



CHAUFFEUR
driven  **NLA**[®]

OCTOBER 22-25 **ORLANDO** GAYLORD PALMS

Essential Safety Practices for a Secure Transportation Experience

Tom Holden
Transportation Advisors

Danielle Smith
Lancer Insurance Co.



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Shop & Office

- Secure and Monitor Premises, Inside and Outside
- Parking Lot Lights
- Shop Security
 - ✓ Motion-Sensing Lights
 - ✓ Remotes of Garage Doors
 - ✓ Security Camera with Signage
- Fire Department Annual Inspection
 - ✓ Test Sprinkler System, Extinguishers, Emergency Lighting
 - ✓ Proper Exit Markings
 - ✓ Panic Bars/Latch Door Mechanisms
 - ✓ Flammable Products in Proper Container
- Keep Shop, Office, and Lot Well Maintained

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Chauffeur

- Hiring Process Critical to Liability in Event of an Accident – Drivers Must Be Vetted, CDL or Not
- Well Rested – HOS
- Chauffeur Position for Entering and Exiting
 - ✓ Opening Vehicle Door Is for Safety Disguised as a Service
 - ✓ Buses: Chauffeur to Stand at Bottom of Stairs
- Pre-Trip Planning
 - ✓ Research Route
 - ✓ Bus/Truck GPS Units
 - ✓ Clearance: Put Stickers in Buses for Reference
- Perform Regular Road Test
- Vehicle Technology
- Pre/Post Trip Inspection: Continued Training Combats Complacency
- Headsets: Bluetooth Handsfree

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Policies

- Professional Driver Training
 - ✓ Smith System
 - ✓ Lancer Materials
 - ✓ FMCSA Motorcoach Curriculum
- Backing Policy
 - ✓ Written Policy Explaining When and HOW to Back Up
 - ✓ Convenience Store Parking: Always Park at Gas Pumps to Avoid Chaotic Front Curb
 - ✓ Stripe Floors in Garage for Proper Positioning
- Medical/Fire Items
 - ✓ First Aid Kits: Evidence Tape Helps Aid in Monitoring Usage
 - ✓ Fire Extinguisher: Annual and Regular Inspection
 - ✓ Tourniquets
 - ✓ CPR Certification
 - ✓ 911: Call to Report Accident, Medical, or Other Emergencies
 - ✓ Vehicle Evacuation Drills

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Policies

- Designate Specific Fueling Station
- Written Safety and Disaster Plan: Tailored to YOUR Operation
- Accepting Cash Payment: Creates Risk to Chauffeur
- 3 Points of Contact: Entry and Exit from Cutaways
- Distracted Driving Policy
 - ✓ Before Driving
 - ✓ While Driving
 - ✓ Lancer Claims Perspective
- Mechanic Safety
 - ✓ Floor Clean Up (Oil Dry)
 - ✓ Proper Ramps for Weight of Vehicle
 - ✓ Lift Inspection
 - ✓ Shop Equipment Maintenance
 - ✓ Extension Cords
 - ✓ Eye Wash Station

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Let us know how we did!





Thank you for joining us!