National Safety Council
NEBRASKA CHAPTER

Sample Defensive Driving Policy 2024

- Applicability

  {Insert Company Name} requires employees to complete a nationally recognized defensive driving course. This program creates the framework to ensure completion of that required training.

  This driving safety program applies to those agencies, officials, and employees that operate motor vehicles which may be owned, leased or rented for use by {your company name}. In addition, {insert company name} employees operating their personal vehicles to complete job assignments shall fall under this program.

- Purpose and Scope

  This program will help to reduce employee injuries, risks and losses associated with driving incidents occurring on and off the job.

  According to the National Institute for Occupation Safety and Health (NIOSH), roadway crashes are the leading cause of occupational fatalities in the United States. Leading contributors to these incidents include distracted driving and driver fatigue. Reducing injuries and damage costs are critical goals of this training program.

  A. This systematic training program will equip all employees of the {insert company name} with appropriate tools, risk management methods and sound driving techniques to negotiate applicable motor vehicle related exposures, risks and hazards.

  B. Training requirements will be dependent on the status of the {insert company name} employee, whether they are new hires, temporary hires, existing employees or those involved in a motor vehicle incident. Incident notification procedures will be completed as they are required.

  C. The National Safety Council, Nebraska (NSCN) has provided the unique online training services required to facilitate the training mandates of this program.

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- Implementation

Company supervisors shall determine the employee classification and training module requirements. This training program also provides a correction measure that fosters proper driving behavior through training and education.

A. There are multiple training modules available to supervisors. The primary modules required shall be the Online Defensive Driving Course (DDC) and the Online Abridged DDC.

Online DDC: 4 hour comprehensive driver safety course providing critical content and strategies addressing driving challenges through high level interactive real life driving scenarios, videos, and more.

Online DDC (Abridged): 2 hour abbreviated training session perfect for refresher and post incident training requirements.

The following tables will establish necessary training modules based on employee classification and incident severity.

Employees	Training Modules		
	DDC (2HR)	DDC (4HR)	Other*
Existing	X		
New Hire		X	
Temporary		X	
Refresher			X

Table 1

Incidents	Training Modules		
	DDC (2HR)	DDC (4HR)	Other*
Minor (2+)	X		
Major	X		X
Major (2+)		X	X
Serious		X	X

Table 2

* Type of training required determined by appropriate authority.

B. Additional modules and training, provided to complete the "Other" category of training within Table 1 and Table 2, are available to agency supervisors;

Modules (Online): Speed Management, Lane Management, Avoiding Impaired Driving, Avoiding Fatigued Driving, Avoiding Collisions with Fixed Objects, Avoiding Aggressive Driving, Intersections, Weather and Road Condition, and Backing and Parking Lot Strategies. Contact NSCN for additional module availability.

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Training (Classroom): Attitudinal Dynamics of Driving, for drivers with multiple incidents and/or risky behavior (6 or 8 HR); Alive at 25, for new drivers and covers risks, peer pressure, and cell phones [16-24 ages] (4 HR); DUI First Offender, fulfills court ordered DUI education requirements (10 HR); STOP4 -Coaching Experienced Driver Course, covers collision avoidance skills and more [ages 55+] (4 HR). Contact NSCN for scheduling and assistance.

C. Employee Classification

Existing Employees – All existing employees are required to complete a 2 hour DDC abbreviated training module biannually.

New Hires or Temporary Employees – All new hires are required to complete the 4 hour DDC training module and the 2 hour DDC biannually thereafter.

Temporary Employees – All temporary employees are required to complete the 4 hour DDC training module.

Refresher Employee – Based on the incident Table 2, agency supervisors shall require refresher training for any employee involved in an incident.

D. Incident Definitions

Minor Incident – Examples; minimal speeding or failure to stop violations.

Major Incident – Examples; major moving violation, excessive speeding, reckless driving.

Serious Incident – Example; severe moving violation, driving under the influence of alcohol or drugs, hit and run, failure to report an incident, driving with suspended license.

 Resources.

A. National Institute for Occupational Safety and Health (NIOSH) – Preventing Injuries and Deaths from Traffic-Related Motor Vehicle Crashes – www.cdc.gov/niosh/
B. National Safety Council, Nebraska – http://www.safenebraska.org/safe-road/