

## Supervisor's risk management and safety checklist

*This sample checklist is provided as a training tool for use with state driving safety programs as outlined in the Enterprise Transportation Policy, Basic Driving Safety Program Standards. Use of this or any other checklist is not required. The sample provided below can be modified or adapted to meet agency needs.*

**Note:** Specific driver training checklists are required for 15 and 12-Passenger Van Drivers as outlined in the Enterprise Transportation Policy Van Management Procedure.

1. Check Driver's License and 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 he/she has two years of driving experience. Valid insurance check is to determine that drivers who use their personally owned vehicle have current insurance.
2. Review with Driver: Policy to report invalid license per 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by the next business day any time the applicable licensing agency notifies them their driver's license has been revoked, suspended or otherwise determined invalid.
3. Review with Driver: How to access the Enterprise-Wide 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 Reporting Procedure
  - BR.01.01.S2 – State Driver Standards
  - BR.01.01.A1 – Understanding Insurance Coverage
  - BR.01.01.P3 – Van Management (if required)
4. Have Driver Complete Driver Training (Specified Drivers Only): Explain the agency procedure or process for attending and completing Defensive/Safe Driving Training.
5. Review with Drivers of State-Owned Vehicles: Location and use of State Vehicle Proof of Liability Insurance Card, available from the DES Risk Management Division website at:  
<http://des.wa.gov/services/Risk/StateDrivers/Pages/default.aspx>.
6. **Optional** - 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 [LMS](#).