

## Minimum Fleet Safety Requirements

Safety measure	Effectiveness	Difficulty to undertake	Cost to implement	Comments
<i>Safe Management Systems</i>				
Senior management commitment/accountability/responsibility	H	M	L	It is crucial to gain senior management commitment when undertaking fleet safety management. This may include the Head of the Country Office leading the investigation into fatal road crashes and reporting to HQ Director.
Fleet safety policy statement	H	L	L	This is a must have policy document
Regular safety communications	H	M	L	There are a number of techniques that can be undertaken from meetings to leaflets, stickers, posters and manuals.
<i>Driver Management</i>				
Establishing safe driving standards	H	M	M	Providing a written standard on safe driving standards is an essential first step towards fleet safety management. Such a standard should include details of fatigue, drugs and alcohol, speeding, mobile communications, etc.
Driver monitoring	H	M	M	Monitoring driver performance can help an organisation identify the high risk drivers and those that may be performing badly. This allows a more targeted approach to be adopted.
Screening and testing of applicant drivers	H	L	M	The first and most effective step towards ensuring that safe drivers are employed
Driver training programmes	H	M	H/M	A useful tool in managing driver safety, especially if targeted at poorly performing drivers. Driver training programmes will only be truly effective if combined with other safe fleet management techniques.
Driver briefing sessions	H	M	L	A regular meeting between drivers and managers to discuss and resolve problems/hazards/near misses.

Safe driving code of conduct	H	L	L	A key staff document which provides simple information on the driving standards
<i>Vehicle Management</i>				
Vehicle selection and specification.	H	M	H/M	Key is to make sure all existing vehicles meet minimum safety requirement and carry mandatory safety equipment. Important to choose vehicles appropriate for the local conditions and make sure that sufficient protection provided Can be difficult to implement depending on the manufacturers and vehicle costs
Vehicle maintenance and servicing	H	M	L	An easy way of ensuring vehicle roadworthiness and overall safety
Pre-journey vehicle checks	H	L	L	An easy way of ensuring continued vehicle roadworthiness and safety
<i>Journey Management</i>				
Route planning	M	M	L	An effective way of eliminating high risk driving activities
<i>Incident Management</i>				
Incident procedures.	H/M	M	M	It is essential that written procedures are in place and that all staff comply with them.
Incident investigation and reporting	H/M	M	M	A crucial step towards obtaining useful incident data