



INTRODUCTION

Automobile accidents are a leading cause of injury to employees, as well as lost time and equipment to employees. Drivers should be prepared to drive safely every time they are behind the wheel of a vehicle.

DRIVING HAZARDS

- Not enough sleep. Do not drive if you are tired or fatigued.
- Driving for long distances without taking breaks, especially on hot days.
- Driving when ill or when medication that affects alertness has been taken.

SAFETY RULES

- Seat belts should be worn by the driver and passenger(s) any time the vehicle is moving. If there are no passenger seats, there should be no riders.
- Avoid using cell phones, programming GPS or reading maps while driving. Pull off of the road to do any of these activities.
- Only those with an active driver's license should operate a vehicle.
- All traffic laws and speed limits should be obeyed under all circumstances.
- Do not drive while under the influence of alcohol or drugs. (Prescription medications which can impair judgment are included.)
- When the vehicle is parked, brakes should be set.
- Do NOT text while driving.
- Do NOT use a cell phone without a hands-free device.

VEHICLE CHECK

Regular inspections of vehicles can help prevent accidents and delays. Safety inspections should include the following:

- Seat belts and harnesses should be in good working condition.
- Tires should be checked for wear, bulges, balding and damage.
- Brakes should be tested to make sure that the pedal does not get too close to the floor.
- Driving lights should be tested on low beam and high beam.
- Directional signals should be checked in the front and the back of the vehicle.
- Backup lights and brake lights should be checked.
- Windshield wipers and washers should be in working order.
- Mirrors should be adjusted and in place before operating the vehicle.
- Drive slowly when you enter or leave a parking area.
- Do not exceed posted speed limit.
- If designated parking is assigned, use only that area. Do not use more room than you need.





DRIVING SAFETY

- If an accident should occur, make contact with the owner of the vehicle or a supervisor. Never leave the scene without making a report.
- Be careful when getting in and out of the vehicle so that other vehicles do not get bumped.
- Take curves slow and easy, especially with a loaded vehicle.



YIELD FOR PEDESTRIANS

- Always yield the right of way to pedestrians.
- When approaching intersections, watch for pedestrians getting ready to cross.
- Before turning right on a red light, watch for any pedestrians that may be crossing on a green light.
- When approaching schools, parks or residential areas, always watch for children.

NIGHT DRIVING

- There are twice as many fatal accidents at night as there are in the daytime.
- Turn on the headlights whenever visibility is less than 500 feet.
- Make sure you can stop within the distance illuminated by your headlights.
- Take curves slow and easy as headlights do not bend with the curve.
- Never look directly into the headlights of an oncoming car. Look slightly to the right and to the edge of the road and watch for the white line.
- If your lights are on high beam, dim your lights whenever you are within 500 feet of an approaching car.
- Dim your high beams if you are following a car at a distance of less than 300 feet.
- When driving in the fog, use your dim lights to prevent dangerous reflection.
- If you must pull over, stop at the edge of the road and keep your parking or low beam lights on as well as your emergency flashers.

CONCLUSION

No matter how confident you are about driving, it is important to always:

- Obey all the laws of the road.
- Be aware of your surroundings by watching for hazards.
- Watch for pedestrians.
- Be courteous on the road and in parking areas.