

INTRODUCTION

This assessment sheet is intended to assist an organization in identifying groups of occupational drivers who drive different types of vehicles frequently and infrequently for your organization.

INSTRUCTIONS

Once you have listed the approximate number of vehicles in column A, list the number of fulltime drivers for those vehicles in column B.

Column C will allow you to calculate total weekly exposure hours/KM for this group of drivers. To obtain a yearly exposure value you could multiply by 48 (takes into account holidays). Column E, F and G allows for the same type of calculation for part-time drivers of this type of vehicle.

Columns H, I and J allows for similar calculation relevant to contract drivers of this type of vehicle.

Once you have completed the template you could separate frequent drivers, those who log over 50,000 km per year from infrequent drivers, those who log under 50,000 km per year.

Frequent drivers should be scheduled for intensive comprehensive driver training such as in class defensive driving, in-vehicle assessments, refresher training, skid pad, advanced driver training skills.

Infrequent drivers should be given at least defensive driving training, in-vehicle assessment and on-going refresher training.

**ASSESSMENT OF WHO DRIVES FOR YOUR COMPANY
TYPE OF VEHICLE'S DRIVEN/EXPOSURE**

	A	B	C	D	E	F	G	H	I	J
DUTY/ FUNCTION	NUMBER OF VEHICLES Company /Personal	NUMBER FULL-TIME EMPLOYEES WHO DRIVE	Average number of hours/KM per driver/week	Total weekly Exposure (BxC)	NUMBER PART-TIME EMPLOYEES WHO DRIVE	Average number of hours/KM per driver/week	Total weekly Exposure (ExF)	NUMBER CONTRACT DRIVERS	Average number of hours/km per driver/week	Total weekly Exposure (HxI)
Delivery/ Long Distance			hours			hours			hours	
			KM			KM			KM	
Delivery/ Short Distance			hours			hours			hours	
			KM			KM			KM	
Maintenance			hours			hours			hours	
			KM			KM			KM	
Sales			hours			hours			hours	
			KM			KM			KM	
Client Visits			hours			hours			hours	
			KM			KM			KM	
Other			hours			hours			hours	
			KM			KM			KM	
				X 48 for yearly exposure			X 48 for yearly exposure			X 48 for yearly exposure