Fatigue Management Plan Template

A Comprehensive Framework for Fleet Fatigue Risk Management

WINTER DRIVING SAFETY SERIES

FIRST UNDERWRITERS
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This Fatigue Management Plan (FMP) establishes a systematic approach to identifying, assessing, and mitigating fatigue-related risks within your trucking operation. The FMCSA reports that **driver fatigue is a factor in 13% of all commercial motor vehicle crashes**. A well-implemented FMP not only saves lives but also reduces insurance claims, improves CSA scores, and demonstrates proactive risk management to regulators and underwriters. Customize this template to fit your fleet.

1 COMPANY & PLAN INFORMATION

Company Name: _____

DOT Number: _____

MC Number: _____

Fleet Size (Power Units): _____

Primary Terminal: _____

Plan Effective Date: _____

Safety Director: _____

Phone: _____

Plan Prepared By: _____

Title: _____

Operation Profile

- [ ] Long-haul (500+ miles per trip)
- [ ] Regional (150-500 miles per trip)
- [ ] Short-haul / Local (under 150 miles)
- [ ] Dedicated routes / Fixed schedules
- [ ] Over-the-road / Variable schedules
- [ ] Night operations (between 10 PM - 6 AM)
- [ ] Team driving operations
- [ ] Hazmat transport

2 FATIGUE RISK ASSESSMENT

Identify and evaluate fatigue risk factors specific to your operation. Check all that apply and rate each identified risk. This assessment should be reviewed at least annually or whenever operations change significantly.

Risk Factor	Present?	Severity	Mitigation Strategy
Extended driving hours (approaching HOS limits regularly)	[ ] Yes [ ] No	[ ] L [ ] M [ ] H	
Night driving or early morning start times	[ ] Yes [ ] No	[ ] L [ ] M [ ] H	
Irregular or unpredictable schedules	[ ] Yes [ ] No	[ ] L [ ] M [ ] H	
Long wait times at loading/unloading	[ ] Yes [ ] No	[ ] L [ ] M [ ] H	
Monotonous routes (long straight highways)	[ ] Yes [ ] No	[ ] L [ ] M [ ] H	
Drivers with known sleep disorders (e.g., sleep apnea)	[ ] Yes [ ] No	[ ] L [ ] M [ ] H	
Seasonal factors (winter driving, extreme heat)	[ ] Yes [ ] No	[ ] L [ ] M [ ] H	

Overall Risk Level: [ ] Low [ ] Moderate [ ] High [ ] Critical

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3 SCHEDULING & HOURS-OF-SERVICE POLICIES

Scheduling Commitments

- [ ] Dispatch will not assign loads that require drivers to exceed HOS limits to complete on time
- [ ] Schedules will allow a minimum of 10 consecutive hours off-duty between driving shifts
- [ ] Night driving assignments (10 PM - 6 AM) will be limited to drivers who volunteer and are trained
- [ ] Split-sleeper-berth provisions will be used only when drivers are fully trained on the rules
- [ ] No driver will be penalized, disciplined, or terminated for refusing to drive due to fatigue
- [ ] Trip planning will include designated rest stops every 2-3 hours on routes over 300 miles
- [ ] Relay or team-driving will be used for time-sensitive loads exceeding single-driver HOS capability
- [ ] Loading/unloading wait times exceeding 2 hours will be documented and reviewed for schedule impact

HOS Compliance Monitoring

- [ ] ELD system in use: _____
- [ ] ELD records reviewed daily by: _____
- [ ] HOS violations trigger mandatory coaching session within 48 hours
- [ ] Repeat HOS violations (3+ in 30 days) trigger mandatory stand-down and retraining
- [ ] Monthly HOS compliance report distributed to management and safety committee
- [ ] Drivers trained on ELD operation, editing procedures, and malfunction reporting

FMCSA REQUIREMENT: Under 49 CFR Part 395, motor carriers must not permit or require drivers to exceed HOS limits. Carriers found to have coerced drivers into HOS violations face penalties up to **$16,000 per offense**. Document your no-coercion policy and train all dispatchers.

4 REST & SLEEP REQUIREMENTS

Sleep Hygiene Standards

- [ ] Drivers are educated on the importance of obtaining 7-8 hours of sleep per 24-hour period
- [ ] Sleeper berths are maintained at comfortable temperature with functional climate controls
- [ ] Sleeper berths are equipped with blackout curtains, clean bedding, and noise-reduction measures
- [ ] Drivers are discouraged from using personal electronic devices during off-duty rest periods
- [ ] Caffeine consumption guidelines provided (avoid within 6 hours of planned sleep)
- [ ] Company provides information on healthy diet and exercise to support quality sleep

Sleep Disorder Screening

- [ ] All drivers complete a sleep disorder questionnaire at time of hire and during annual physical
- [ ] Drivers with BMI over 35 or neck circumference over 17 inches are referred for sleep apnea screening
- [ ] Company maintains list of approved sleep disorder clinics and covers screening costs
- [ ] Drivers diagnosed with sleep apnea must demonstrate CPAP compliance before returning to duty
- [ ] CPAP compliance data is reviewed monthly (minimum 4 hours/night on 70% of nights)
- [ ] Drivers self-reporting sleep difficulties are offered confidential referrals without penalty

INSURANCE TIP: Fleets with documented sleep apnea screening programs and CPAP compliance monitoring often qualify for **reduced insurance premiums**. Contact First Underwriters to discuss how your fatigue management program may benefit your renewal.

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5 FATIGUE DETECTION & MONITORING

Technology & Tools

Technology	In Use?	Vendor / System	Alert Protocol
In-cab camera with drowsiness detection	[ ] Yes [ ] No		
Lane departure warning system	[ ] Yes [ ] No		
Forward collision warning / AEB	[ ] Yes [ ] No		
ELD-based driving pattern analysis	[ ] Yes [ ] No		
Wearable fatigue monitoring device	[ ] Yes [ ] No		
Telematics-based hard braking / swerving alerts	[ ] Yes [ ] No		

Fatigue Alert Escalation Procedure

Alert Level	Trigger	Immediate Action	Follow-Up
Level 1 — Advisory	Single drowsiness alert or minor driving anomaly	Audible in-cab alert to driver	Logged in system; reviewed weekly
Level 2 — Warning	Repeated alerts within 30 min or lane departure event	Live call from dispatch to driver	Driver plans immediate rest stop; incident documented
Level 3 — Critical	Multiple lane departures, microsleep detected, or driver unresponsive to contact	Driver instructed to pull over immediately; supervisor notified	Mandatory stand-down; return-to-duty assessment required

6 TRAINING REQUIREMENTS

Training Topic	Audience	Frequency	Method
Fatigue warning signs recognition	All drivers	At hire + annually	[ ] Class [ ] Online [ ] Toolbox
Sleep hygiene and wellness	All drivers	At hire + annually	[ ] Class [ ] Online [ ] Toolbox
Hours of Service regulations	All drivers + dispatch	At hire + annually	[ ] Class [ ] Online [ ] Toolbox
Fatigue detection technology usage	All drivers	At install + as needed	[ ] Class [ ] Online [ ] Toolbox
Dispatcher fatigue awareness & scheduling	Dispatch team	At hire + semi-annually	[ ] Class [ ] Online [ ] Toolbox
Supervisor fatigue intervention protocols	Supervisors / managers	At promotion + annually	[ ] Class [ ] Online [ ] Toolbox

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7 INCIDENT REPORTING & INVESTIGATION

All fatigue-related incidents and near-misses must be reported, documented, and investigated. This data drives continuous improvement of the fatigue management program.

Reportable Fatigue Events

- [ ] Driver self-reports being too fatigued to continue driving safely
- [ ] Fatigue detection system triggers a Level 2 or Level 3 alert
- [ ] Vehicle involved in a lane departure, rumble strip strike, or near-miss attributed to inattention
- [ ] Crash or property damage where fatigue is a suspected contributing factor
- [ ] HOS violation where driver was operating beyond legal driving limits
- [ ] Dispatcher or supervisor observes signs of fatigue in a driver (slurred speech, delayed responses)
- [ ] Driver falls asleep at the wheel, in the yard, or during required safety briefing

Investigation & Corrective Action Log

Date	Driver	Event Description	Root Cause	Corrective Action	Status

8 PLAN REVIEW & COMPLIANCE

Review Schedule

- [ ] This Fatigue Management Plan will be reviewed and updated at least **annually**
- [ ] Additional reviews will occur after any fatigue-related crash, DOT audit, or significant operational change
- [ ] Review will include analysis of fatigue incident trends, HOS compliance data, and technology alert reports
- [ ] Updated plan will be distributed to all drivers, dispatchers, and supervisors within 30 days of revision
- [ ] Drivers will sign acknowledgment of any revised fatigue management policies

Annual Review Log

Review Date	Reviewed By	Key Changes Made	Next Review Due

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Review Date	Reviewed By	Key Changes Made	Next Review Due

BEST PRACTICE: Keep a copy of this plan in the safety office, share it with your insurance broker, and make it available during DOT audits. A documented, actively maintained fatigue management plan demonstrates due diligence and can serve as a mitigating factor in litigation.

MANAGEMENT APPROVAL

By signing below, company management approves this Fatigue Management Plan and commits to providing the resources, training, and oversight necessary for its effective implementation.

Company Owner / President: _____ Date: _____

Safety Director: _____ Date: _____

Operations Manager: _____ Date: _____

DRIVER ACKNOWLEDGMENT

I have read and understand this Fatigue Management Plan. I acknowledge my responsibility to monitor my own fatigue levels, report when I am too fatigued to drive safely, comply with all Hours-of-Service regulations, and follow the fatigue prevention and reporting procedures outlined in this plan. I understand that I will not face retaliation for reporting fatigue.

Driver Signature: _____ Date: _____

Printed Name: _____ CDL #: _____

Supervisor Witness: _____ Date: _____

QUESTIONS ABOUT FLEET COVERAGE? Contact First Underwriters Insurance Brokers for a comprehensive review of your trucking insurance program. Our Pacific Northwest specialists understand the unique risks of fatigue-related operations. Call **(425) 242-5357** or visit **firstunderwriters.com**.

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