

OWIG RISK MANAGEMENT

# The Nonprofit Fleet Safety Playbook

How to  
Reduce Risk  
& Save Money



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# Introduction



Managing a fleet is a crucial responsibility for nonprofits that rely on vehicles for their operations. Without proper safety measures, accidents can lead to costly claims, liability issues, and even harm to staff and volunteers

This playbook provides a step-by-step guide to keeping your fleet safe, compliant, and cost-effective. While this guide will get you started, a tailored risk strategy can make all the difference. If you're unsure where to begin, we're here to help

# Establishing a Fleet Safety Policy



- **Create a Driver Safety Handbook** – Outline clear expectations for safe driving, accident reporting, and vehicle maintenance.
- **Driver Eligibility & Screening** – Implement background checks, driving record reviews, and age or experience requirements.
- **Define Acceptable Vehicle Use** – Establish rules for personal use, passengers, and cargo transportation.
- **Implement a Zero-Tolerance Policy** – Strict policies against distracted, impaired, or reckless driving

**Action Step:** What policies do you already have in place? What needs improvement?

# Driver Training & Accountability



- **Onboarding Training** – Require all drivers to complete safety training before operating fleet vehicles.
- **Ongoing Training Programs** – Provide refresher courses on defensive driving, accident prevention, and vehicle handling.
- **Monitor Driving Behavior** – Use GPS tracking or telematics to identify risky behaviors and reinforce accountability.
- **Incident Review & Feedback** – Review past accidents or violations to improve safety measures and prevent recurrence.

**Take Note:** Have you experienced recurring driver issues? What patterns have you noticed?

# Preventative Maintenance & Inspections



- **Routine Maintenance Schedule** – Regularly service vehicles to prevent breakdowns and costly repairs.
- **Pre-Trip & Post-Trip Inspections** – Require drivers to check brakes, tires, fluid levels, and lights before and after each use.
- **Emergency Repair Procedures** – Establish a response plan for unexpected vehicle issues on the road.
- **Fleet Replacement Strategy** – Know when to retire aging vehicles to maintain efficiency and safety.

**Your Fleet Status:** What is your current maintenance schedule? Any recent issues?

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*A structured maintenance plan can save thousands in repair costs. Let's discuss how to optimize yours*

# Risk Management & Insurance



- **Assess Liability Coverage** – Ensure your nonprofit has the right level of fleet insurance for accidents, theft, and damages.
- **Reduce Risk Through Proper Documentation** – Maintain detailed records of inspections, maintenance, and driver history.
- **Develop an Accident Response Plan** – Train staff on proper steps to take in case of an accident (refer to Emergency Fleet Checklist).
- **Minimize Costs with Safe Driving Incentives** – Reward employees for accident-free driving and compliance with safety policies

**Risk Check:** Do you have a clear accident response plan?  
What gaps do you see?

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*If your organization doesn't have a solid accident response plan, we can create one tailored to your needs.*

# Cost-Saving Strategies for Nonprofit Fleets



- **Fuel Efficiency Programs** – Train drivers on eco-friendly driving habits to reduce fuel consumption.
- **Leasing vs. Buying Analysis** – Determine which option is more cost-effective based on your nonprofit's needs.
- **Grant & Funding Opportunities** – Explore programs that offer financial assistance for fleet upgrades and safety enhancements

**Plan Your Savings:** What are some ways your nonprofit could reduce fleet costs?

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A well-managed fleet doesn't just save money—it protects lives, minimizes risks, and ensures the longevity of your nonprofit's mission. This playbook provides the foundation, but every nonprofit has unique needs. If you're ready to take fleet safety and risk management to the next level, let's connect.



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**Your Partner In Risk Management**



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