

## Sample Defensive Driving Policy

Use or adapt this sample text to create your company's policy on driving defensively while operating a motor vehicle on and off the job. Be sure to put your policy on company letterhead and run a final draft of your policy by your management and legal team before you give it to employees and make it official.

### COMPANY LETTER HEAD DEFENSIVE DRIVING POLICY (SAMPLE )

Crash data shows a continuous increase in the number of deaths and injuries attributed to speed. Because [insert COMPANY NAME] is committed to establishing and following practices that make working here safer and because we value the safety and well-being of all employees of [insert COMPANY NAME], we are instituting a defensive driving policy to promote safe driving habits.

Aggressive driving can include speeding, tailgating, lane weaving and running red lights or stop signs. Drivers can be fined for each moving violation associated with aggressive driving and may spend time in jail. **[insert COMPANY NAME] employees are expected to drive defensively at all times and to obey all traffic laws. This includes adherence to all speed limits, traffic signals and signs.**

The best response to aggressive driving habits is solid defensive driving skills. For decades, studies have consistently shown that graduates of defensive driving courses are safer drivers. **Therefore, [insert COMPANY NAME] employees are encouraged to complete a defensive driving course at least once every three years to refresh defensive driving skills.** This may be done by completing a classroom or online defensive driving program.

Failure to follow company policy on defensive driving, on or off the job, may result in [insert CONSEQUENCES WHICH YOU DEEM APPROPRIATE, SUCH AS WRITTEN WARNING, DISMISSAL, OTHER]. **MOTOR VEHICLE SAFETY POLICY ACKNOWLEDGEMENT**

I have received a written copy of the [insert COMPANY NAME] defensive driving policy. I fully understand the terms of this policy and agree to abide by them. **Sign and print your name, add today's date, and return this form to your supervisor.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)