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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Safe Driving Award Program**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

To establish a safe driving program.

**Scope:**

All personnel.

**Procedure:**

It is the responsibility of all personnel to prevent death, injury and property damage. Program components include:

* What is safe driving and why should we care?
* Awards committee guidelines
* What are best practices?
* Seatbelt use
* Low force driving
* Space management
* Speed
* What is a collision (or vehicle contact)?
* What is a near miss? Program rules
* Who is eligible to participate?
* How do you accumulate points towards rewards?
* What are the rewards?
* Provide immediate constructive feedback
* Provide awards to the drivers
* Departments should check local, state, and federal guidelines regarding gaming, cash prizes, and tax reporting before granting incentive prizes.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

NVC "Emergency Vehicle Safe Operations For Volunteer and Small Combination Emergency Service Organizations"