



DriverFocus Fleet Safety Plan 2022-2024

2022

2023

2024

PLAN

- | | 2022 | 2023 | 2024 |
|--|------|---------|---------|
| 1 Appoint a senior "Safe Driving Programme" champion | Q1 | Ongoing | Ongoing |
| 2 Set Programme goals / KPIs (e.g. incidents per 1M kms) | Q1 | Ongoing | Ongoing |

DO

Support Type

Individual-level

- | | Support Type | 2022 | 2023 | 2024 |
|---|--------------|---------|---------|---------|
| 1 Do an objective driver risk assessment to find gaps and inform next steps | Instruction | Q1 | Q1 | Q1 |
| 2 Capture regular driver declarations e.g. licence status, expiry, penalty points, fitness to drive | Instruction | Q1 | Q1 | Q1 |
| 3 Issue a driver's handbook covering driver, journey, vehicle and emergency topics | Information | Q2 | Ongoing | Ongoing |
| 4 Share regular safe driving guidance via mix of posters, email, video, SMS, WhatsApp etc. | Information | Q2 | Ongoing | Ongoing |
| 5 Recognise good/safe/eco driving with a Top Driver of the Year/Month award | Information | Ongoing | Ongoing | Ongoing |
| 6 Target use of online learning e.g. hazard perception, distraction, fatigue, speeding | Training | Q3 | Q3 | Q3 |
| 7 Host group workshop e.g. Zoom, most-in-need drivers, new vehicle familiarisation | Training | Q2 | Ongoing | Ongoing |
| 8 Encourage positive peer influence e.g. use a leaderboard | Supervision | Q3 | Ongoing | Ongoing |
| 9 Debrief staff post-incident/collision and share lessons learned, as appropriate | Supervision | Q2-Q4 | Ongoing | Ongoing |

Management-Level

- | | Support Type | 2022 | 2023 | 2024 |
|---|--------------|---------|---------|---------|
| 1 Have a Driving for Work policy as part of your overall health and safety system | Instruction | Ongoing | Ongoing | Ongoing |
| 2 Include vehicles in your Energy Management programme | Instruction | Ongoing | Ongoing | Ongoing |
| 3 Leverage road safety content from RSA, DfBB and DriverFocus websites | Information | Q3 | Q3 | Q3 |
| 4 Hold an annual Road Safety Day for all staff | Information | Q2 | Q2 | Q2 |
| 5 Brief line managers via workshop & FAQs | Training | Ongoing | Ongoing | Ongoing |
| 6 Include driving policy and procedures into Employee Onboarding and reviews | Training | Q4 | Q4 | Q4 |
| 7 Share insights from telematics data - driver behaviour, vehicle health, journey metrics | Supervision | Ongoing | Ongoing | Ongoing |
| 8 Schedule an internal, quarterly Driving for Work Forum to keep focus | Supervision | Q2 | Ongoing | Ongoing |
| 9 Search out road-risk management providers for the latest services and guidance | Supervision | Q4 | Q4 | Q4 |

REVIEW

- | | 2022 | 2023 | 2024 |
|---|------|------|------|
| 1 Review this Safe Driving Programme annually | Q4 | Q4 | Q4 |
| 2 Cross-check datasets e.g. mileage, incidents, collisions, points, servicing, maintenance, repairs | Q4 | Q4 | Q4 |
| 3 Consider adding other elements e.g. search "DriverFocus Roadmap" online for suggestions | Q4 | Q4 | Q4 |

Disclaimer: this Fleet Safety Plan (or Roadmap) is presented in high-level form as a sample planning aid. It is recommended that you consider it with care and if required, seek professional advice. Satisfy yourself that it accurately reflects the objectives and reality of driving for work in your business. While it is based on generally agreed best-practices at this time. DriverFocus can not be held responsible for this SAMPLE being complete, appropriate for all circumstances or free from error or omission.