



# **SAFETY • ALERT**

## Sample Reports & Documents

Some of our most common summaries, reports, and information are viewable for sample purposes in the following pages. There are many more tools available online. Please contact us for a walkthrough of our fleet management and driver jobs systems.

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## **Incident Report Samples**

The **Sample Incident Report** (shown on the following page) is faxed directly to the location where the vehicle is assigned.

Duplicate copies can be faxed to upper management.

We ask that you return the driver's name to us for use in our monthly roll-up reports.

If you fill in the "Action Taken" section, we will include this information in our monthly Roll-up reports.

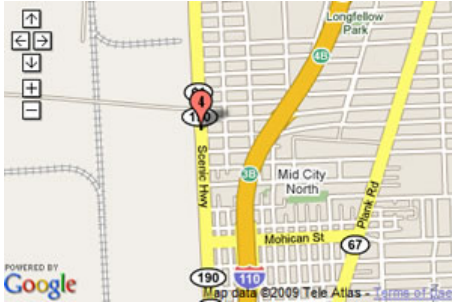
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**SAFETY ALERT**

**Vehicle Incident Report**

Wednesday, April 22, 2009



The image on the left is an approximate snapshot of your vehicle location (if available). [Login](#) to get more details on this vehicle.

**# Calls On Vehicle - Last 12 Months: 8**

**Date Occurred:** 4/21/2009 9:41:00 AM\*

**Vehicle ID:** 123123123

**Location:** 6349 Airline Hwy

**Decal #:** 123412341234

**City:** Baton Rouge

**License Plate #:** ksy991

**State/Province:** LA

**Identified By:** Lic #

**Country:** United States

**Home Location:** Asheville

**Incident Types:** Speeding  
Improper Lane Change

**Vehicle Type:** --

**Road Conditions:** Dry and Clear

**Narrative:** Truck Driver was speeding and cut driver off to enter an on-ramp.

Safety Alert has the following information on this caller: Caller Name, Caller Address, Caller Phone Number

\* Note: The time of the incident is according to the caller and is represented in local time for the given city and state.

**Company Acknowledgement**

**Driver:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Action Taken With Driver**

\_\_\_\_\_ Discharge

\_\_\_\_\_ Other

\_\_\_\_\_ Refresher Training

\_\_\_\_\_ Reviewed Incident

\_\_\_\_\_ Suspension

\_\_\_\_\_ Verbal Warning

\_\_\_\_\_ Written Warning



**SAFETY • ALERT**

Safety Alert Network  
3488 Brentwood Drive  
Baton Rouge, Louisiana 70809

Voice: (225) 819-5991

Voice: (888) 209-7233

Fax: (225) 928-4320

[www.safetyalert.com](http://www.safetyalert.com)

## **Reporting and Statistics**

The **Statistics Report** (on the following pages) provides a comparison of your company's call pattern to that of others on our database. This allows you to benchmark your performance against other fleets and your own past performance.

Problem areas are **highlighted in red**.

The graphs that follow make it easy to spot trends and problem areas.

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**SAFETY ALERT**

**Incident Report Statistics**  
Saf-T-Drive

**Breakdown of All Reports**

	Number	Percent	Reports Per 100 Vehicles	
			Within Company	Within Industry
Favorable	2	6.1%	0.2	0
Unfavorable	29	87.9%	3.5	0.5
Other	2	6.1%	0.2	0
Total	33	100.0%	4	0.6

**Breakdown of Unfavorable Reports**

	Number	Percent	Industry Average
Speeding	7	18.4%	20.8%
Tailgating	5	13.2%	11.5%
Improper Lane Change	19	50%	37.5%
Failure to Yield Rt of Way	2	5.3%	4.2%
Unsecure Load/Equip Problm	2	5.3%	8.3%
Accident	0	0%	3.1%
Backing Up	0	0%	1%
Parking	0	0%	2.1%
Other	3	7.9%	11.5%
Total	38	100%	100%

**Weather Conditions**

	Number	Percent	Industry Average
Dry and Clear	26	89.7%	93.6%
Wet Roads	2	6.9%	5.1%
Snow/Ice on the road	0	0%	0%
Fog	1	3.4%	1.3%
Total	29	100%	100%

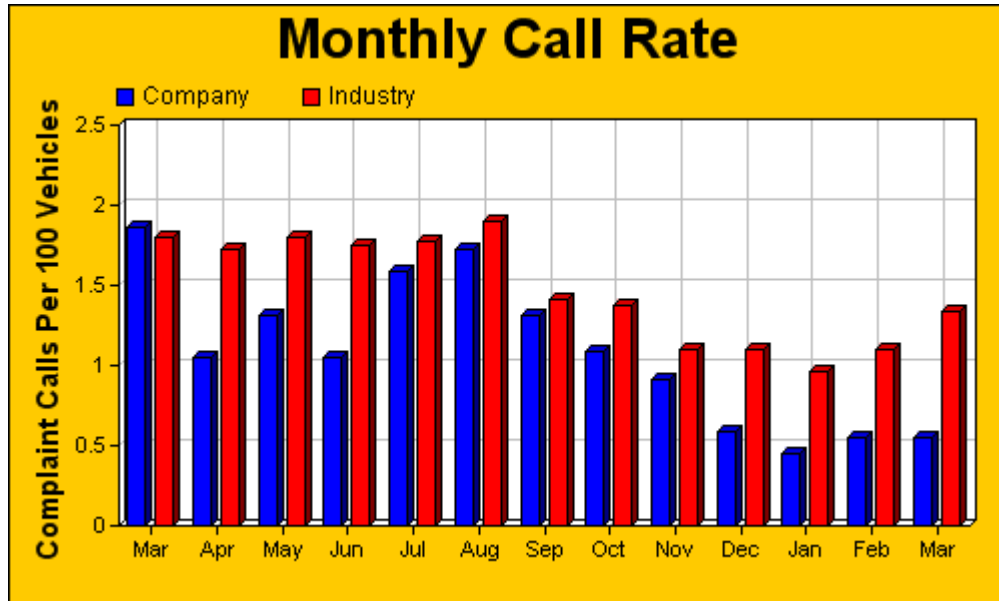
**Time of Day**

	Number	Percent	Industry Average
7 AM to 7 PM	27	93.1%	87.2%
7 PM to 7 AM	2	6.9%	12.8%
Total	29	100%	100%

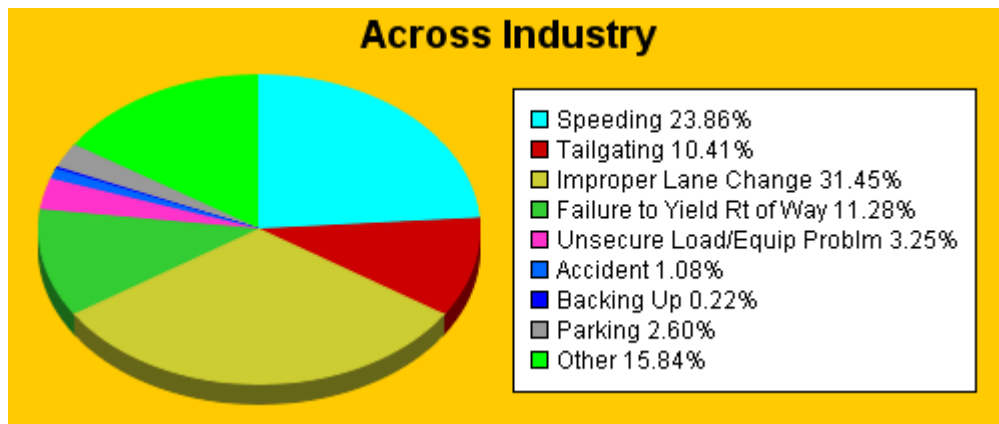


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## Call Rate Report Saf-T-Drive



## Call Type Breakdown Report Saf-T-Drive





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## **Driver Reports and Statistics**

This report summarizes all monthly reports.

Reports are listed alphabetically by driver's last name.

“Action” and “Comments” columns let you track management response.

The report also summarizes the trucking company's incident form return rate.

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**Total Incident Reports Filed: 332**  
**Total Reports Returned: 332**  
**Percent Reports Returned: 100%**

Driver	Date/Time	City	State	Division	Location	Types	Action
Aines, Deane	3/19/2009 9:36:00 AM	Aldie	VA	VIRGINIA	Salem	Speeding Other	Reviewed Incident
Allison, Donny	3/24/2009 1:15:00 PM	Woodbridge	VA	VIRGINIA	Salem	Improper Lane Change	Reviewed Incident
Atkison, Mike	3/30/2009 12:21:00 PM	Portsmouth	VA	VIRGINIA	Main Office	Improper Lane Change	Verbal Warning
Bell, Dale	3/26/2009 12:45:00 PM	Tampa	FL	FLORIDA	Main Office	Tailgating Failure to Yield Rt of Way	Reviewed Incident
Bond, Slade	3/30/2009 1:40:00 PM	Unknown	VA	VIRGINIA	Main Office	Improper Lane Change Failure to Yield Rt of Way	Reviewed Incident
Bro, Michael	3/17/2009 8:30:00 AM	Calgary	Alberto	CANADA	Calgary	Tailgating	Verbal Warning
Bro, Michael	3/6/2009 2:00:00 PM	Calgary	Alberto	CANADA	Calgary	Speeding Tailgating Improper Lane Change	Verbal Warning
burger, Stan	3/25/2009 10:00:00 AM	Muskateen	IA	IOWA	Bettendorf	Other	Reviewed Incident
Clary, Aaron	3/25/2009 11:05:00 AM	Lawrence	KS	KANSAS	Main Office	Compliment	Reviewed Incident
Coxbill, Dick	3/20/2009 2:00:00 PM	Scottsbluff	NE	NEBRASKA	Scottsbluff	Unsecure Load/Equip Problm	Reviewed Incident
Crowder, Roy	3/10/2009 4:47:00 PM	Medlothan	VA	VIRGINIA	Salem	Parking	Reviewed Incident
Dalton, Damian	3/21/2009 11:10:00 AM	Moline	IL	IOWA	Bettendorf	Compliment	Reviewed Incident





## **SAFETY ALERT**

### Driver Analysis

<u>Driver</u>	<u>Division</u>	<u>Location</u>	<u>Negative</u>	<u>Favorable</u>	<u># Other</u>
<a href="#">Brown, Jack</a>	CANADA	Edmonton	14	2	0
<a href="#">Johnson, Frank</a>	NEW MEXICO	Albuquerque	10	0	0
<a href="#">Doethe, John</a>	VIRGINIA	Salem	6	0	0
<a href="#">Miller, Justin</a>	TENNESSEE	Knoxville	4	1	0
<a href="#">Wells, George</a>	VIRGINIA	Salem	4	0	0
<a href="#">Atkins, Matt</a>	CANADA	Calgary	3	0	0
<a href="#">Greene, Michael</a>	GEORGIA	Gainsville	3	0	0
<a href="#">Lawrence, Jeff</a>	IOWA	Cedar Rapids	2	1	0
<a href="#">Clay, Aaron</a>	KANSAS	Main Office	1	2	0
<a href="#">Benjamin, Jonathon</a>	NORTH CAROLINA	Kernersville	2	1	0
<a href="#">Unker, Jay</a>	CANADA	Alberta/ Red Deer	2	0	0
<a href="#">Browne, Michael</a>	CANADA	Calgary	2	0	0



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## **Driver Resumes**

Drivers submit their resumes to Safety Alert and they are added to our Resume Search Tool.

Trucking companies can search for resumes by location and can even receive exclusive resumes if drivers sign up using via one of our fleet management decals.

Every time you log in to the Safety Alert System you are alerted to the number of resumes in the system, as well as EXCLUSIVE resumes available for your company.



## John Q. Smith

123 Main Street  
Anywhere, CA USA 12345

555-555-5555  
jonqsmith@email.com



Driver Resumes from SAFETY ALERT

### Personal Information :

**DOB:** 6/29/1962  
**Last Physical:** November 2008  
**Last Drug Screen:** December 15, 2008

### Driving History:

**Years Driving Experience:** 20-25 Years  
**Preventable Accidents:** 0  
**Moving Violations:** 0

### Licenses/Certifications:

**CDL #:** 01063912  
**State:** TX  
**Class:** Class A  
**Restrictions:**  
none

### Endorsements:

**HazMat:** True  
**Tank:** True  
**Doubles/Triples:** False  
**Passenger:** False

### Work History:

#### United Van Lines

Anywhere, USA  
555-555-5555

**Start/End Dates:** Sept 1983 - 02/05/2009

**Reason For Leaving:** United closed operations

#### Maxey Energy

Anywhere, USA  
555-555-5555

**Start/End Dates:** 05/01/2006 - 10/01/2006

**Reason For Leaving:**  
went back to United, not enough work.

### Additional Information:

excellent driving record.

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## Contact Us

These are some of the most common reports and charts.

More reporting tools for driver analysis are available at [SafetyAlert.com](http://SafetyAlert.com).



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