

Driver Safety Program

Template. Complete each section for your own operation.

COMPANY	EFFECTIVE DATE	VERSION	OWNER (NAME AND ROLE)
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How to use this. Each heading below is a section a safety program is expected to cover, with a line explaining what belongs in it. The blank rules are for your own rules, thresholds and names. Where a federal requirement exists it is cited; everything else is a decision for your company, deliberately left blank rather than filled in with a number nobody here agreed to.

1. Purpose and scope

Who this applies to (drivers, mechanics, dispatchers, contractors) and which vehicles it covers. State that it applies to anyone operating a company vehicle, including occasional drivers.

2. Management commitment

Who owns safety in this company by name and role, how often they review it, and what budget or authority they hold. A program with no named owner is a document, not a program.

3. Driver qualification

What you check before someone drives: licence class and endorsements, driving record, previous employer checks, medical certification, and how often each is rechecked.

4. Orientation and training

What a new driver is shown before their first solo trip, who signs it off, and what recurring training is required and how often.

5. Hours of service

Your rules on driving limits and rest. The federal limits for US property-carrying drivers are in 49 CFR 395.3: 11 driving hours inside a 14 hour window after 10 consecutive hours off duty, a 30 minute interruption once 8 hours of driving have passed, and a 60 or 70 hour cycle. State any stricter company rule here.

6. Vehicle inspection and maintenance

Pre-trip and post-trip expectations, how a defect is reported, and who repairs it. Under 49 CFR 396.11(a)(3) a defect listed on a driver vehicle inspection report that would be likely to affect safe operation is repaired before the vehicle is operated again, and the repair is certified.

7. Safe driving rules

Speed, following distance, seat belts, backing, and anything specific to your work: job sites, residential routes, winter operations, oversize loads.

8. Distracted driving and substances

Your rule on handheld devices, eating, and in-cab screens, and your drug and alcohol policy with who administers testing.

9. Crash and incident reporting

What a driver does at the scene, who they call, in what order, and what is recorded. Include the deadline for reporting a minor incident, which is the one most often missed.

10. Monitoring and coaching

What you measure, how a driver sees their own results, what triggers a coaching conversation, and what happens when the same event repeats.

11. Recognition and consequences

What good driving earns and what repeated unsafe driving costs, in that order. A program that only lists penalties is read as a threat and followed as one.

12. Review

When this document is reviewed, by whom, and what triggers a review outside that schedule, such as a serious incident or a regulation change.

APPROVED BY (NAME AND ROLE)

SIGNATURE

DATE

DRIVER NAME

DRIVER SIGNATURE: I HAVE READ AND
UNDERSTOOD THIS PROGRAM

DATE

This is a template, not legal advice and not a compliance guarantee. The two federal points cited above are the hours-of-service limits in 49 CFR 395.3 and the duty under 49 CFR 396.11(a)(3) to repair a reported defect likely to affect safe operation before the vehicle runs again. Other requirements may apply to your operation, including drug and alcohol testing, driver qualification files, and rules specific to hazardous materials or passenger transport. Carriers in Canada follow Transport Canada and provincial rules, which differ. Have the finished document reviewed by someone who knows your jurisdiction before you rely on it.