

DEFENSIVE DRIVING SAFETY AUDIT/SURVEY TOOL

Injury prevention through attentive driving and safe vehicle operation

Instructions: This is a scored pro-active safety auditing tool designed for periodic use to reduce high risk behaviors and increase safe behaviors. “Yes” answers should be scored at (1) and “No” answers should be scored at (0). In the corrective action column, either a time frame for completing the correction or the actual date corrective action was completed should be noted. Check the “NA” column if this item is not applicable. Total and track audit scores over time to track up or down trends along with tracking the number of incidents, accidents and injuries sustained.

Although rates of traffic injury and death continue to drop, motor vehicle crashes remain the leading cause of occupational injury and death. Leading causes of motor vehicle crash serious injuries and death in Montana are inattentive driving, lack of seat belt use, excessive speed and alcohol use. Montana’s rural two lane highways, rural roads, and rural gravel roads account for 90% of traffic deaths.

Among our municipal members, most motor vehicle crashes involve law enforcement with solid waste and transit operations following. Most of these crashes are due to inattentive driving or obstructed vision during back up operations. A small portion of law enforcement crashes occur during pursuits and code responses with a majority of crashes occurring during routine operations.

At the core of reducing injuries and property claims associated with motor vehicle crashes are attentive and defensive driving training, frequent review of safety response systems for emergency pursuits, and route planning and pre-planning with driving hazard investigations to help mitigate hazards that might be encountered during pursuit or low visibility conditions. It is important to identify hazards on solid waste and transit routes and to take corrective actions to reduce risks. Law enforcement operations can benefit from frequent training and review of response systems for situations that can generate high losses though occurring infrequently.

Task/Job Part – Proper Training & Records	Yes	No	Corrective action date	NA
All training completed successfully in a timely manner				
New employee safety orientation completed				
New employee job-specific safety training completed				
Employee job-specific refresher safety training completed				
All training records current and complete				
Employee(s) have completed a certified defensive driving course				
Other				

Task/Job Part – Human Resources	Yes	No	Corrective action date	NA
Personnel policies applied in a consistent manner				
Fairness – all employees treated the same				
Progressive discipline in place with emphasis on worker integrity and accountability				
Sexual harassment training completed				

Task/Job Part – Customer Relations and Service	Yes	No	Corrective action date	NA
All incidents or accidents involving customers reported and recorded <ul style="list-style-type: none"> ✓ At the time of an accident or incident, there is no admission of liability on the part of the municipality ✓ All appropriate public safety and EMS agencies were notified 				
Customers are treated in a polite manner and customer requests and needs were promptly addressed				
Any customer complaints were responded to in a timely manner and corrective action taken				
Other				

Task/Job Part – Completion of all certifications & Licenses	Yes	No	Corrective action date	NA
All licenses and certifications, such as Commercial Drivers' License completed and current				
Past course completion or current First Aid/CPR				
Hazardous Materials Awareness (24 Hour course)				
Defensive Driving Course (Nat'l Safety Council or other)				
Employees have attended a defensive driving training clinic with vehicle operations				
Other				

Task/Job Part – Equipment Checklists	Yes	No	Corrective action date	NA
Completed all equipment inspection checklists, vehicle walk around/inspection before operations				
Completed any notification or corrective action needed				
Equipment properly repaired and maintained				
Other				

Task/Job Part – Proper use of incident reporting forms & logs with proper recording	Yes	No	Corrective action date	NA
All worker injuries reported to supervisor and recorded				
All worker accidents involving property, chemicals reported and recorded				
All "near misses" reported to supervisors and recorded				
If a reporting program was in place, all hazards and potential hazards reported and recorded				
A workers compensation claim was filed if a) an injury involved lost time, b) medical care with costs, or c) the worker requested a claim be filed				

Task/Job Part – Vehicle Operations	Yes	No	Corrective action date	NA
In compliance with all traffic laws during vehicle operations				
100% compliance with seat belt use while operating a motor vehicle				
Prudent use of cell phones while driving including minimal calling and use of hands-free head sets				
Proper use of route plans and pre-plans with driver accountability for use <ul style="list-style-type: none"> ✓ Mandatory walk-around policy to check for hazards in new areas on solid waste routes ✓ Mandatory hazard checks for transit routes ✓ Routes planned to minimize back up operations, traffic hazards, railroad crossing hazards and conflicts with pedestrian and bike traffic 				
Emergency response systems in place <ul style="list-style-type: none"> ✓ Fire and Law Enforcement code responses ✓ Vehicle pursuit ✓ Routine patrolling – areas designated as drivable or not ✓ Driver accountability and discipline system in place for preventable driver mistakes due to inattentive driving or lapses in defensive driving 				
Frequent breaks while on long drives, rest breaks as needed to avoid becoming drowsy				
Zero tolerance for alcohol use while driving				
Weather checks before driving to avoid unsafe conditions <ul style="list-style-type: none"> ✓ Vehicle operation stopped during unsafe conditions 				
Proper equipment egress with three point contact and no jump offs when exiting large trucks				
Other?				

Task/Job Part – Vehicle Operations	Yes	No	Corrective action date	NA
Vehicle operation safe for road conditions at all times				
Emergency supplies, water, cold weather clothing and gear for winter travel <ul style="list-style-type: none"> ✓ Cell phone or other communication equipment ✓ Emergency supplies in vehicle if driving during extreme hot weather outbreaks 				
Safe vehicle operation off roadways <ul style="list-style-type: none"> ✓ Pre-planned route with pre-hazard check ups ✓ Driver trained to “ride out” unplanned exit vs. over-correcting ✓ Reasonable speed 				
Safe vehicle operations on roadways <ul style="list-style-type: none"> ✓ Safe follow distance ✓ Vehicle operation within 10 MPH of average traffic speed (at pace) ✓ Safe vehicle passing ✓ Reasonable speed in deer crossing areas and low light conditions ✓ Proper speed and procedures in construction zones ✓ Driver familiar with vehicle and vehicle safety systems, vehicle blind spots and actions needed to minimize hazards ✓ Daylight headlight use at all times ✓ Windshields cleaned as needed and safe speeds and driving in low visibility conditions ✓ Driver relaxed and alert 				
Other				
Other				

Task/Job Part –	Yes	No	Corrective action date	NA

TOTAL SCORE _____

Signature _____

Print Name _____

Date _____