

MOTOR VEHICLE SAFETY PROGRAM

Program Element

[R2-10-207\(11\)](#)

Each agency shall develop and implement a Motor Fleet Safety Program for authorized drivers operating a state or other owned vehicles on state business.

Each agency shall develop standards and implement programs and procedures to ensure that an authorized driver is capable of operating a motor vehicle in a safe manner and attends, at a minimum, defensive driver training.

The agency shall develop and implement a preventive maintenance and inspection element for vehicles. The agency shall ensure that the Motor Vehicle Safety Program includes a vehicle incident review element and procedures for the periodic review of an authorized driver's record, covering the most recent 39-month period from the Motor Vehicle Division (MVD) issuing the license.

Definition:	A Motor Vehicle Safety program is a written program encompassing all activities necessary to plan, organize, staff, develop, implement, control, and monitor motor vehicle safety, which prevents or reduces accidents, claims, and damages that arise from fleet operations.
Why do I need this program?	Motor vehicle accidents can result in damage to state vehicles and property, third-party vehicles and property, as well as injury to employees and other persons.
How do I know if this program applies to my agency?	R2-10-207(11)(a) requires each agency to develop standards regarding the safe use of motor vehicles.
What are the minimum required elements and/ or best practices for a Motor Vehicle Safety Program?	<p>Guidelines and Criteria: At a minimum, each agency Motor Fleet Safety Program must consist of the minimum following elements:</p> <ul style="list-style-type: none"> ● Standards to ensure anyone who drives on state business has an acceptable motor vehicle record and is capable of operating a vehicle in a safe manner. ● Instruction in safe vehicle operation and defensive driving techniques, including guidelines for refresher or remedial training. ● Promotion of the Statewide Vehicle Rental Services contract.

	<ul style="list-style-type: none"> ● Compliance with statutory liability insurance for personally owned vehicles authorized for use on state business. ● Mandatory use of seat belts for all occupants. ● A vehicle maintenance and inspection program including pre and post-trip inspections. ● A review of any incidents/collisions involving a state vehicle by the agency loss prevention committee or by a committee appointed by the agency head. ● Training for any driver of a passenger/cargo or any vehicle designed for occupancy of 9 – 15 people. The training shall include computer-based instruction, behind-the-wheel skills assessment (on the road or on a closed course), and a certificate of completion to be filed with the agency. ● Training for specialty vehicles or specialty mobile equipment and hazard identification prior to operation. The instruction shall be based on nationally recognized industry standards and training timelines or on the manufacturer's operator instructions. ● Periodic review of the driving record (MVR) of any person who is authorized to drive vehicles on state business; annually at minimum.
<p>Are there any mandatory training requirements or best practices that should be developed by the agency?</p>	<p>Yes. Mandatory defensive driver training must be completed no later than three months from the initial hire date or appointment to a position requiring the operation of a motor vehicle.</p> <p>The agency shall ensure that training records are maintained that reflect topics, date of training, instructor name and qualifications of instructor, length of training, location of training, participant's name, and job title.</p>
<p>Are there specific requirements for documenting the program, training, etc.?</p>	<p>A written Motor Vehicle Safety Program and inspection forms or checklists should be developed to ensure consistent application.</p> <p>Documentation should be maintained on vehicle incident reviews, inspections, repairs, and MVR reviews.</p> <p>All training should be documented either in paper format, electronic means, or via the State's Employee Learning Portal.</p> <p>Maintain all documentation in accordance with OSHA requirements and the AZ Library, Archives and Public Records general retention schedules, LAPR - Retention Schedules.</p>

Are there any resources available that can assist me in putting together a Motor Vehicle Safety Program?

Yes. State Risk Management has Loss Prevention Consultants available to assist managers and supervisors in identifying potential hazards and guide agencies on the establishment of program elements.

For assistance contact State Risk Management, Loss Prevention at rmdlossprevention@azdoa.gov.

Additional Resources

1. [Arizona Administrative Code, Article 4. State Fleet Operations \(R17-1-401 through R17-1-405\).](#)
2. [Arizona Revised Statute 28-472 - Fleet operation services; records; rules; vehicle replacement rate.](#)
3. State Risk Management has developed a [Vehicle Use and Safety Policy](#), including checklists, which establishes minimum standards for vehicle operation and can be adopted as the agency motor vehicle program, or may be tailored to your agency's needs.
4. The [State Driver Authorization Form](#) is used to collect driver information and provides authorization to attain employees' driving records.
5. The Arizona State Employee Drivers Record Application (ASEDRA) was developed to facilitate State agencies in obtaining motor vehicle records of State employees identified as authorized drivers. Information on the ASEDRA program is available at [State Employee Driver Record Application \(ASEDRA\) | Risk Management](#).
6. Online defensive driving and van training is available through the [State's Employee Learning Portal](#).
 - a. Reference the list of State Driving courses on the State Risk Management website at [Loss Prevention Training | Risk Management](#).

Contact Loss Prevention to obtain training access for employees who are not in the State's system.