

ROAD SAFETY – MANAGERS RESPONSIBILITIES CHECKLIST

Subject	Action	Yes	No	Date Completed
Are your drivers fit and competent to driver?	Have you carried out 6 monthly driver licence checks including the health declaration?			
	Have drivers received relevant training before being allowed to driver either via Pertemps (driver induction, safe driver upgrade, post collision training, one hour classroom course or LGV licence acquisition) or your Advanced Driver Coach? (see guidance doc for link)			
	Have you delivered all bi-monthly Road Safety Campaigns?			
	Are you having conversations with drivers using telemetry data to improve driver safety scores?			
Are your vehicles safe?	Have all vehicles been serviced on time?			
	Are drivers aware of the PMT1 process for reporting a faulty vehicle?			
	Have all managers performed manager vehicle checks?			
Create a safe environment for driving (risk assessment and safe systems of work)	Have you completed your Yard Risk Assessment, is it up to date and have controls been communicated and enforced?			
	Has the driver task risk assessment been completed and communicated?			
	Has the driver safe system of work been communicated to all drivers?			
	Are driver's routes manageable to avoid having to rush to complete their duties? If No review those routes with your drivers.			
Supervise your drivers to ensure that they understand and apply their training	Have all managers completed a Driver and Vehicle Safety SMAT and Yard Safety SMAT?			
	Have you checked log books and vehicles to ensure vehicle checks are being completed and initialled the log book accordingly?			
Carry out your RTC investigations and root cause analysis	Have all root cause analysis forms been completed following all collisions?			
	Have all the actions identified in the RCA been completed to timescale?			
	If a driver has a collision have they attended the Pertemps post collision training which is available on the Pertemps training portal or been coached by your local Advanced Driver Coach?			
	Have you shared the findings of your investigation with all other drivers to avoid them happening again?			
Consultation	Have you consulted and involved your Area/Workplace Safety Representatives?			

Further information available on the following link - [Group Safety Health & Environment Knowledge Database](#)

