

Motorized Equipment

- 4 An efficient system for accident investigation, reporting, analysis for cause, determination of appropriate corrective action, and follow up

5 Preventive maintenance procedures

Responsibility

The first requirement of a good driver safety program is that management, from the president to the immediate supervisor, must accept responsibility for safe operation of company vehicles. As in the case of other desirable qualities of job performance, management must first demand safe operation, define standards of acceptable performance, and then organize means for the inspection and correction of job performance to meet these standards.

Management must evolve and enforce the policy that practical accident prevention is a requirement of employment.

A capable and responsible person in the organization should be designated safety supervisor or safety director and should be made responsible for supervising the company's program for the safe operation of all automotive equipment. In a small industrial concern, this may be a part-time assignment.

The safety supervisor should have the following duties:

- 1 Advise management on accident prevention and safety
- 2 Develop and promote safety activities and work injury prevention measures throughout the fleet
- 3 Study and recommend safety fleet policy in relation to equipment and facilities, personnel selection and training, and other phases of fleet operation
- 4 Evaluate driver performance
- 5 Conduct safety training
- 6 Review accidents for determination of cause. Compile and distribute statistics on accident-cause analysis and experience. Identify "problem" persons, operations, and locations
- 7 Maintain individual driver-safety records, and administer the safe-driver award incentive program

- 8 Procure (or prepare) and disseminate safety education material

Driver safety program

A driver safety program for a fleet should include the following five basic accident prevention procedures:

- 1 Set up an in-service driver training program
- 2 Discuss preventability of each accident with persons concerned
- 3 Require immediate reporting of every accident
- 4 Compute and publicize the fleet accident record
- 5 Maintain an accident-record card for each driver

The planning and administration of a safety program for motor transportation fleets are described in greater detail in the National Safety Council's *Motor Fleet Safety Manual*.

An accident is defined as "any incident in which the company vehicle comes in contact with another vehicle, person, object, or animal, which results in death, personal injury, or property damage, regardless of who was hurt, what property was damaged or to what extent, where it occurred, or who was responsible."

This definition includes even minor accidents involving little more than a fender scratch. All vehicle accidents, major and minor, are of importance to the safety supervisor since he is primarily concerned with the eradication of faulty driving habits or attitudes. Minor accidents, just as much as the more spectacular ones, provide clues to such faults.

Accident reporting procedure

Each driver should be required to make out a complete accident report on a standard accident report form for every accident in which his vehicle is involved. If possible, this report should be turned in to the supervisor on the day the accident occurs. National Safety Council "Form Vehicle 1" is a good example of the type of report form used by many motor transportation safety supervisors (Fig. 46-1 shows the front page of this form).