

Here's a **sample fleet policy for a new employee road test** that you can tailor for your organization's needs. This type of policy is typically included in a larger fleet safety or vehicle use policy and ensures that all new employees operating company vehicles are qualified and evaluated appropriately.

Fleet Vehicle Policy – New Employee Road Test

1. Purpose

The purpose of this policy is to ensure that all employees who will operate company vehicles possess the necessary driving skills and meet safety standards before being authorized to drive on behalf of the company.

2. Scope

This policy applies to all new, and current, employees whose job responsibilities include operating company-owned, leased, or rented vehicles.

3. Policy Statement

All new employees required to operate a company vehicle must successfully complete a road test conducted by a qualified company representative or approved third-party evaluator before being granted driving privileges. Current employees may also be periodically required to submit to a similar road test.

4. Procedure

4.1. Driver Qualification

Before scheduling a road test, the employee must:

- Possess a valid driver's license appropriate for the vehicle class.
- Provide a current Motor Vehicle Record (MVR) or authorize the company to obtain one.
- Complete any required driver safety training courses.

4.2. Road Test Administration

- The road test will be conducted using a vehicle similar to the one the employee will operate.
- The test will be performed by a fleet manager, safety officer, or designated evaluator.
- The road test will evaluate skills including, but not limited to:
 - Pre-trip inspection

- Safe vehicle operation
- Backing and parking
- Lane changes and turns
- Observance of traffic laws and company procedures
- Emergency braking and maneuvering
- Pulling, backing and maneuvering a trailer

4.3. Road Test Evaluation

- The evaluator will complete a **Road Test Evaluation Form** documenting the driver's performance.
- Employees must receive a "satisfactory" or "passing" rating in all key areas to pass.
- Any unsafe driving behavior will result in a failed test and may require remedial training or disqualification from driving duties.

4.4. Retesting

- If the employee fails the initial road test, a follow-up test may be scheduled after additional training at the discretion of the company.
- A second failure may result in reassignment to a non-driving role or termination, depending on job requirements.

5. Documentation

All road test results and supporting documents (MVR, evaluation forms, training certificates) will be kept in the employee's driver qualification file, or personnel file.

6. Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination.

Disclaimer

The recommendations contained in this Loss Control document are provided solely for informational purposes. They are not intended to constitute legal, safety, or engineering advice, nor do they guarantee compliance with any local, state, or federal regulations. Implementation of these recommendations is at the discretion of the client and should be evaluated in the context of their specific operations, risk tolerance, and applicable laws.

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