

Supervisor's risk management and safety checklist

About this checklist:

Agencies may use this sample checklist with state driving safety programs as outlined in the [Enterprise Transportation Policy, Standard 3 Driving Safety Program Standards](#). Agencies may modify or adapt this checklist to meet specific agency needs.

Note:

Use of this checklist is strongly encouraged but not required.

Specific driver training checklists are required for 15 and 12-Passenger Van Drivers as outlined in the [Enterprise Transportation Procedure 3 Policy Van Management](#).

- Check Driver's License and Insurance: Valid insurance check is to determine that drivers who use their personally owned vehicle have current insurance. Valid license check is to determine (1) that the driver has in their possession a license valid under Washington law, and that it has not expired; (2) license photo matches employee or operator and name matches agency records; and (3) driver is a minimum of 18 years old and states that they have at least two years of driving experience.
- Review with Driver: Policy to report invalid license per [Enterprise Transportation Policy Standard 2 State Driver Standards](#). Advise the state driver they are to report to the supervisor/manager by the next business day any time the applicable licensing agency notifies them their driver's license has been revoked, suspended or otherwise determined invalid.
- Review with Driver: How to access the [Enterprise Transportation Policy](#) and any agency driving policies. Driver should review, at a minimum:
 - BR.01.01 – Enterprise-Wide Transportation Policy
 - BR.01.01.P2 – Collision/Accident Reporting Procedure
 - BR.01.01.S2 – State Driver Standards
 - BR.01.01.A1 – Understanding Insurance Coverage
 - BR.01.01.P3 – Van Management (if required)
- Have Driver Complete Driver Training (Specified Drivers Only): Explain the agency procedure or process for attending and completing Defensive/Safe Driving Training.
- Review with Drivers of State-Owned Vehicles: Location and use of State Vehicle Proof of Liability Insurance, available from the DES Risk Management Division website at: <http://des.wa.gov/services/Risk/StateDrivers/Pages/default.aspx>.

Recommended - Have the driver:

- Review the "Safe Driving Habits: A State of Mind" video, available and downloadable on the DES Risk Management Division website at: <http://des.wa.gov/services/Risk/lossPrevention/LossPrevTraining/Pages/watchTrainingVideos.aspx#safedriving>.
- Take the Defensive Driving Course available in [The Learning Center](#).
- Contact DES Fleet Operations CARs team at mpmail@des.wa.gov to set up participation in the next drivers operator training course.