



RETURNING TO WORK AFTER COVID-19 AND ITS VARIANTS PREPARING YOUR FLEET

1. Complete vehicle maintenance

- Ensure all vehicle maintenance is up to date so vehicles are ready to be out on the road. Many vehicles weren't used as frequently in 2020; maintenance may have been delayed due to shops being closed.

2. Complete motor vehicle record (MVR) check on all returning and new drivers

- Complete an updated MVR check on all drivers to ensure that licenses did not expire or were not suspended during the pandemic. Most states allow drivers access to their own MVR free or for a small fee (usually \$5-10). Have drivers bring a copy of their MVR in for review and reimburse any associated fees.

3. Ensure driver files are up to date for DOT drivers

- Include updated physicals/medical cards, licenses, drug screens, etc.

4. Consider a drug test for all returning and new drivers

- Researchers have noted an increase in substance use in the U.S. during the COVID-19 pandemic. Drug testing all drivers prior to letting them back behind the wheel helps to ensure that employees are mentally and physically able to get back to work.

5. Review all fleet safety policies

- **Distracted driving** – be clear about acceptable use of cell phone use and radios, as well as eating while driving.
- **Require seat belts** to be worn in company vehicles.
- Ensure posted **speed** limits are obeyed.
- Require a **following distance** of AT LEAST four seconds be maintained to allow time to react to sudden traffic stops or other distracted drivers.

6. Review accident reporting procedures

- Remind all drivers of what to do in the event of an accident – who to call, what information to collect, what photos to take, etc.
- Keep an accident reporting kit in each vehicle.

7. Implement new fueling procedures

- Per the Centers for Disease Control and Prevention, use paperless, electronic invoicing for fueling or a fuel card that can be used at the pump to reduce contact with the gas station attendant or others.
- Provide drivers with single-use gloves or paper towels to hold the pump handle to reduce contact with high-touch, public surfaces.

8. Provide drivers with hand sanitizer

- Hand sanitizer should be used if contact with a high-touch surface or another person is unavoidable. Most hand sanitizers can kill the virus that causes COVID-19, as well as other bacteria and viruses.
 - **NOTE:** Hand sanitizer should not be left in hot vehicles during summer months as it can get very hot; in some instances, the container can explode and cause burns.

9. Limit vehicle sharing as much as possible

- We know that COVID-19 mostly spreads through close contact with others, so keep the same crews or groups of employees together and prohibit sharing rides to limit exposure.

10. Recommend using the restroom before trips and packing food and snacks

- This allows employees to limit their number of stops and avoid contact with others.