radius

Fleet safety review

Fleet/site	
Reviewer	
Date	

Why this review matters. Driving for work is one of the most significant safety risks many organisations face, and gaps in policy, vehicles, journeys or follow-up often only come to light after an incident. A regular, structured review helps you find and fix weak points early, protecting your drivers, other road users and your business from avoidable harm, cost and disruption.

How to use it. Areas 01 to 07 cover the core of fleet safety. Every operation is different, so use area 08 to add checks for the risks unique to your business, such as specialist vehicles, loads, sites, routes or working patterns. Tick a check only when it is supported by evidence, then rate each area Green, Amber or Red and note the main gap or any justified N/A.

Review area	Checks (tick when evidenced)	Area rating
01 Policy and ownership	☐ Policy covers speed, distraction, seat belts and fitness to drive. ☐ Responsibilities are clear; drivers know how to raise concerns. Gap / N/A note	○ G ○ A ○ R
02 Driver readiness	☐ Licences, required qualifications and training are up to date. ☐ Drivers know how to report fatigue or fitness-to-drive concerns. Gap / N/A note	○ G ○ A ○ R
03 Safe vehicles	☐ Checks, servicing, load security and relevant insurance reviewed. ☐ Defects are tracked to repair; unsafe vehicles stay out of service. Gap / N/A note	○ G ○ A ○ R
04 Safe journeys	☐ Routes, schedules, breaks and applicable hours rules reviewed. ☐ Weather, site access, lone working and welfare needs covered. Gap / N/A note	○ G ○ A ○ R
05 Trends and support	☐ Available driving-event data reviewed with route and road context. ☐ Driver feedback informs coaching and operational changes. Gap / N/A note	○ G ○ A ○ R
06 Incidents	☐ Incidents and near misses reviewed for underlying causes. ☐ Reporting, emergency contacts and evidence handling are clear. Gap / N/A note	○ G ○ A ○ R
07 Technology and privacy	☐ Fitted devices work; relevant alerts have an owner. ☐ Lawful purpose, transparency, access and retention reviewed. Gap / N/A note	○ G ○ A ○ R
08 YOUR OWN AREA	☐ ☐ Gap / N/A note	○ G ○ A ○ R

Overall ● Green areas ☐ ● Amber areas ☐ ● Red areas ☐ Any Red = priority action

Priority actions

Act on immediate safety risks now.

#	Action	Owner	Due
1			
2			
3			

Next review _____ Completion/effectiveness checked by _____

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Starting-point checklist, not a full risk assessment or compliance audit. Include personal vehicles used for work and adapt to local requirements.