

# Motor Fleet Safety Program

## Program Element

R2-10-207 12

Each agency shall develop and implement: “A motor fleet safety program for employees operating a state or other vehicle on state business.”

**Definition:** A motor fleet safety program encompasses those programs and procedures designed to prevent or minimize motor vehicle incidents/collisions involving state vehicles, and injury to state employees. The program also helps reduce the potential for third party liability claims arising out of vehicle operations.

**What elements are required for an agency motor fleet safety program?**

**Guidelines and Criteria:** The majority of state agencies have business that must be conducted away from the workplace. The employee conducting the business normally will use a state vehicle assigned to the agency or their personally owned vehicle. Each time an employee gets behind the wheel of vehicle the potential for a vehicle related collision/damage occurs. The impact of a vehicle collision will vary depending on the nature of the damage and severity of the incident. Fleet safety programs help reduce the potential for these types of occurrences. Each state agency must develop a motor fleet safety program aimed at reducing the risks associated with motor vehicle operations. Motor vehicles crashes are the leading single cause of on-the-job deaths in America.

At a minimum each agency **Motor Fleet Safety Program** must consist of the following elements:

- Standards to ensure that an employee who drives on state business is capable of operating a vehicle in a safe manner and has an acceptable motor vehicle record..
- Instruction in safe vehicle operation and defensive driving techniques, including guidelines for refresher or remedial training.
- Compliance with statutory liability insurance for personally owned vehicles authorized for use on state business.
- Mandatory use of seat belts.
- A vehicle maintenance and inspection program.
- A review of vehicular incidents/collisions by the agency loss prevention committee or by a committee appointed by the agency head to review vehicular incidents and recommend corrective action to prevent recurrence.
- A training program for any driver of a passenger van designed for occupancy of 9 – 15 people. The program shall include classroom instruction, behind the wheel instruction (on the road or on a closed course) and a certificate of completion to be filed with the agency.

**What does a motor vehicle record tell me?**

- Training for Specialty Vehicles or Specialty Mobile equipment and hazard identification prior to operation.
- Review of the driving record (MVR) of any person who is authorized to drive vehicles on state business. Each person operating a state or other vehicle on state business shall upon request, provide the agency with the employee name, date of birth, driver's license number and expiration date.

A copy of the motor vehicle record will give you the following information to base your evaluation on:

- Current license information
- A history of identification licenses and/or permits.
- Previous license and permit history – Arizona as well as out-of-state licenses.
- Actions and suspensions. Dates, types of actions and status of license. It will detail traffic violations, date of the violation, type of violation, location, fine and court information.

### **Arizona State Employee Drivers Record Application**

**How can I arrange to conduct driver's license checks at my agency?**

ASEDRA was developed to facilitate State agencies in obtaining motor vehicle records of State employees identified as authorized drivers.

To expedite the MVR-review process, ASEDRA allows agencies to access thousands of records on a regular basis. The designated Agency representative receives notification when points on a motor vehicle record exceed a preset point value or the employee's license is either suspended or revoked. Information on the ASEDRA program is available at <http://risk.az.gov/asedra/>

On-line defensive driving and van training is available through the Arizona Learning Center, YES website [http://www.hr.az.gov/State\\_Employee/index.asp](http://www.hr.az.gov/State_Employee/index.asp) or by calling

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**Are there any  
recommended Driver  
Improvement courses that  
I could use at the agency  
level?**

HRIS Help (602) 542 4700 or email: [hrihelpdesk@azdoa.gov](mailto:hrihelpdesk@azdoa.gov).