

# MOTOR VEHICLE SAFETY PROGRAM

## **Program Element R2-10-207(12)**

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

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Each agency shall develop standards to ensure that an authorized driver who drives on state business is capable of operating a motor vehicle in a safe manner. The agency shall develop and implement programs and procedures to ensure that authorized drivers attend defensive driver training.

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.

The agency shall develop and implement a preventive maintenance and inspection element for vehicles. The agency shall ensure that the Motor Fleet Safety Program includes a vehicle incident review element. The agency shall develop and implement procedures for the review of an authorized driver's record, covering the most recent 39-month period maintained by the Motor Vehicle Division (MVD) of the Arizona Department of Transportation (ADOT) or home state of the authorized driver.

<b>Definition:</b>	A written program that encompasses all activities that are necessary to plan, organize, staff, develop, implement, control and monitor a program to prevent or reduce accidents, claims and damages that arise from fleet operations.
<b>Why do I need this program?</b>	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.  A Motor Fleet Safety Program outlines policies and procedures designed to prevent or minimize motor vehicle accidents/collisions that damage property and cause injury.

<p><b>How do I know if this program applies to my agency?</b></p>	<p>If any of your employees operate motor vehicles on state business, even if only occasionally, the agency is required to develop and implement a Motor Fleet Safety Program.</p>
<p><b>What are the minimum required elements and/or best practices for a Motor Fleet Safety Program?</b></p>	<p><b>Guidelines and Criteria:</b> At a minimum, each agency Motor Fleet Safety Program must consist of the minimum following elements:</p> <ul style="list-style-type: none"> <li>• Standards to ensure an employee who drives on state business has an acceptable motor vehicle record and is capable of operating a vehicle in a safe manner.</li> <li>• Instruction in safe vehicle operation and defensive driving techniques, including guidelines for refresher or remedial training.</li> <li>• Compliance with statutory liability insurance for personally owned vehicles authorized for use on state business.</li> <li>• Mandatory use of seat belts for all occupants.</li> <li>• A vehicle maintenance and inspection program including pre- and post-trip inspections.</li> <li>• A review of vehicular incidents/collisions by the agency loss prevention committee or by a committee appointed by the agency head.</li> <li>• A training program for any driver of a passenger/cargo or any vehicle 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.</li> <li>• Training for specialty vehicles or specialty mobile equipment and hazard identification prior to operation.</li> <li>• Periodic review of the driving record (MVR) of any person who is authorized to drive vehicles on state business.</li> </ul>

<p><b>Are there any mandatory training requirements or best practices that should be developed by the agency?</b></p>	<p><b>Yes.</b> Mandatory defensive driver training must be completed no later than three months from initial hire date or appointment to a position requiring the operation of a motor vehicle. Refresher training must be completed at a maximum of four-year intervals.</p> <p>Additional classroom and behind-the-wheel training is required for employees operating passenger and cargo vans that are designed, modified, or could otherwise be configured for an occupancy of nine to 15 persons (including the driver).</p> <p>Specialty motorized vehicles and equipment require instruction is conducted before initial operation of the vehicle or equipment. The instruction shall be based on nationally recognized industry standards and training time lines or on the manufacturer's operator instructions.</p>
<p><b>Are there specific requirements for documenting the program, training, etc...?</b></p>	<p>A written Motor Fleet Safety Program and inspection forms or checklists should be a 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 <a href="#">HRIS/YES Portal Login</a>.</p> <p>Program documents, inspection and maintenance documents, training materials, and attendance rosters should be maintained in accordance with OSHA requirements and the AZ Library, Archives and Public Records general retention schedules, <a href="#">LAPR - Retention Schedules</a>.</p>

**Are there any resources available that can assist me in putting together a motor fleet safety program?**

**Yes.**

1. Risk management has developed a [Motor Fleet Safety Program template](#), including checklists, which may be tailored to your agencies needs.
2. 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.
3. 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 <https://staterisk.az.gov/loss-prevention/asedra>.
4. On-line defensive driving and van training is available through the HRIS, Y.E.S. website [https://portal.hris.azdoa.gov/CES/ces\\_login.jsp](https://portal.hris.azdoa.gov/CES/ces_login.jsp) or by calling HRIS Help (602) 542-4700 or email: [hrihelpdesk@azdoa.gov](mailto:hrihelpdesk@azdoa.gov).

Employees that are not in HRIS may utilize the defensive driving courses by means of the following links for the corresponding vehicles:

- Cars, Light Trucks and Vans:  
[http://www.azgu.gov/rm29n\\_1.0/courseid21246/rm29/rm29.html](http://www.azgu.gov/rm29n_1.0/courseid21246/rm29/rm29.html)
- Passenger Vans:  
VAN101INTR:  
[http://www.azgu.gov/VAN101INTRN\\_1.0/rm\\_36\\_vandyn.html](http://www.azgu.gov/VAN101INTRN_1.0/rm_36_vandyn.html)  
  
VAN102BW:  
[http://www.azgu.gov/VAN102BWN\\_1.0/van102bw.html](http://www.azgu.gov/VAN102BWN_1.0/van102bw.html)