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# Fleet Risk Management Checklist

# **(Distracted Driving)**

## Instructions

This short checklist is intended to assist Managers/Supervisors in gaining a deeper understanding of their current organisational risk management activities and control measures relating to managing distracted driving.

By answering the questions either:

|  |  |
| --- | --- |
| **YES** |  Best Practice Achieved |
| **NO** |  Gap Identified – Take Action Now |
| **IN PROGRESS** |  Keep Working On It |

You will identify your current situation and decide what additional control measures are required to keep your drivers safe and your fleet operating in a safe and efficient manner.

|  |  |  |  |
| --- | --- | --- | --- |
| **Distracted Driving****Covering the basics** | **YES** | **NO** | **IN PROGRESS** |
| Do you have a specific distracted driving policy? |  |  |  |
| If yes, can you demonstrate that all staff are aware of and understand the policy requirements? |  |  |  |
| Do you have a clearly defined mobile phone policy that prohibits or restricts drivers from engaging in incoming/outgoing calls when driving? |  |  |  |
| If yes, can you demonstrate that all staff are aware of and understand the policy requirements? |  |  |  |
| Have you briefed all driving staff and managers on the changes to the Highway Code released on January 29th 2022 relating to the hierarchy of road users? |  |  |  |
| Have you briefed all driving staff and managers on the new GB laws relating to using a handheld mobile phone (in vehicle) introduced in March 2022?  |  |  |  |
| Are drivers issued with a copy of the new/updated Highway Code? |  |  |  |
| Do you have a way of identifying who your higher risk drivers are? |  |  |  |
| Are staff strictly prohibited from engaging in or listening to Zoom or MS TEAMS meetings whilst driving? |  |  |  |
| Have you briefed all driving staff on the risks associated with returning to driving after the lockdown restrictions have ended? Such as driver distraction, performing pre -use vehicle safety checks, awareness of vulnerable road users and fatigue management. |  |  |  |
| Do you have a clearly defined and documented plan to manage the driver safety performance of young (under 25 years of age) drivers? |  |  |  |
| Do you investigate all road incidents to identify the root causes? |  |  |  |
| If yes, is driver distraction one of the key contributors to the cause of collisions?  |  |  |  |
| **If you have answered NO or IN PROGRESS to any of the questions within this checklist, we recommend that you take action now and develop or complete any specific control measures that will close the gaps. Once you have developed the control measures, review the checklist to see if you can confidently answer YES – Best Practice Achieved to the entire questions set.** |

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