

SADE (Safety And Driver Education) LIMITED
FLEET MANAGERS CHECKLIST

1. Obtain your information of the Corporate Manslaughter Act, contravention of this act could lead organisations into paying unlimited fines for failing to act in a sensible way to prevent accidents causing death to employees or others. Get this free information pack now from [from Safety Media](#)

Actioned bydate..... Completed by..... date.....

2. Sight and photocopy all your employee's driving licences, ensuring that address's are correct, they are insured to drive the categories of vehicles you require them to drive, is the photo on the licence less than ten years old. Are there any penalty points shown, and does your insurance company have limits on how many points can be collected. A common fault is not being licensed to drive certain categories of vehicles, as an example: If a driver passed their car driving test after 1st January 1997, they will probably not be licensed to drive mini-buses or tow a caravan or trailer until they have taken a further driving test. Not licensed means not insured, and you would be liable! Look at your accident records and determine if one or more employee's are adding to this higher than normal ratio, target your high risk drivers for the quickest reduction in your fleet costs.

Actioned bydate..... Completed by..... date.....

3. Look at your vehicle faults to determine if there are specific areas of concern, for example are clutches being worn out quicker than normal due to bad driving habits. Do certain vehicles have a higher than normal costs of maintenance per mile. Are you using the right vehicle for the job intended.

Actioned bydate..... Completed by..... date.....

4. Look at your fuel costs, identify the lower mpg drivers and ascertain why. Appoint a fuel champion to monitor consumption and make recommendations. [Visit the Feight Best Practice Website.](#)

Actioned bydate..... Completed by..... date.....

5. Introduce or review your vehicle checklist and fault reporting procedures. You as a manager can also become involved in court procedures if you knowingly allow a faulty vehicle onto the road. Download [a simple vehicle checklist](#)

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6. Introduce or review company policies which have a specific emphasis allied to driving ie; Mobile phone use for drivers of company vehicles, Do you know what constitutes a "hands free phone" and do you provide them. Are your office staff trained to ask if a person is driving, before commencing a long or complicated telephone call. Do you allow your managers to call employees and engage them on the phone for long conversations, this the equivalent of driving at the legal alcohol limit, as it seriously affects your concentration. What is the maximum driving time or working day including driving time for an employee?

Actioned bydate..... Completed by..... date.....

7. Carry out a training needs analysis, this will help you know what standards are required for your drivers, what standards your drivers are currently at, and finally, what you must do to bridge this training gap, it will also help you prioritise training in the most cost effective way, dealing with the highest priority of risks and offenders first.

Actioned bydate..... Completed by..... date.....

8. Make a formal training plan, this will help you to decide the most cost effective way to train and risk assess your staff, and help you determine what driving policy's you need to review or implement. This will also prove that you have begun risk assessments and started your work in reducing the risk, so reducing the chances of being involved in legal action.

Actioned bydate..... Completed by..... date.....

9. Identify a suitably competent person to act as your trainer or assessor, visit the HSE website [to define what makes a competent person](#)

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10. Contact your insurance company or broker to determine if a premium discount would apply, if all your staff were to be risk assessed and trained by a competent person. This could substantially reduce the overall cost of training, not only in the first year, but year on year, proving that training pays in the long term.

Actioned bydate..... Completed by..... date.....

11. Make a cost benefit analysis to determine the cost savings that will apply if suitable training is implemented, again proving that training pays in the long term. If you think competence proves expensive, wait until you find out the cost of incompetence.

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12. Contact your local fleet driver training provider, they will be able to answer all your questions and help you make the plans and confirm the cost savings.

Actioned bydate..... Completed by..... date.....

13. Introduce or review any current risk assessments, remember, its not just the drivers you need to risk assess. What about reviewing your choice of vehicles, do your staff carry large amounts of equipment or products, are they stored in the passenger compartment or would it be safer to use vans. Remember a box of tissues on a rear parcel shelf, can weigh more than a house brick if braking hard from 30 mph.

Actioned bydate..... Completed by..... date.....

14. Download your free copy of [driving at Work](#)" from the Health and Safety Executive website, and then order sufficient numbers for ALL your drivers.

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15. Analyse your journeys to ascertain if you can eliminate wastage, group several areas together, and combine them into one journey but ensure maximum driving time is limited to two hours or less, and that driving time is included in the working day allowance

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16. Act on CO2, reduce your carbon emissions, look at your green credentials and see if you can save money and make the planet a better place for us all. Visit [Act on CO2 website](#)

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17. If you need any advice call us now, we are here to help
[SADE \(Safety And Driver Education\) LIMITED 0845260 8558](#)