

Worksheet: Occupational Driving Assessment

This worksheet will help identify who are the occupational drivers at your worksite and how much time they spend on the road.

Examples of occupational drivers include those who drive:

- Company vehicles occasionally
- On contract with company
- Personal vehicles for business purposes full-time and part-time
- Full-time over short distances
- Full-time over long distances
- For delivery, sales, repair calls, maintenance, client visits

1. Complete column A. You may need to adjust the 'Duty/Function' column to reflect your business
2. In column B, list the number of full-time drivers for each vehicle
3. In column C, calculate the total average driving time for a full-time employee
4. In column D, calculate the total weekly exposure for that function/duty

The same can be done for part-time and contract drivers in columns E,F,G and H,I,J.

To calculate yearly exposures, multiply weekly exposures by 48 (to take into account vacation and holidays).

From these results, the frequent and infrequent drivers can be identified, and appropriate training can be arranged for each group.

Occupational Driving Assessment

Who drives for your company?

	A	B	C	D	E	F	G	H	I	J
DUTY/ FUNCTION	NUMBER OF VEHICLES Company/ Private	NUMBER OF FULL-TIME EMPLOYEES WHO DRIVE	AVERAGE NUMBER OF HOURS/KM PER DRIVER/WEEK	TOTAL WEEKLY EXPOSURE (BxC)	NUMBER OF PART-TIME EMPLOYEES WHO DRIVE	AVERAGE NUMBER OF HOURS/KM PER DRIVER/WEEK	TOTAL WEEKLY EXPOSURE (ExF)	NUMBER OF CONTRACT DRIVERS	AVERAGE NUMBER OF HOURS/KM PER DRIVER/WEEK	TOTAL WEEKLY EXPOSURE (HxI)
Delivery/ Long Distance			hours			hours			hours	
			km			km			km	
Deliver/Short Distance			hours			hours			hours	
			km			km			km	
Maintenance			hours			hours			hours	
			km			km			km	
Site Visits			hours			hours			hours	
			km			km			km	
Other			hours			hours			hours	
			km			km			km	
			hours			hours			hours	
			km			km			km	
			hours			hours			hours	
			km			km			km	