

# 3 SIMPLE WAYS TO TRAIN NONPROFIT STAFF & VOLUNTEERS FOR SAFER DRIVING

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STEP BY STEP GUIDE



OWIG RISK MANAGEMENT

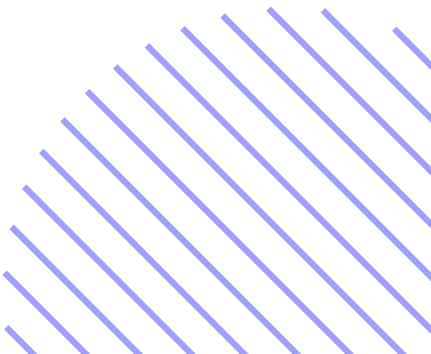



# INTRODUCTION

**Managing a nonprofit fleet requires more than just vehicles.**

It requires well-trained staff and volunteers who understand safety, compliance, and risk reduction.

This **guide** provides three simple steps to help train drivers effectively, ensuring your fleet operates safely while reducing liability risks.



# STEP 1:

## Implement a Structured Training Program

- **Onboarding Training:** Require **ALL** new drivers to complete a basic fleet safety course before operating vehicles.
- **Defensive Driving Techniques:** Train staff and volunteers on **how to anticipate hazards and respond to emergencies.**
- **Vehicle Familiarization:** Ensure drivers understand the specific vehicles they will be operating, including blind spots, braking distances, and load capacity.
- **Annual Refresher Training:** Keep skills sharp by providing **refresher courses** on updated driving laws and safety protocols.

# STEP 2:

## Conduct Pre-Trip & Post-Trip Inspections

- **Daily Safety Checks:** Require drivers to inspect tires, brakes, lights, and fluid levels before each trip.
- **Report Vehicle Issues:** Create a clear process for reporting mechanical concerns and ensure timely maintenance.
- **Emergency Equipment:** Ensure all vehicles are stocked with **first-aid kits, emergency contact lists, and roadside assistance tools**.

# STEP 3:

## Establish an Incident Response Plan

- **Accident Procedures:** Train drivers on what to do in case of an accident, including gathering information and reporting incidents.
- **Emergency Contacts:** Provide drivers with a list of key contacts for breakdowns or accidents.
- **Post-Incident Review:** Review all accidents to determine causes and improve safety measures.
- **Driver Accountability:** Review ALL accidents to determine causes and improve safety measures.

A well-trained fleet isn't just about compliance—it's about protecting your mission, your people, and your resources.

By implementing these three simple steps, your nonprofit can ensure safer driving, reduce risk, and operate more efficiently.



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**NEED HELP SETTING UP A TRAINING  
PROGRAM?**

**CONTACT OWIG RISK AT  
[INFO@OWIGINC.COM](mailto:INFO@OWIGINC.COM).**

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