



ENSURING YOUR EMPLOYEES UNDERSTAND YOUR SAFETY POLICY

Safety is critical to the management of your motor vehicle fleet and plays a significant role in the success or failure of your business. Regardless of the size of your fleet, it is essential that your company creates a safety policy and makes sure your employees know the importance of safe vehicle operation.

A safety policy should state your company's concern with safe operations, including vehicular safety, and serve as a guide for employee and management conduct. The policy statement, signed by the president of the company, should be provided to all employees. All personnel must be held accountable for unsafe practices—a safety policy is meaningless unless management enforces it for all employees.

A SIMPLE AND DIRECT SAFETY POLICY COULD BE STATED AS FOLLOWS:

The efficiency of any operation can be measured directly by its ability to control losses. Incidents resulting in personal injury and damage to property and equipment represent needless suffering and waste.

The company policy regarding safety is:

- The safety of the employee, the public and the operation is paramount, and every attempt must be made to reduce the possibility of an accident.*
- Safety shall take precedence over expediency or shortcuts at all times.*
- Our company intends to comply with all applicable safety laws and regulations.*
- It is the responsibility of every employee to maintain the safest conditions and equipment at all times. Each employee will be expected to demonstrate an attitude that reflects this policy and promotes safe work habits.*

As with all safety policies, the driver should sign a dated receipt that acknowledges they received the information.

SAFETY POLICY TEMPLATE



Our safety policy template can used to help you create your company safety policy.

COMPANY RULES

DISCIPLINARY POLICY

I, the undersigned, am aware that I will be subject to penalties possibly leading from temporary suspension from work without pay up to dismissal for non-compliance with the company's rules, depending on the severity of the incident.

I also understand that if I have a number of incidents in a short period of time, I will be subject to retraining, depending on the severity of the incident(s).

SPEED LIMITS

I, the undersigned, am aware that when operating company owned or leased vehicles, it is my lawful duty to comply with the posted speed limits (up to a maximum of 100 kph or 60 mph) as a requirement under the National Safety Code for motor carriers and all local bylaws. Failure to comply with this policy is grounds for disciplinary action by company management.

VEHICLE PASSENGERS

I, the undersigned, understand that it is the company's policy that there be no passengers in any company owned or leased vehicle without prior consent from company management. It is also my responsibility to inform the company management of any passengers who intend to ride in any company owned or leased vehicle prior to driving that vehicle.

DRIVER'S LICENCE POLICY

I, the undersigned, understand that it is my responsibility to inform company management of any traffic violations filed against me while driving a company vehicle or any personal vehicle. I agree to inform the company if my driver's licence is suspended for any reason, and I shall immediately advise the company of the suspension, the reason for the suspension and the duration of the suspension. I also agree to supply the company with a copy of my current driver's licence, and a copy every time thereafter when the licence or licence endorsements are renewed, reissued, reclassified or changed in any other way. I also agree to advise the company of the date when my medical examination is due. If I have not passed the medical examination by the medical due date, I will not be permitted to drive company vehicles.

ALCOHOL AND DRUG POLICY

I, the undersigned, understand that it is unacceptable to be on duty while under the influence of any intoxicant which can affect my performance at work. I am aware of the potential danger of such an action and therefore agree that I will be dismissed for any breach of this policy.

USE OF SEAT BELTS

I, the undersigned, understand that it is my responsibility to wear my seat belt while operating any company owned or leased vehicle. Any breach of this policy is grounds for disciplinary action by company management.

USE OF HAND HELD ELECTRONIC DEVICES

I, the undersigned, shall refrain from operating cell phones, laptop computers, navigational devices and any other device that may cause driver distraction while operating a company vehicle or while operating a privately owned vehicle in the course of conducting company business. I shall make every attempt to properly park the vehicle prior to using such devices.

SIGNATURE

DATE

Keep drivers safe—and insurance costs down. RSA's Driver Safety Management Package can help you acquire, develop and retain the right drivers.

**TO FIND OUT MORE, VISIT
[RSACOMMERCIALAUTO.CA](https://rsacommercialauto.ca)**