

Best Practices

Automobile Liability Checklist

	Yes	No	Action Needed
Company Vehicle Operations			
Formal fleet safety policies and procedures in place including vehicle operation, impaired, distracted and aggressive driving, accident kits	<input type="checkbox"/>	<input type="checkbox"/>	
Motor vehicle record, criminal background checks and references obtained and evaluated for vehicle operators upon initial employment and annually thereafter	<input type="checkbox"/>	<input type="checkbox"/>	
Do not permit cell / smart phone use during operation of company vehicles	<input type="checkbox"/>	<input type="checkbox"/>	
Remedial driver training program for drivers with poor or deteriorating driving records	<input type="checkbox"/>	<input type="checkbox"/>	
Operators of personal vehicles for company use requested to submit certificate of insurance with minimum limits of \$100K / \$300K / \$100K	<input type="checkbox"/>	<input type="checkbox"/>	
Restricted personal use of company owned vehicles	<input type="checkbox"/>	<input type="checkbox"/>	
Mandatory use of seatbelts by all occupants	<input type="checkbox"/>	<input type="checkbox"/>	
Documented vehicle maintenance program, including periodic maintenance and vehicle replacement	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles should be selected based on suitability of purpose, crashworthiness and safety features	<input type="checkbox"/>	<input type="checkbox"/>	
Shuttle Operations			
Vehicle specific driver safety training program (i.e. 15-passenger vans)	<input type="checkbox"/>	<input type="checkbox"/>	
Prospective drivers evaluation with road test conducted by a trained supervisor	<input type="checkbox"/>	<input type="checkbox"/>	
Use of Drive-Cam system	<input type="checkbox"/>	<input type="checkbox"/>	
Shuttle inspection log for daily operations	<input type="checkbox"/>	<input type="checkbox"/>	
Use of handheld cell phones, PDAs, etc. while driving prohibited; use hands-free head sets	<input type="checkbox"/>	<input type="checkbox"/>	
Understand the hazards of the typical routes and inform drivers	<input type="checkbox"/>	<input type="checkbox"/>	
Accident kits in every vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
Facility and Maintenance Vehicles and Equipment			
Training for use of sweepers, snow removal equipment and utility carts	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel for landscaping and snow blowing equipment kept in metal UL listed flammable liquid containers	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles maintenance program in place	<input type="checkbox"/>	<input type="checkbox"/>	

Daily vehicle inspection program in place with documentation	<input type="checkbox"/>	<input type="checkbox"/>	
Defensive driver safety training program	<input type="checkbox"/>	<input type="checkbox"/>	
Accident kits in every vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment in bed of truck properly secured, tie-downs provided	<input type="checkbox"/>	<input type="checkbox"/>	
Contractors not permitted to utilize company-owned mobile equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Security			
Good physical controls in place to secure customers' vehicles (fencing, lighting, patrols, cameras)	<input type="checkbox"/>	<input type="checkbox"/>	
Customers' keys kept in locked cabinet	<input type="checkbox"/>	<input type="checkbox"/>	
Hired / Non-owned Vehicle Use			
Evidence of underlying personal insurance confirmed	<input type="checkbox"/>	<input type="checkbox"/>	
Obtain permission from the driver in writing to request annual motor vehicle reports (MVRs)	<input type="checkbox"/>	<input type="checkbox"/>	
Incident and Accident Reporting and Analysis			
Establish and notify drivers of procedures for reporting all motor vehicle incidents	<input type="checkbox"/>	<input type="checkbox"/>	
Process to systematically analyze incidents to identify root cause and contributing factors to prevent future occurrences	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective actions developed and implemented for preventable incidents; recorded properly	<input type="checkbox"/>	<input type="checkbox"/>	
Valet Parking			
Driver training program with defensive driving techniques including backing, parking lot configuration, speed and pedestrian awareness	<input type="checkbox"/>	<input type="checkbox"/>	
Strict enforcement of speed limits while in areas where pedestrians are present	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle damage inspections and documentation	<input type="checkbox"/>	<input type="checkbox"/>	
MVR reviews of valets	<input type="checkbox"/>	<input type="checkbox"/>	
Confirm whether area used for parking is under control of building owner / operator. Sometimes public lots are used where there might not be direct control, which could lead to increased risk.	<input type="checkbox"/>	<input type="checkbox"/>	
Self-Park Operators			
Guest security assessment conducted by qualified third-party	<input type="checkbox"/>	<input type="checkbox"/>	
Annual illumination survey to measure lighting levels, including assessment of shadow areas	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency call boxes installed in multiple locations on each parking level with direct access to on-site security or off-site police	<input type="checkbox"/>	<input type="checkbox"/>	