Road Safety Plan – Small Employers

Road Safety At Work

Clear Form

This template is designed specifically for employers in small businesses with fewer than 20 workers where:

- Driving is not the main part of the business
- Employees drive occasionally, part time, or full time for work purposes
- Some employees use their own vehicle for work purposes

If you have more than 20 employees, or want to include more detail in your plan, see our other templates in our Your Road Safety Plan section.

Work through the following steps with the help of your staff. When you're finished, you'll have an initial road safety plan you can use, review, and update as your business changes or grows.

Step 1: Assign responsibility

Start by appointing someone to be responsible for road safety in your business. It could be you or a supervisor.

Person responsible for road safety: _____

Then have them complete the following steps:

Step 2a: Know who drives for work

Make a list of everyone who drives a company or personal vehicle for work. Don't just think of full time drivers. Also include anyone who drives occasionally or part time, like administration or sales staff who visit clients, perform site visits, run business errands, etc.

Step 2b: Check their driving credentials

- ☐ Confirm each driver has a valid and appropriate driver's licence.
- ☐ Keep a copy of each licence on file.
- ☐ Check licence class (e.g., Class 5, 3, etc.) to make sure it matches the type of vehicle driven.
- ☐ Review driver abstracts at least once a year.
- ☐ Address any restrictions, suspensions, or unsafe patterns immediately.

Record the information in Steps 2a. and 2b. in the table below.

Employee name	Vehicle type	Personal vehicle (√ if Yes)	Licence checked (√ if Yes)	Driver abstract checked (√ if Yes)	Orientation done *See Step 4* (date)
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	

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		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	

Step 3: Do a basic driving-related risk assessment

Think about when, where, and how your employees drive for work to identify the main hazards. Ask drivers for their input. They're often most familiar with the risks.

Check the biggest risks for your business among these common risks:

- ☐ Weather and road conditions
- ☐ Fatigue
- ☐ Distractions (phones, passengers, etc.)
- ☐ Unfamiliar routes
- ☐ Tight schedules
- ☐ Vehicle condition or maintenance issues
- ☐ Traffic conditions
- ☐ Other _____

What steps will you take to reduce those risks? (Check ones you will take)

- ☐ Schedule trips in daylight hours.
- ☐ Avoid high-risk routes in bad weather.
- ☐ Remind drivers to allow extra travel time.
- ☐ Other _____
- ☐ Other _____

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Step 4: Give a safety orientation

Set simple driving rules and make sure everyone understands them. Emphasize these points. (Check when done)

- [ ] Follow all traffic laws and speed limits.
- [ ] Never drive impaired by alcohol or drugs.
- [ ] Don't use a phone and avoid other distractions while driving.
- [ ] Adjust driving to road and weather conditions.
- [ ] Report any hazards, incidents, or near misses.

Step 5: Check vehicles

Make sure all vehicles used for work are in safe condition and well maintained.

For non-commercial company vehicles: (Check when done)

- [ ] Regularly complete a walk-around inspection (tires, lights, wipers, signals, brakes).
- [ ] Schedule regular inspections and complete regular maintenance according to the manufacturer's recommendations.

For non-commercial personal vehicles used for work: (Check when done)

- [ ] Require employees to regularly complete a walk-around inspection (e.g., check tires, lights, wipers, signals, brakes).
- [ ] Confirm employee's insurance, registration, and vehicle inspections and maintenance are current and appropriate for the work driving done.
- [ ] Keep copies of the paperwork.

In BC, some vehicles used for work, for example pickup trucks towing trailers, may be classified as commercial vehicles and subject to specific pre-trip inspections and additional maintenance requirements. Learn more about vehicle inspection responsibilities.

Step 6: Write it down

Keep simple records to show due diligence and track improvements. (Check when done)

- [ ] List of drivers.
- [ ] Licence and abstracts checked.
- [ ] Vehicle inspections done.
- [ ] Safety orientation or training notes.

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Step 7: Monitor and improve

- [ ] Encourage employees to report hazards, near misses, or vehicle issues.
- [ ] Review incidents to find preventive actions you can take.
- [ ] Update your plan as your business or driving activities change.

Notes/improvements:

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