

Broker Briefcase® Document Title	Document Type	When to Use
Safety Meeting Sign-in Attendance Form	Recordkeeping form	Make sure employees are attending mandatory training by holding them accountable at each meeting.
Fleet Safety Policy	Workplace policy	A fleet safety policy requires employees to operate their company vehicles (or personal vehicles on company time) with safety in mind. The policy also includes a number of resources to support your fleet safety program.
Stay Safe, Drive on the Defensive Presentation	Presentation	Share basic defensive driving strategies, and establish expectations for safe driving, with this customizable presentation.
General Industry Safety Matters: Defensive Driving Techniques	Safety meeting speaker notes	This safety talk outlines the driving habits of a safe driver, and instruct employees on how to stay safe behind the wheel.
General Industry Safety Matters: Night Driving 101	Safety meeting speaker notes	This safety talk discusses the perils of night driving, and how employees can make adjustments to promote safety.
General Industry Playing it Safe: Driver Safety	Employee flyer	This handout reinforces concepts discussed during the meeting, and is meant to be distributed at the conclusion of the talk.
Quiz: Transportation Safety	Quiz	Ensure safety concepts were effectively communicated (and hold employees accountable for their learning) with this post-meeting quiz.
Defensive Driving Poster with QR Code	Workplace poster	This resource should be prominently displayed in your workplace, reminding employees of the importance of driving defensively. The QR code allows them to access additional information via their smart phone or tablet.
Defensive Driving HTML Email	Safety alert email	Meant for distribution 1 to 2 weeks after the meeting, this email reviews all topics discussed in the employee's defensive driving safety meeting.