

# Corrective Action Plan

**Date:** [Insert Date]

**To:** [Driver Name]

**From:** [Supervisor/Manager Name]

**Subject:** Driver Incident Corrective Action Plan

## Incident Details

**Date of Incident:** [Insert Incident Date]

**Description of Incident:** [Briefly describe the incident]

## Root Cause Analysis

[Provide an analysis of the incident and identify any underlying causes.]

## Corrective Actions

1. [Action 1: Describe the first corrective action]
2. [Action 2: Describe the second corrective action]
3. [Action 3: Describe the third corrective action]

## Preventive Measures

[List steps to prevent similar incidents in the future.]

## Signatures

**Driver Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_