status: Full-time Part-time Union Non-union

DOCUMENTATION TO BE COMPLETED:	YES	NO	DATE COMPLETED	REMARKS
Driver's accident report	<input type="checkbox"/>	<input type="checkbox"/>		
Accident pictures	<input type="checkbox"/>	<input type="checkbox"/>		
Witness statement	<input type="checkbox"/>	<input type="checkbox"/>		
Police report	<input type="checkbox"/>	<input type="checkbox"/>		
FMCSA accident register (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>		
DOT hazmat incident report (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>		
Insurance company report	<input type="checkbox"/>	<input type="checkbox"/>		
Vehicle damage report	<input type="checkbox"/>	<input type="checkbox"/>		
Accident investigation results	<input type="checkbox"/>	<input type="checkbox"/>		
Vehicle repair reports/mechanic report	<input type="checkbox"/>	<input type="checkbox"/>		
Drug and alcohol testing results (if applicable) (Note: Place results in driver's file, not accident file.)	<input type="checkbox"/>	<input type="checkbox"/>		
Post-accident action report (Send out to drivers for training on particular findings of this accident.)	<input type="checkbox"/>	<input type="checkbox"/>		

Checklist completed by: _____ Date: _____

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licensed commercial property and casualty representative at McGriff or legal counsel to address possible compliance requirements. © 2021 Zywave, Inc. All rights reserved.

Best Practices Related to Auto Accidents

AUTO ACCIDENT RECORD

McGriff
(704) 954-3000
<https://www.mcgriff.com/>

Keep this in your vehicle's glove box to help you remain organized and focused on what to do in the event of an auto accident.

Automobile Claims

Here are some things to keep in mind if you get into an accident:

- First, stay calm. Accidents happen quickly and can be upsetting. Stay calm, and don't argue with others involved in the accident.
- Prevent additional accidents. Warn oncoming traffic with a light, flag or similar device.
- Help the injured. Don't render first aid unless you're qualified. Call an ambulance if anyone is injured.
- Call the police. Don't discuss what happened with anyone except the police.
- File a report. In the event that the police are unable to respond to your call, you'll need to go to the nearest police station and file an accident report.
- Fill out the attached Accident Information form before leaving the scene of the accident.
- Alert your insurance broker.

Accident Information

Date/time: _____

Location: _____

Weather conditions: _____

Condition of road: _____

Police report number: _____

Your Vehicle

Make/model: _____

License plate number /state: _____

Your injuries: _____

Damage to vehicle: _____

Other Vehicle (number other vehicles involved)

Make/model: _____

License plate number /state: _____

Driver's name: _____

Driver's license number: _____

Phone: _____

Injuries: _____

Insurance provider: _____

Policy number: _____

Notes: _____

Other Persons (passengers and pedestrians)

Name: _____

Phone: _____

Notes: _____

Name: _____

Phone: _____

Notes: _____

Witnesses

Name: _____

Phone: _____

Notes: _____

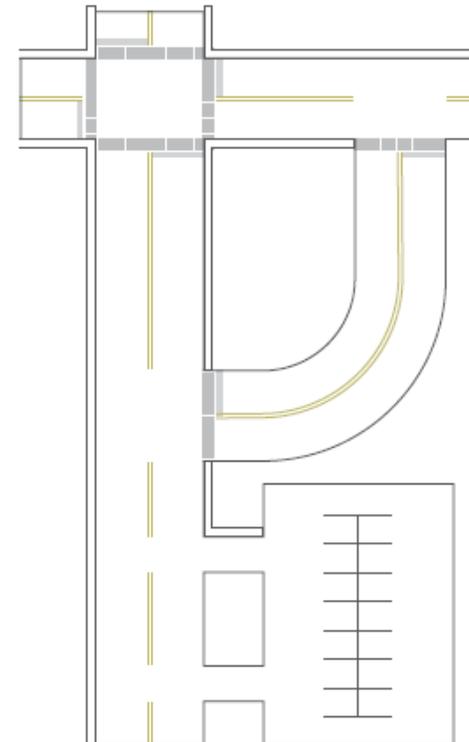
Name: _____

Phone: _____

Notes: _____

Diagram of the Accident Scene

Show the position of all vehicles, pedestrians and other important details using the symbols below.



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Wrap Up and Questions

A Strong Fleet Safety Program

Key Takeaways

- Protecting employee safety
- Lowering financial costs
- Enhancing regulatory compliance
- Improving operational efficiency
- Protecting company reputation
- Mitigating risk exposure
- Promoting driver accountability and training
- Supporting sustainability goals



Questions?



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Never settle for less.

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