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## Work Related Road Safety Policy Questionnaire

### 1. Your Organisation Vehicles

How many of the following vehicles do you operate?

Cars

Vans

Motorcycles

LGV

PCV

Trailers

Other

Are these vehicles

- Owned by the organisation
- Leased
- Hired
- Owner-operated
- Other

Are vehicles belonging to the organisation inspected for roadworthiness and damage?

- Regularly
- Sometimes
- Never

For employees using their own vehicles for work related journeys do you check

- Vehicle roadworthiness (taxed, Fitness, tyre wear etc)
- Vehicle insured for business use

- Suitability of vehicle for the required journey / load

## 2. Your Drivers

Do you have drivers who are

- Occasional drivers
- Essential drivers
- Professional drivers
- Agency drivers
- Other

When do you check driving licences

- Before offer of employment
- Upon commencement of employment
- Annually
- After an incident (e.g. crash)
- Never
- Other

Do you accept overseas licences

- Yes, all countries
- Yes, but only other SADC countries
- Yes, other criteria
- Never

Do you check fitness to drive

- Eyesight test
- Physical fitness
- Alcohol levels
- Other

Do you check driving ability

- Theory and Highway Code
- In-vehicle assessment before offer of employment

- In-vehicle assessment upon commencement of employment
- Annual in-vehicle assessment
- Other regular in-vehicle assessment
- Never
- Other

Do you collect driver data

- Ages
- Gender
- Experience
- Crash involvement (work & non-work)
- Endorsements
- Driving training achievements
- Complaints from other road users

### **3. Your Journeys**

Do you collect journey data

- Purpose of journeys
- Journey distance
- Journey time
- Cumulative mileages
- Accidents and breakdowns

### **4. Fleet running costs**

Do you identify and analyse the costs of

- At work road accidents
- Fleet insurance
- Fuel
- Servicing and repairs
- Staff absence due to road injury

## 5. Management of Occupational Road Risk (MORR)

- Does your organisation have a policy for managing Occupational Road Risk
- If yes, does this form part of the overall Health and Safety policy
- Is this policy communicated to all staff
- Does the overall responsibility for the MORR rest with a designated senior manager / director
- Are managers who are responsible for staff who have to drive held accountable for MORR performance
- Do they have the resources (time, budget, staff etc.) to carry out their MORR roles
- Is the MORR performance of line managers and drivers regularly assessed (eg. as part of staff appraisals)

## 6. Why Now?

Why are you now looking at your organisation's MORR status

- Part of your role in the organisation
- Advised by Senior Manager
- Advised by Legal Department
- Advised by Finance Department
- Insurance Company incentive (eg. reduced premium, condition of policy etc.)
- Advised by a friend
- Other

## 7. Your Organisation

Name of organisation

Nature of organisation

Address

Postcode

Your name

Your position

Your telephone number

Your e-mail

Number of employees

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The **Zambian Road Safety Trust (ZRST)**, a duly established Trust registration certificate number 95180, is an all inclusive, non partisan, non-profit organisation that seeks to create awareness on road safety issues in Zambia and contribute towards reduction in road traffic crashes, injuries and loss of lives.