

Holy Cross



Department of Transportation

College of the Holy Cross

Van Driving Safety Tips



DRIVING
COMMUNITY

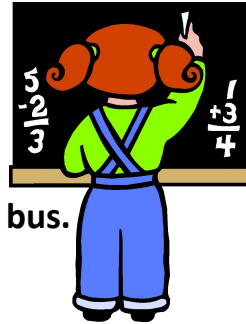


The Actions of Children – Be Alert

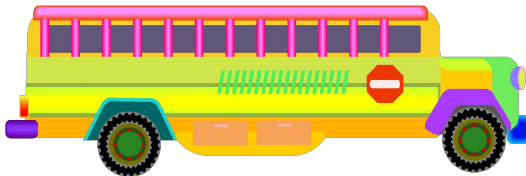
The school year poses many driving challenges. Children dashing out from between parked cars, standing in the road to see if their buses are coming or running across the street to meet each other are just a few of the hazards you have to prepare for. A child crossing the street to enter a school bus may not stop to make sure it is safe to cross. Watching out for school buses that have yellow or red flashing lights turned on can prevent sudden stops and crashes.

To drive during the school year safely:

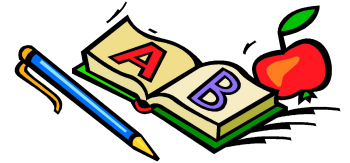
- Be alert. Anticipate children running between parked cars.
- Use your horn courteously to make children aware of your position.
- Make turns slowly. There may be a child around the corner waiting for a bus.
- Reduce your speed around playgrounds, bus stops and schools.
- Check for children on or around your vehicle.
- Be prepared to stop when approaching a school bus that has its lights flashing.



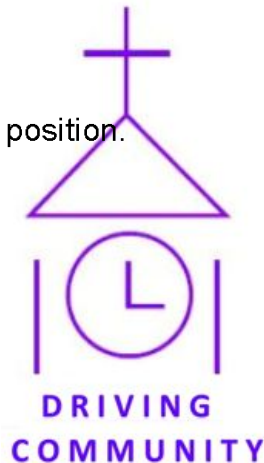
Pay EXTRA attention, stay alert and adjust to different driving situations.



Key Points



- A. Prepare for school driving scenarios during the whole school year.
- B. Some of the situations you may encounter are:
 1. Children dashing out from between parked cars.
 2. Children standing in the road to look for their buses.
 3. Children running across the street to meet each other:
 4. Children crossing the street to enter their buses.
- C. To drive safely throughout the school year:
 1. Be alert. Anticipate children running between parked cars.
 2. Use your horn courteously to make children aware of your position.
 3. Make turns slowly. There may be a child around the corner waiting for a bus.
 4. Reduce your speed around playgrounds, bus stops and schools.
 5. Check for children on or around your vehicle.
 6. Be prepared to stop when approaching a school bus - even before its lights flash!.





Pedestrians: Real People in the

Community

Once in a while you come across motorists who seem to forget that pedestrians are human and, therefore, unpredictable. You see them all every day -- the impatient motorist and the fickle pedestrian.

Whether the individual has the right of way or not, respect all pedestrians. Never forget with whom you are dealing and how a community-centric driver treats pedestrians. Use these key points to avoid crashes involving pedestrians.

These collisions are always critical crashes!

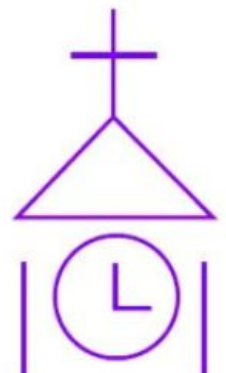
The fact that people jay-walk and often do not get ticketed is all the more reason to be careful around pedestrians!

Key Points

For related tips see:

Community Courtesy Counts

- A. Treat all pedestrians with concern.
- B. Pedestrians are human. Expect them to behave as individuals.
 - 1. Look out for children—They often act impulsively and are unaware of their surroundings.
 - 2. Be helpful to senior citizens—Sometimes they move slowly, can't hear well and expect drivers to give way to them.
 - 3. Be aware that some people think they are invincible—They will attempt to cross the road no matter what the traffic conditions are.
- C. Be cautious at intersections. The pedestrian can get lost in the shuffle of activity.
- D. Be careful around parked cars.
 - 1. They obscure vision.
 - 2. Children dart out from between parked cars.
 - 3. Often other drivers will exit in traffic without looking.
- E. Keep your vehicle in good condition.
 - 1. Pretrip and post-trip carefully.
 - 2. Keep windows and mirrors clean.
- F. Community Drivers will show respect to all pedestrians:
 - 1. Expect pedestrians to do the unexpected.
 - 2. Give a friendly tap of your horn to warn them of your presence.
 - 3. Be prepared, if your warning goes unheeded.
 - 4. Practice the Five Aspects of Community Driving.



**DRIVING
COMMUNITY**



Never Assume the Right of Way

Community driving decisions must be quick and accurate. Correct decisions develop years of accident-free driving. A community minded driver never assumes the right-of-way and always looks out for the safety of other drivers as well.

You can look at right-of-way procedures from two points of view:

1. Legal view: The traffic signal ahead is green. As a driver, you have the legal right to proceed through the intersection. The unprofessional driver may even speed up to beat the red light.
2. A community driver's view: A driver may have a green light—the legal right-of-way—but would never assume it's safe to proceed through the intersection. He or she will gauge the decision point, visually clear the intersection and pull through, prepared to stop if the right-of-way is interfered.

Be on your guard in these situations where right-of-way comes into play.

1. Intersections: intersections are hazardous. Because a traffic light is green, never assume the intersection is safe. Always look left, right, then left again.
2. Expressway driving: Watch for vehicles entering expressways. You and the other driver may be competing for the same expressway space. Check your left mirror for lane clearance, signal and move into it.
3. Lane changes: Some drivers may cut directly in front of you. Don't retaliate and lose your cool. Just back off or change lanes, whatever may be appropriate.

Your Safety Cushion and Visibility standards count. Make them with the other driver in mind and never assume the right-of-way.

Key Points

A. Every day, as a driver in the community, you ought to make decisions that are quick and accurate.

1. Look out for the other drivers.
2. Never assume the right-of-way.

B. There are two ways to view right-of-way situations:

1. The legal view -- you have the legal right to proceed through the intersection.
2. The community driver's view -- never assume it's safe to proceed even though you have the legal right-of-way.

C. Be on your guard in situations where right-of-way comes into play.

1. Intersections: Before entering, always look left, right, then left again.
2. Expressway driving: As a vehicle enters the expressway, check your left mirror. If the left lane is clear, signal and move into it.
3. Lane changes: When a driver cuts you off, stay back or change lanes.

D. Your Safety Cushion and Visibility Decisions are paramount to safety.



DRIVING
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Here Comes the Sun

Intense glare from the sun on the horizon has the potential to blind drivers, causing unexpected slow downs. Other potential safety hazards exist every autumn as well, like wet, fallen leaves and frost. Here's some advice ...



- Have a good pair of sunglasses in your glove box
- Use your sun visor and keep papers out of them!
- Drive slower than you usually do
- Increase distance between you and the drivers in front of you
- **Keep the windshield clean** - the sun's glare can make streaks dangerous!
- Whenever possible, adjust the time that you travel
Avoid sunrise and sunset times on the horizon

Using these tips, especially in early fall, will make your trip safer!

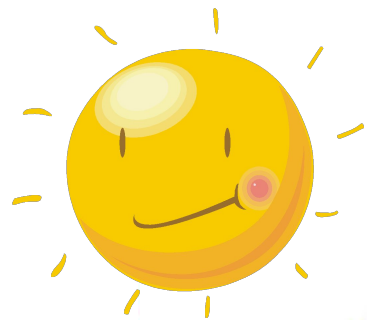
Key Points

Reduce Speed

Increase Distance – braking and space cushion

When in Doubt – Slow down

Avoid sudden stops and “slamming” on your brakes



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Watch for Cyclists

The National Highway Traffic Safety Administration forecasts that over 900 cyclists will be involved in fatal accidents this year. Most of these cyclists will be in the 5-to-24 age group.

A lot of bicycles are ridden by children and their actions are hard to predict. They can easily lose control and veer into the street.

Street hazards can also cause problems for bicycle riders. Bicycle tires may become caught in the gratings of storm drains causing the cyclist to fall or the cyclist may try to avoid a drain by swerving to go around it.

Road conditions that aren't unusual for your vehicle may be hazardous for motorcycles. A motorcyclist can lose control by hitting a small pothole, an oil slick, or by swerving abruptly to avoid these hazards.

Off-road motorcycles and three-wheelers can also appear suddenly on a street or highway. Even though they're designed to be driven off-road, the rider may cross or drive alongside a roadway to access a recreational area. Use extra caution when you're around a location used by off-road enthusiasts.

Key Points

A. The National Highway Traffic Safety Administration forecasts 900 cyclists will be involved in fatal accidents this year.

1. Most of these cyclists will be 5-24 years old.

B. Be aware of these potential hazards:

1. Children can lose control of their cycles and veer into the street.
2. Bicycle tires can get caught in drain grates causing the cyclist to fall.
3. Motorcycles may swerve into your path to avoid potholes or oil slicks.
4. Off-road motorcycles and three-wheelers can appear suddenly as they cross or ride near the roadway. Use extra caution around a location used by off-road enthusiasts.

C. Take the proper precautions to avoid an accident with a cyclist:

1. Keep a space cushion. Expect the unexpected.
2. Anticipate the actions of cyclists.
3. Use caution when passing cyclists.
4. Watch for cyclists as you make a turn.
5. Check sidewalks for cyclists as you look left, right, left at intersections.



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Don't Move Without It

Company procedure calls for a seat belt to be worn any time your vehicle is in motion. Seat belts save lives. They prevent severe internal injuries and keep you from being ejected from your vehicle. They'll also allow you to remain in control of your vehicle during a sudden swerve, stop or skid.

But in order for the seat belt to protect you, it must be worn correctly. After buckling the belt, be sure that it's comfortably snug across your hips. Positioning the belt above the hips or below the hips, with slack in it, could cause injury in a sudden stop.

Some drivers think they only need to buckle up for long distance or expressway driving. In fact, all driving can be dangerous. Department of Transportation (D.O. T.) statistics show that over 80 percent of all accidents occur at speeds less than 40 miles per hour.

There's no good excuse for not using a seat belt. Remember to buckle up.

Key Points

- A. Company procedure calls for a seat belt to be worn any time your vehicle is in motion.**
- B. Seat belts save lives.**
 - 1. They prevent severe internal injuries and keep you from being ejected from your vehicle.
 - 2. They also allow you to remain in control during a sudden swerve, stop or skid.
- C. In order for the seat belt to protect you, it must be worn correctly.**
 - 1. The seat belt should be comfortably snug across your hips.
 - 2. Positioning the belt above the hips or below the hips, with slack in it, could cause injury in a sudden stop.
- D. Other drivers think they only need to buckle up for long distance or expressway driving.**
 - 1. D.O.T statistics show that over 80 percent of all accidents occur at speeds less than 40 miles per hour.
- E. Remember to buckle up.**



DRIVING
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Adjust to Rainy Conditions

Rainy weather and wet roads may cause people to panic and use unsafe driving habits. Taking the proper precautions before and during your drive can make your trip in the rain smooth and calm.

Be prepared for rain by pre-tripping your vehicle every day. Make sure your wipers, defroster and headlights are in good working condition. Also, check the windshield washer fluid level. These precautions will improve visibility.

When it is raining, adjust your speed to conditions. Slow down to get the traction you need to avoid skidding. Since stopping distances increase when it rains, you should increase following distance and eye-lead time.

Remember when visibility is poor for you, it is poor for other drivers as well. Sudden stops or lane changes may lead to collisions. Signal your intentions whenever you are going to stop or change lanes.

To prevent accidents in the rain:

1. Pre-trip your vehicle every day.
2. Adjust your speed to conditions.
3. Increase your following distance.
4. Signal your intentions well in advance.
5. Keep your headlights on.

Key Points

- A. Take proper precautions before and during driving to make your trip in the rain safe and smooth.**
- B. Be prepared for rain by pre-tripping your vehicle.**
 1. Make sure your wipers, defroster and headlights work well.
 2. Check windshield washer fluid level.
- C. When it rains, slow down to obtain traction to avoid skidding.**
- D. Since stopping distances increase when it rains, you should increase your following distance and eye-lead time.**
- E. When visibility is poor for you, it's poor for other drivers as well.**
 1. Sudden stops or lane changes may lead to collisions.
 2. Signal your intentions well in advance if you are going to stop or change lanes.
- F. To prevent accidents during rainy weather:**
 1. Pre-trip your vehicle every day.
 2. Adjust your speed to conditions.
 3. Increase your following distance.
 4. Signal your intentions well in advance.
 5. Turn on your headlights.



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Backing-Up

**“Back-in
Not out”**

How-To PREVENT ~~Accidents~~

Driving one mile to reach a certain destination is easy.

In contrast, backing-up five feet can pose a threat to your safe driving record!

The easiest way to avoid backing accidents is to avoid backing.

**SHUTTLES USUALLY HAVE PASSENGERS SO...
WHEN SAFE, USE A HELPER TO SPOT FOR YOU OUTSIDE THE VAN**

Plan to park where you can leave without backing.
In other words, “BACK-IN, NOT OUT”

Usually, before an event, pedestrian traffic is lighter.
Afterwards, most everybody converges on the parking area!

So back-in when you get there and...

Pull out in drive when you leave!

For related tips see:
**Backing-Up Safe
Techniques**

Key Points

- Avoid backing up altogether when possible
- Use a helper, WHEN SAFE to spot for you outside the van
- Back-in when you get there!
- Pull out in drive when you leave



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Backing-Up

Safe Techniques

**In Reverse
Slow is good.**

“Easy does it” is good advice when backing up.

Slow is always safer – especially in reverse.

SIGHT-SIDE Backing is the **safest** technique! It gives greatest field of vision.

1. Turn your steering wheel **counterclockwise**.
Yes, this is a left turn – but in reverse.
2. Look out the left side and use your right side mirrors. “Easy does it”
3. When safe, **use a helper outside the van** to spot for you!
4. Be alert for pedestrians and traffic
5. Use 4-way flashers and tap horn as needed

STRAIGHT-BACK Backing You must use your mirrors to guide your vehicle.

When safe, **use a helper outside the van** to spot for you!

BLIND-SIDE Backing is the most dangerous, should be avoided.

It causes your vehicle to move to the right and blocks your line of sight.
When in doubt, don't back-up!

For related tips see:

Backing-Up [How to Prevent Accidents](#)

Key Points

- Slow is good when backing up.
- Use a helper, **WHEN SAFE** to spot for you outside the van
- Use **Sight-side Backing** as your first choice. (**LEFT TURN**)
- Be alert for pedestrians and traffic
- For extra safety use your 4-ways or tap your horn
- When in doubt, don't back-up!





Winter Lessons Drive to Conditions

Drive to Conditions

The worst driving conditions of the year happen in winter!

- Fewer daylight hours
- Ice and Snow
- Freezing rain
- Blinding snow or fog
- Reduced visibility

For related tips see:

**Winter Safety Check Your
Van**

Driving safely during the winter is a matter of driving to conditions -“DTC”.

1. **Snow reduces friction** between the tires of your vehicle and the road surface, increasing distance and time it takes to stop.

DTC? You must increase following distance, and slow down sooner to stop.

2. **Rain raises risk of hydroplaning.** Similar to snow tires lose direct contact with the road surface. In this case, tires actually "ride up" on a slim stream of water. To adjust,

DTC? You must reduce speed. By slowing down, the tires of your vehicle will be able to channel water and maintain direct contact with the pavement.

3. **Early darkness or fog** adds to the challenge of driving safely in winter. **DTC?** Don't drive "beyond your headlights." Eye lead time - the time a driver has to react and adjust—can be reduced dramatically, depending on darkness, density of fog and road markings. Again, adjust speed to visibility, and how far you can see given these conditions.

Key Points

Winter poses the worst conditions of the year.

Drive to conditions.

In snow, increase your following distance; slow down sooner to stop.

In rain, beware of hydroplaning; reduce your speed.

In darkness or fog, don't drive beyond your headlights.





Winter Safety

-Check Your

Van - Look over your vehicle!

Check the basics in advance!

Before you drive - Look over your vehicle!

Did you know that our campus maintains over 75 vehicles?

Before you drive, especially in wintry conditions, check the basics out.

Do a thorough but simple inspection.

10 SECONDS SPENT ON EACH IS LESS THAN 2 MINUTES!

LOOK AT AND CHECK “THE TOP 10 BASICS”

1. **TIRES:** Do they look low in pressure, “getting flat?” Treads look adequate?
2. **ICE SCRAPER / SNOW BRUSH:** Does the vehicle have one?
3. **MIRRORS / WINDOWS:** Don’t drive with these uncleared!
4. **WASHER FLUID:** Don’t leave home without it!
5. **WIPERS:** Are they worn out? Do they work?
6. **DEFROSTER / HEAT:** Functioning well? Windows clear?
7. **THE CHECK ENGINE LIGHT :** If it’s on – Do Not Drive the Vehicle
8. **FUEL:** If I get stuck in snow or traffic, will I have fuel? It’s cold outside!
9. **HEADLIGHTS / BLINKERS / HIGH BEAMS:** Do they all work? **Snow cleared off?**
10. **BRAKES:** Does brake pedal sink to floor? Any sensation of grinding or scraping?



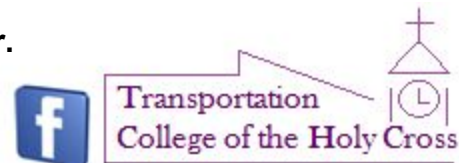
Note **all issues** on your vehicle sign-out form.
DO NOT USE THE VEHICLE IF IT IS UNSAFE!
Report any questionable items right away!

For related tips see:
Winter Lessons Drive to Conditions

Key Points

Conduct a basic yet thorough inspection.
A few minutes spent can save many hours of loss
There over 75 vehicles on campus. You are not the only driver.

Review **“THE TOP 10 BASICS”**
Report all known issues on your sign-out form.
If anything is unsafe – DO NOT USE THE VEHICLE





Winter Safety

-Check Your

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There over 75 vehicles on campus. You are not the only driver.

Review **“THE TOP 10 BASICS”**
Report all known issues on your sign-out form.
If anything is unsafe – DO NOT USE THE VEHICLE

For related tips see:

Drive to Conditions



DRIVING COMMUNITY



Black Ice- Know Your Enemy

**Ice is Ice
Be wise!**

“**Black Ice**” is a common term often used when motorists encounter “invisible” icy conditions and are surprised when they lose control of their vehicle or have an accident because of it.

The truth is, **ice can form anytime** untreated pavement is below freezing. Be ready anytime the temperature is near freezing. Under certain conditions roads can be colder than the air above them!

IF IT LOOKS WET AND IT'S NEAR FREEZING **CONSIDER IT ICE!**

Here are some ways the “**dark side of ice**” can become a reality on the road when temperatures drop to freezing...

- Substantial, sudden temperature swings when water freezes up
- Driving on an effected road before DPW dispatches salt and sand trucks
- Bridges and overpasses are colder than main roads
- Snow dusting covers icy spots at water-prone areas

WHEN ICY CONDITIONS ARE POSSIBLE “**R.I.M.**” YOUR WAY AROUND

R = REDUCE YOUR SPEED

Slow down and prevent a spin-out or crash!

I = INCREASE YOUR DISTANCE

Leave more braking distance

Follow farther behind vehicles in front of you

M = MAINTAIN YOUR TRACTION

Start with less acceleration from your stops

Work the brakes lightly earlier and slow down cautiously

Key Points

Ice can form anytime on a road near freezing.

Know the general temperature!

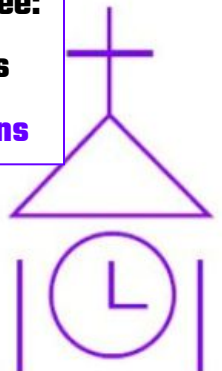
Consider a wet road to be ICE when near freezing

Remember “RIM” Reduce Speed , Increase Distance, Maintain Traction

For related tips see:

Winter Lessons

Drive to Conditions



**DRIVING
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Ignation Before Ignition

Mind your Mind

Ignatius of Loyola taught the practice of Self Examen. This practice is a personal means to reflect, with gratitude on the presence of Divinity in all aspects of life. Before you drive, it is a good practice to reflect on a few thoughts as you prepare to drive your fellow passengers to their events.

- You represent College of the Holy Cross.
- Holy Cross wants to promote safety on campus and in the Worcester Community.
- Safe driving skills should be practiced whether on **“College time”** or personal.
- Fatal vehicle accidents occur once every 13 minutes.
- Vehicle Crashes are **the leading cause of death** for **all persons from age 1 to 33**.
- The most serious vehicle crashes that can occur with your vehicle could involve: **Pedestrians, Intersections, Not wearing a safety belt, Collisions involving centerline crossing, Distractions while driving** (i.e. Smart phones) **BE ATTENTIVE TO THESE RISKS**
- A car traveling 55 mph hour can travel the length of football field in 3.7 seconds

COURTESY REFLECTIONS BEFORE YOU DRIVE

- When you have the right of way, do not assume others in your path will want to agree with you.
- Do not take other driver’s actions personally.
- Never use your horn to express anger.
- Don’t tailgate.
- Remember, everyone makes mistakes.

For related tips see:

Community Courtesy Counts

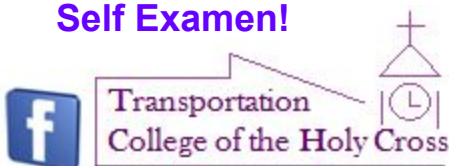
At Holy Cross, the Department of Transportation will continue address safe driving tips that are useful on and off campus. We are committed to implementing safety initiatives to consistently educate our drivers. We will continue to focus on keys to driving safely.

Examine ways to avoid accidents in traffic.

Self Examen!



DRIVING COMMUNITY





Golden Rule Driving

**Mind your
Mind**

“Treat others in the manner you would like to be treated” This thought has been called “The Golden Rule.”

It is a good practice for safe driving. Take time to reflect on the presence of others in all aspects of life. Before you drive, it is a good habit to dwell on a few thoughts as you prepare to drive your fellow passengers to their events.

Before you Drive, reflect a moment about the Golden Rule:

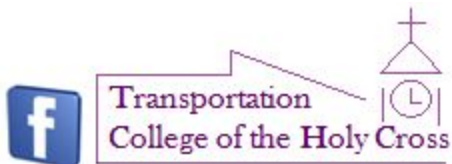
- When you drive, you represent the Holy Cross Community on the road.
- Holy Cross wants to promote safety in the whole Worcester community.
- Safe driving skills should be practiced whether on “College time” or personal.
- Statistically, a fatal vehicle accident occurs about once every 13 minutes.
- **For persons from age 1 to 33**, vehicle crashes are the leading cause of death.
- The most serious vehicle crashes that can occur with your vehicle could involve: **Pedestrians, Intersections, Not wearing a safety belt, Centerline crossing, or Distractions while driving** (i.e. Smart phones) **BE ATTENTIVE TO THESE RISKS**
- A car traveling 55 mph hour can travel the length of football field in 3.7 seconds

ADDITIONAL GOLDEN RULE THOUGHTS

- When you have the right of way, don’t assume others would agree with you out there on the road!
- Do not take other driver’s actions personally.
- Never use your horn to express anger.
- Don’t tailgate.
- Remember, everyone makes mistakes.

For related tips see:

Community Courtesy Counts





Community Courtesy Counts

**Co-Operate
Do not
Compete**

We all know what can happen when we face delays. People can become CURT instead of COURTEOUS!

We all are influenced to be in a hurry these days! And traffic congestion only adds to the everyday stress of deadlines, commitments and schedules.

The tendency is to try and accomplish more in the 24 hours than is healthy.

Be aware that being in a hurry can be costly for you. And if you get hurt, so does the community. Be a good neighbor and observe the tips below to help keep your cool as the road slows you down – because it will sooner or later – Even if you are taking your time!

Key Points

- Leave early and allow time to take your time.
That is the road to a safer drive.
- At work or construction zones – avoid the urge to jockey for position.
- Cooperate and do not compete on the road.
Let other drivers merge into traffic in an orderly fashion.
- You may not get there first, but that's not a safe objective.
- Don't use your horn to express anger.
- Don't tailgate.
- Don't take another's actions personally.
- Everybody makes mistakes.

For related tips see:

Golden Rule Driving



**DRIVING
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It's a **Convoy!**

**Getting there
Safely
is more
important than
Getting there
Together**

Before departing hold a drivers meeting and give each driver a Google Direction Map with Odometer Milestones. Set trip Odometers to "Zero"

Passengers: Call each other's cell phones so they are in "Recent call log"

Assign a **Lead van** and a **Caboose Van**.

HEADLIGHTS ON Signal all turns early .

Favor the slow lane when on 4-lane highway.

Allow extra distance between you and the regular traffic in front of you. This will prove its value as you make judgments whether to stop or proceed through stoplights on the route.

Always try to keep the convoy van in front of you in sight. **You do not have to be right behind next van.**

Work together for the van(s) behind you. **Make sure that the person following you sees you make a turn or exit!**

If a non-convoy driver needs to cut in, let them! In fact, make it easy for him. There will be plenty of time to regroup on stretches of four lane road or at rest stops.

If the convoy gets separated, the group leader will proceed until he can find a safe place to pull over and let the rest of the convoy catch up. Passengers call each other.

If your section of the convoy gets separated, do not foolishly speed to catch up.

Use 4-way flashers , if the leader or any other driver sees that the convoy must stop. This can really help the drivers behind and improve overall reaction time. Call designated communication person in lead vehicle.

Use your best judgment when approaching a long green or yellow traffic signal. Don't be concerned about delaying those behind you by conservatively judging the light. Drive safely as if you were traveling independently of a group.

When the lead van sees oncoming traffic problems or a narrow road it's good practice to alert everyone in the group with your 4-way flashers.

If regular traffic wants to cut in, let them. In fact, make it easy for them. There will be plenty of time to regroup on stretches of 4-lanes or at rest stops.

Passing: if you need to pass a slow car or cars, it should be done "one car at a time". In other words, don't all move out at the same time and pass at once. Pass as an individual, not as a group.

Passing: when completing a pass, if there's not room to re-merge into the right lane, move to the front of the convoy. The route is well marked, and there will be plenty of opportunity for the lead car to move back into position.



<http://www.pvamu.edu/pages/1967.asp> **Shuttle Safety**

Please wait for shuttle to come to a full stop and doors are opened before approaching shuttle bus.

Please allow students leaving shuttle to exit first. (This allows the driver to determine the amount of seating available.)

Please have a valid university student faculty or staff identification card ready to show to the bus driver before entering shuttle. (NO ONE will be allowed to board shuttle without a valid Prairie View A&M University ID Card, NO EXCEPTIONS)

Inform the driver of your intended stop upon entering the bus.

For your safety the bus drivers will not operate buses until every one is in a seat and all items are out of the aisles.

Only one person per seat is allowed on the buses.

Please remain seated until bus comes to a full stop.

For safety reasons, standing is not allowed while the bus is in motion, nor is sitting in the aisles allowed at any time.

Please ensure that all items are stored out of the aisles. Overhead storage is available to store items.

No eating or drinking is allowed on shuttle bus. Food or drink must be in a closed container and must remain closed while on bus.

Laundry detergent and bleach must be in tightly sealed containers or plastic baggies to avoid spills.

Due to the limited amount of seating for university students and insurance liability issues, no children or non-university students or personnel are allowed to ride on the shuttle bus.

Animals are prohibited on the shuttle bus.

Weapons of any type are prohibited on the shuttle bus.

Smoking is prohibited on shuttle bus.

Please be courteous to the drivers and other passengers. Keep your voice levels within a normal speaking range.



**DRIVING
COMMUNITY**



Facts About Traffic

Crashes

According to the National Safety Council, one motor vehicle fatal crash occurs every 13 minutes. These unintentional injuries are the leading cause of death among all persons from age one to 33. Among all persons of all ages, motor vehicle crashes are also the fifth leading cause of death. An average of 92,000 unintentional injuries occur each year. Our company promotes safety at work and at home. Defensive driving skills should be practiced whether on personal or company time.

Key

Points

1. An average of 40 percent of a employer's workforce will be affected each year in some way by a motor vehicle crash. An employee or some member of their family will spend time resolving auto accident issues with an auto body repair facility, insurance agency, or medical provider.
2. In 2006, 42,873 people lost their lives in motor vehicle accidents.
3. The most serious vehicle crashes that can occur in your personal or company vehicle are:
 - Intersections
 - Collisions (when vehicles cross the centerline)
 - Pedestrians
 - While not restrained in a safety belt

The shocking fact that a motor vehicle death occurs every 13 minutes should promote people to use defensive driving at all times. At Holy Cross our driving program addresses hazards that are useful at home and work. We are committed to implementing safety initiatives to consistently educate drivers. Over the next several months, we will focus on the keys to driving safely and examine ways to avoid traffic crashes.



DRIVING
COMMUNITY



Don't Move Without It

Company procedure calls for a seat belt to be worn any time your vehicle is in motion. Seat belts save lives. They prevent severe internal injuries and keep you from being ejected from your vehicle. They'll also allow you to remain in control of your vehicle during a sudden swerve, stop or skid.

But in order for the seat belt to protect you, it must be worn correctly. After buckling the belt, be sure that it's comfortably snug across your hips. Positioning the belt above the hips or below the hips, with slack in it, could cause injury in a sudden stop.

Some drivers think they only need to buckle up for long distance or expressway driving. In fact, all driving can be dangerous. Department of Transportation (D.O. T.) statistics show that over 80 percent of all accidents occur at speeds less than 40 miles per hour.

There's no good excuse for not using a seat belt. Remember to buckle up.

Key Points

- A. Company procedure calls for a seat belt to be worn any time your vehicle is in motion.**
- B. Seat belts save lives.**
 - 1. They prevent severe internal injuries and keep you from being ejected from your vehicle.
 - 2. They also allow you to remain in control during a sudden swerve, stop or skid.
- C. In order for the seat belt to protect you, it must be worn correctly.**
 - 1. The seat belt should be comfortably snug across your hips.
 - 2. Positioning the belt above the hips or below the hips, with slack in it, could cause injury in a sudden stop.
- D. Other drivers think they only need to buckle up for long distance or expressway driving.**
 - 1. D.O.T statistics show that over 80 percent of all accidents occur at speeds less than 40 miles per hour.
- E. Remember to buckle up.**



DRIVING
COMMUNITY



Crossing the Line

One of the keys to defensive driving is to expect the unexpected. When meeting on-coming traffic, other drivers cannot be depended on to stay in the opposite lane. Therefore, drivers always have to be conscious of their surroundings. Many factors contribute to fatal crashes when vehicles cross over the centerline. The most common involve distracted and impaired drivers.

Key Points

1. A study funded by the U.S. Department of Transportation estimates that distracted driving contributes to at least 50 percent of all traffic accidents.
2. Some poor driving habits include but are not limited to:
 - Improper use of cellular phones, CD players, and other electronic items
 - Eating and drinking
 - Personal grooming
 - Reading
 - Unrestricted pets in the vehicle
3. 39 percent of all traffic fatalities involve intoxicated or impaired drivers, A driver who is intoxicated may cross the median or traffic lane without warning.

Professional drivers must continuously think of the possibility of a collision. Such accidents seem to occur when least expected. Vehicles can cross the centerline without warning if distractions or intoxication are prevalent. Having a safe way out is the best way to protect you and your family



DRIVING
COMMUNITY



Who's Driving?

With our lives becoming filled with more and more demands on our time, many people feel a need to accomplish something with every free moment they have. But drive time is not down time. Time behind the wheel needs to be focused on the job at hand—driving!

According to a study conducted by the Department of Transportation, lapses in driver attention have been identified as a significant contributing factor in as many as 90 percent of traffic crashes.

Driver fatigue ranks as the most frequent cause of crashes resulting from inattention. Other common causes of driver distraction include daydreaming, gazing at scenery or road-side attractions, reading maps or talking on a cell phone.

At 55 mph, a vehicle travels the length of a football field in 3.7 seconds. Drive time is no time for a mini vacation.

Follow these suggestions to stay alert while on the road:

Key Points

1. Get at least six hours of sleep before starting your day as a professional driver. Some people require more sleep. Make sure you get the proper amount that your body requires.
2. Shift your eyes every 2 seconds and check the rear-view mirror every 5 to 8 seconds. This keeps your eyes ahead of the vehicle and your head focused on your driving.
3. Always drive defensively. Being attentive means looking out for the other driver who isn't looking out for you. Expect the unexpected and always give yourself an out.
4. Signal your intentions early enough to give others more time to prepare for your next move. Being aware of others is only half of being attentive—you have to make sure they are aware of you too!



DRIVING
COMMUNITY



What to do Before Your Trip

Everyone likes to start the day out right, and that's particularly true of the professional defensive driver. You know that your safety, and the safety of others, depends on your driving skill and the safe performance of your vehicle.

A thorough pre-trip is the best way to verify that your vehicle is in safe operating condition before taking it on the road. A pre-trip can help eliminate accidents, personal inconvenience, road calls, mechanical failures and service delays.

Remember to cover these checkpoints when performing a pre-trip:

- Check safety equipment such as brakes, lights, horn, mirrors, steering, wipers and fire extinguisher.
- Check instrument panel gauges.
- Check fluid levels and look for possible leaks.
- Check tire condition and air pressure.
- Check for required paperwork such as the vehicle registration and accident report form.

Performing a careful pre-trip helps keep you safe from the start to the finish of the day.

Key Points

- A. Professional defensive drivers know that their safety, and the safety of others depends on their driving skill and their vehicle's safe performance.**
- B. A thorough pre-trip verifies that your vehicle is in safe operating condition.**
Pre-trips can help eliminate:
1. Possible accidents
 2. Personal inconvenience
 3. Mechanical failures
 4. Service delays
 5. Road calls
- C. Cover these checkpoints:**
1. Check safety equipment—brakes, lights, horn, mirrors, steering, wipers and fire extinguisher.
 2. Check instrument panel gauges.
 3. Check fluid levels and look for possible leaks.
 4. Check tire condition and air pressure.
 5. Check for required paperwork such as the vehicle
 6. registration and accident report form.
- D. Performing a careful pre-trip helps ensure your safety and the safety of others, as well as the reliable, timely service our customers expect.**



DRIVING
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Stay Alert

Driving when you're fatigued is like playing Russian roulette—you increase your chance of having an accident.

Studies of body rhythms show that drowsiness occurs most frequently between the hours of 3 to 6 a.m. However, fatigue-related accidents can occur at any hour of the day.

So, maintain a sleep schedule that will allow you to be well-rested during your work hours. That's particularly important the first day back on the job after a holiday or vacation. That first day back is when many fatigue-related accidents occur.

Driving without enough rest is dangerous. If you find adjusting your sleep patterns difficult, or have a history of feeling fatigue when driving, consult a physician.

You cannot be a defensive driving professional and drive when you're fatigued. Your safety, as well as the safety of others, depends on your driving skill. Don't play Russian roulette; get the required rest before driving.

Key Points

- A. You increase your chance of having an accident by driving when fatigued.**
- B. Body rhythm studies show drowsiness occurs most frequently between the hours of 3 to 6 a.m.**
 - 1. Fatigue-related accidents occur at all hours of the day.
- C. Maintain a sleep schedule that will allow you to be well-rested during work hours.**
 - 1. Many fatigue-related accidents occur the first day back at work after a holiday or vacation.
- D. Driving without enough rest is dangerous.**
 - 1. If you have difficulty adjusting your sleep patterns or have a history of feeling fatigued when driving, consult a physician.
- E. You cannot be a defensive driving professional and drive fatigued.**
 - 1. Your safety, and the safety of others, depends on your driving skill.
 - 2. Get the proper rest before driving.



**DRIVING
COMMUNITY**



Steer Clear of Rear End Collisions

Rear end collisions are the easiest collisions to avoid. Vehicles, even compact ones, are easy to see and avoid when you drive defensively.

Maintain a 4- to 6-second following distance for speeds under 30 mph and 6- to 8-seconds for speeds over 30 mph to ensure enough time to react to changing traffic situations. Some drivers brake suddenly or make turns without signaling. An effective following distance gives you time to react to these situations.

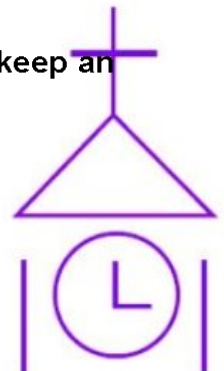
Keeping the proper following distance ensures enough space and time to stop.

Maintain the posted speed when driving. The faster a vehicle moves, the less a driver sees and the less time a driver has to react to hazardous situations. Slow down on hills, curves, intersections, behind turning vehicles, at night and whenever visibility is limited. Also, adjust your speed to road conditions.

Keeping an 8- to 12-second eye-lead time will help you see hazards and give you time to react to them.

Key Points

- A. Rear end collisions are the easiest collisions to avoid. Vehicles, even compact ones, are easy to see and avoid when you drive defensively.
- B. Keep a 4- to 6-second following distance for speeds under 30 mph and 6- to 8-seconds for speeds over 30 mph, to ensure enough react time.
 - 1. An effective following distance will give you time to react when drivers suddenly brake or turn without signaling.
 - 2. Keeping the proper following distance ensures enough space and time to stop.
- C. You should maintain the posted speed when driving.
 - 1. The faster a vehicle moves, the less a driver sees and the less time a driver has to react to hazardous situations.
 - 2. Slow down whenever visibility is limited.
 - 3. Adjust your speed to road conditions.
- D. To see hazards well in advance and have time to react to them, keep an 8- to 12-second eye-lead time.
- E. To steer clear of rear end collisions:
 - 1. Maintain the appropriate following distance.
 - 2. Maintain speed according to posted limits, visibility and road conditions.
 - 3. Keep an 8- to 12-second eye-lead time.
- F. Defensive driving will help you avoid rear end collisions.



DRIVING
COMMUNITY



Get Off to a Good Start

Freeway entrance ramps enable you to adjust your vehicle's speed, get a picture of the traffic situation and find a gap in the flow of traffic before entering a freeway.

Be aware of the hazards that can accompany driving on a freeway ramp. Knowledge of these hazards and how to avoid them will reduce your chance of having an accident.

Watch the flow of traffic and what is going on around your vehicle as you approach a freeway. Neglecting to "Size Up The Whole Scene" and to keep your eyes moving can cause accidents.

Key Points

- A. Freeway entrance ramps give you time to adjust to the conditions involved with driving on a freeway.
- B. Knowledge of freeway entrance ramp hazards and how to avoid them reduces your chance of having an accident.
- C. You should watch the flow of traffic as you approach the freeway and always be aware of what's going on around your vehicle.
- D. Neglecting to "Size Up The Whole Scene" and to keep your eyes moving can cause accidents.
 - 1. You may not notice the vehicle in front of you slowing down or braking.
 - 2. You might start to move onto the freeway without seeing the person in front of you is still there.
 - 3. Sudden braking can cause problems for the vehicle behind you.
- E. To start your freeway drive safely:
 - 1. Keep a space cushion.
 - 2. Maintain speed control.
 - 3. Use your mirrors.
 - 4. Look for a gap. Time your approach to blend smoothly into the flow of traffic.
 - 5. Signal your intentions.
- F. A good start will help you reach your destination safely.



DRIVING
COMMUNITY



Develop the Space Cushion Habit

Professional drivers recognize that maintaining an adequate following distance is a basic element of defensive driving. A space cushion keeps you from getting into a position where an impact is unavoidable.

Develop the space cushion habit to have time to recognize accident-producing situations in advance to apply preventive action. The space cushion can save you from a serious accident by giving you time to respond properly. The size of the space cushion changes with speed, weather and road conditions.

1. Under normal weather conditions and on busy streets, a following distance of four to six seconds allows you to check your mirrors, clear an intersection and maintain proper eye lead time.
2. At highway speeds under normal weather conditions, a following distance of six to eight seconds allows you to change lanes, pass entrance and exit ramps, protect yourself from a rear-end collision and maintain proper eye lead time.

When weather and road conditions worsen, adjust your following distance to maintain control of the driving situation. In snow, ice, fog or rain, the normal following distances must be lengthened.

Key Points

A. Maintaining an adequate following distance is a basic element of defensive driving.

1. Professional drivers recognize accident-producing situations early enough to avoid them.

B. Develop the space cushion habit.

1. On a busy street, under normal weather conditions, allow four to six seconds.
2. On highways, under normal weather conditions, allow six to eight seconds.
3. When driving in snow, ice, fog or rain those times must be lengthened.

C. Establish a safe following distance.

1. Select a stationary object ahead of your vehicle.
2. When the vehicle you are following passes that object, begin counting, "one thousand and one...one thousand and two."
3. If the front of your vehicle passes the same object before the six- or eight-second count is completed, you're too close.



DRIVING
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Cell Phones

In recent years, cellular phone usage in the United States has experienced phenomenal growth. Today there are more than 55 million cellular phone subscribers in the United States. That figure is expected to increase to 68-75 million by next year. While this rapid growth spells profits for the cellular phone industry, the increase in traffic crashes attributed to cell phone usage is an issue of great concern.

In response to the increase of traffic crashes, 20 different states are considering legislation to restrict cell phone usage while operating a motor vehicle. The proposed laws range from hands-free operation to halting vehicle movement to answer the phone or place a call.

In keeping with its obligations under federal and state occupational health and safety laws, to maintain a safe and healthful work place and to minimize the safety risks for our employees, customers, and passengers in such moving vehicles and the public at large, Our company has adopted the following policy with respect to the use by employees of mobile telephones while operating a Company-owned vehicle or the employee's own vehicle in the course of employment.

Cell Phone Policy (example)

No employee is to engage in the use of a mobile phone while operating a motor vehicle that is in motion, unless such mobile phone is equipped and used with a hands-free device. (The only exception to this policy is where a phone call is made in a bona fide emergency, such as to call "911" or similar emergency number (e.g., to call an ambulance, fire department).

Key Points

This policy is intended to make safe driving your first priority. When use of a cell phone is required, following these key points when operating a company vehicle:

1. Get out of traffic and park in a legal parking position before using your phone.
2. Do not park on the shoulder of the road or in the breakdown lanes of highways or interstates. These lanes are for emergency purposes only. Too often, a vehicle parked on the shoulder or the breakdown lane becomes the victim of a rear-end collision from inattentive drivers.



DRIVING
COMMUNITY



Only You can Make it Click

Seat belts won't fulfill their purpose unless you use them. This sounds simple, yet many people find excuses not to use them. Before thinking about why you shouldn't wear a seat belt, think about the responsibility you have to yourself and to those who care about you.

Three impacts can occur during one accident. One is a result of the initial contact. An unbelted driver may be thrown against the vehicle's interior equipment. Another impact occurs if an unbelted person gets thrown out of the vehicle as a result of the initial contact. Another impact may occur if a vehicle continues to move after a collision.

Wearing a seat belt will reduce your chances of being seriously injured in any of these situations. You should wear your seat belt because:

1. Seat belts reduce your chances of being thrown against your vehicle's interior equipment.
2. Seat belts reduce the chances of being thrown from your vehicle.
3. A seat belt will keep you in the driver's seat so you can remain in control.
4. The use of seat belts is required by Our company and by law.

Only you can make it click.

Key Points

- A. Seat belts can't fulfill their purpose unless they are used.**
- B. This sounds simple, yet many people find excuses not to use them.**
- C. Before thinking about why you shouldn't wear a seat belt, think about the responsibility you have to yourself and to those who care about you.**
- D. There are three impacts that can occur during one accident. These include:**
 1. At initial contact, a driver may be thrown against the vehicle's interior equipment.
 2. A person may be thrown out of the vehicle as a result of the initial contact.
 3. A person who was thrown out of the driver's seat may be unable to regain control of the vehicle.
- E. Wearing a seat belt reduces your chances of being seriously injured in one of these three situations:**
 1. Seat belts reduce your chances of being thrown against the interior equipment of your vehicle.
 2. Seat belts reduce your chances of being thrown from your vehicle.
 3. A seat belt will keep you in the driver's seat so you can remain in control of the vehicle





Turn Your Head... And Avoid a Crash

As you're driving and approaching an intersection, use your head and your eyes. Look left, right, then left again. You'll be able to see if anything is coming, you'll have time to stop and it will help you avoid an accident.

The procedure is simple: When stopped at a traffic light and the light turns green, scan the intersection. Look left, right, then left again before you proceed. Check your rearview mirrors. This procedure takes only seconds, but gives you a clear view of the traffic situation around or near the intersection.

Use the same procedure when you approach other intersections--even if you have the right-of-way and especially at blind intersections where you have less visibility. People involved in accidents often say, "I just didn't see the other car." But, as a professional driver, you realize that by looking left, right, then left again, you can avoid intersection accidents.

Key Points

A. Before entering an intersection, look left, right, left.

1. You'll see if anything is coming.
2. You'll have time to stop.
3. You'll avoid an accident.

B. Intersection accidents can be avoided.

1. Scan the intersection. Look left, right, left.
2. Check your rearview mirrors as you scan left, right, left.
3. Proceed when you're certain the intersection is clear.
4. Always use this procedure, even if you have the right-of-way.

C. Professional drivers see everything.

1. You'll never have to say, "I just didn't see the other car."



DRIVING
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Skid Control

Skids occur when a vehicle's tires lose rolling traction with the road surface. Road conditions can contribute to skids. Rain, fog, ice and snow can cause slippery driving. So can loose sand or gravel. These driving techniques can help prevent skids:

1. Start vehicle moving gradually. Smooth acceleration can prevent drive wheel spin.
2. Change vehicle speed slowly when upshifting or downshifting to maintain rolling traction with the road surface. The slower the speed, the more traction between the tires and the road.
3. Increase vehicle's following distance. You'll see more of the traffic situation and have time to maneuver your vehicle safely.

Know what to do before experiencing a skid, and you'll react correctly and safely.

Key Points

A. Skids occur when a vehicle's tires lose rolling traction with the road surface.

B. Road conditions can contribute to skids.

1. Rain, fog, ice and snow can cause slippery driving as well as loose sand or gravel.

C. These driving techniques can help prevent skids:

1. Start vehicle moving gradually. Smooth acceleration can prevent drive wheel spin.
2. Change vehicle speed slowly when upshifting or downshifting to maintain rolling traction with the road surface.
3. Slower speeds mean more traction between tires and road surface.
4. Increase following distance.
5. Seeing more of the traffic situation allows time to maneuver vehicle safely.

D. Know what to do before experiencing a skid, and you'll react correctly and safely.



DRIVING
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Leave Room to Move in Traffic

Whether you're driving in the city or country, on an expressway or two-lane road, leaving room around your vehicle allows you to avoid the unexpected and proceed smoothly through traffic.

Always leave a space cushion around your vehicle—especially in front. Remember how to determine what your space cushion is: Pick a stationary object the vehicle ahead of you has just passed; count one-thousand-one, one-thousand-two, one-thousand-three, etc., until your vehicle reaches the same point. The seconds you counted are your following distance, your space cushion. Maintain a minimum of six-to-eight seconds at highway speeds.

Be aware of the traffic pattern around and ahead of your vehicle, and maintain your space cushion, and adjust to difficult driving situations before they become problems. Use these procedures to maintain a space cushion:

1. Know your travel path. Be aware of potential problem-situations like merging traffic, hills, curves and blind intersections.
2. Adjust your speed to visibility and road conditions.
3. Leave a space cushion around your vehicle. This allows you to smoothly change lanes to proceed around slower traffic.

Leaving room to move allows you to be prepared for the unexpected.

Key Points

A. Planning ahead helps reduce the surprises you can encounter while driving.

B. Leave a space cushion around your vehicle, especially in front.

1. Determine your space cushion.
2. Pick a stationary object the vehicle ahead of you has just passed.
3. Count one-thousand-one, one-thousand-two, etc., until your vehicle reaches the same point.
4. The seconds you counted are your following distance.
5. Maintain a minimum of six-to-eight seconds at highway speeds.

C. Keep aware of the traffic pattern around and ahead of your vehicle and maintain your space cushion.

D. Follow these safety measures to maintain a space cushion:

1. Be aware of problem situations—merging traffic, hills, curves and blind intersections.
2. Adjust your speed to visibility and road conditions.
3. Leave a space cushion around your vehicle—This allows you to smoothly change lanes to proceed around slower traffic.

E. Be prepared for the unexpected.



DRIVING
COMMUNITY



Handling the Holiday Rush

As the streets fill with holiday shoppers and children vacationing from school, drivers are faced with more unpredictable hazards. Statistics show that one-fifth of all traffic fatalities involve pedestrians. It's up to you to obey all the rules of the road.

Exercise extreme caution around parked cars since they can be hiding children, jaywalkers and motorists getting in and out with packages blocking their view.

Almost 25 percent of accidents involving pedestrians take place at intersections. Be sure to approach them with caution, and use the left-right-left method of scanning before proceeding. Time your approach to traffic lights carefully to avoid stop-and-go driving, and be sure to stop well in front of crosswalks to give busy pedestrians room to cross safely.

Apply the Five Principles of the Best Practices driving program preventing holiday driving accidents.

Key Points

- A. The holidays are a busy time but you are never too busy to make safety your first concern.
- B. Make an extra effort to prevent pedestrian and intersection accidents during the holidays.
 1. One-fifth of all traffic fatalities involve pedestrians—Carefully obey the rules of the road—children, cyclists and pedestrians are often too preoccupied.
 2. Be especially alert around parked cars; they often hide children, jaywalkers and motorists getting in and out carrying piles of packages.
 3. Twenty-five percent of pedestrian accidents occur at intersections.
 4. Use left-right-left method of scanning.
 5. Avoid stop and go; time traffic lights.
 6. Stay clear of crosswalks to give busy pedestrians room to cross safely.
- C. Follow the **Five Principles of the Best Practices** driving program more closely to prevent holiday driving accidents:
 1. Expand your “Look Ahead” Capacity — Find a safe path well ahead.
 2. Size Up The Whole Scene — Stay back and see it all. Keep one step ahead of the quickly changing traffic scene. Scan, don't stare. Shift your gaze every two seconds.
 3. Signal Your Intentions Early — Communicate in traffic, establish eye contact
 4. Plan an Escape Route — Always be prepared. Expect the unexpected from motorists and pedestrians.
 5. Take Decisive Action — Don't hesitate or conditions may change.



DRIVING
COMMUNITY



Safety is a Never Ending Cycle

There is an increasing number of tricycles, bicycles and motorcycles on the road each year. Unfortunately, the number of accidents involving cyclists is also increasing. It is your responsibility to spot possible hazards and take the proper precautions to avoid an accident.

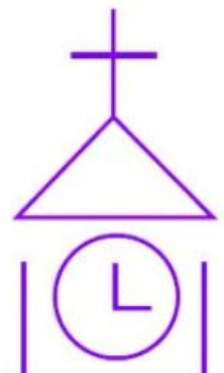
Young children are very impulsive and may not anticipate the consequences that may follow their actions. A child can easily lose control of a tricycle and veer into the street.

There are some objects, such as storm drains, that cause problems for a person on a bicycle. The tires of a bicycle can get caught in the gratings and cause the cyclist to fall. A cyclist may try to avoid a drain by swerving into the road and going around it.

Road conditions that may seem normal to you may be hazardous for a motorcyclist. A motorcyclist can lose control by hitting a small pothole or oil spill and may swerve to avoid hitting one of these objects. Take precautions to avoid accidents with cyclists and remember the following key points.

Key Points

- A. There is an increasing number of tricycles, bicycles and motorcycles on the road each year.**
- B. There is also an increase in the number of accidents involving cyclists.**
- C. It is your responsibility to spot these hazards:**
 - 1. A child on a tricycle can lose control and veer into the street.
 - 2. The tires on a bicycle may get caught in the grates of a drain and cause the cyclist to fall.
 - 3. A motorcyclist may swerve into your way to avoid potholes or oil spills.
- D. Take the proper precautions to avoid an accident with a cyclist:**
 - 1. Keep a space cushion. Expect the unexpected.
 - 2. Anticipate the locations and actions of cyclists.
 - 3. Use caution when passing a cyclist.
 - 4. Watch for cyclists as you make a turn.
 - 5. Check sidewalks for cyclists as you look left, right, left, at intersections.
- E. Safety is a never-ending cycle. Stay alert and be prepared to react to all driving situations, including those involving cyclists.**



DRIVING
COMMUNITY



Get the Perfect Image

Mirrors are used to help you see what is going on around and behind your vehicle. You may not get the full picture if your mirrors aren't adjusted properly. Your mirrors are properly adjusted when:

- You can see the rear corners of your vehicle's body...
- From a normal sitting position behind the steering wheel ...
- By just glancing at them or tilting your head slightly.

Convex mirrors are standard equipment on company vehicles. They provide a wide view from the side of the vehicle but make everything look smaller and farther away. Mirrors don't show you everything—there are blind spots. Avoid accidents by checking over your shoulder to make sure everything is clear.

Get the perfect image of a safe driver by following these tips.

Key Points

- A. The use of mirrors is a defensive driving tactic that can help you avoid accidents.**
1. Mirrors help you see what is going on around and behind your vehicle.
 2. You should know how to adjust and use your mirrors properly.
- B. Here are some hints to let you know if your mirrors are properly adjusted:**
1. Rear corners of the vehicle should be visible in inside lower corners of mirror.
 2. Mirrors should be visible as you sit behind the steering wheel or tilt your head slightly.
- C. A right-side mirror will not give as large a field of view as the left-side mirror.**
1. Convex mirrors are standard equipment.
 2. They provide a wider view, but objects appear smaller and farther away.
- D. Be aware of objects that are located in blind spots.**
- E. Follow these tips to make maximum use of your mirrors:**
1. Make sure your mirrors are properly adjusted.
 2. Glance at them every five to eight seconds.
 3. Don't trust your mirrors completely. Look over your shoulder to get the whole picture.
 4. Be aware of blind spots.
- F. Get the perfect image of a safe driver by following these tips.**



DRIVING
COMMUNITY



Communicate in Traffic

Staying aware of other drivers is only part of defensive driving. You must also be sure that they see you.

One of the best means of doing this is to establish eye-to-eye contact. Use your horn, lights and signals to establish the eye contact that's necessary for someone to stay put until you're past the danger point. What about the driver that hangs in the blind spot behind your unit? To communicate with them, put on your emergency flashers and slow down to let the other driver know your concern. Lightly tapping your brakes will also tell other drivers that they're following too close.

If you change lanes, signal your intention in advance so other drivers will understand what you are about to do. Don't trust someone to stay put, whether they're in a car or on the curb, never take chances; make sure they see you.

Key Points

- A. Staying aware of other drivers is only part of defensive driving.**
 - 1. You must also be sure that they see you.
- B. Establish eye-to-eye contact.**
 - 1. Use your horn, lights and signals to establish the eye contact that's necessary for someone to stay put until you're past the danger point.
- C. What about the driver that hangs in the blind spot behind your unit?**
 - 1. Put on emergency flashers and slow down to let the other driver know your concern.
 - 2. Lightly tapping your brakes will also tell the other driver that they're following too close.
- D. When changing lanes, signal far enough in advance so other drivers will understand what you are about to do.**
- E. Don't trust others to stay put, whether they're in a car or on the curb.**
- F. Never take chances; make sure they see you.**
 - 1. Use your horn, lights, signals and skill as a professional driver.



DRIVING
COMMUNITY



Don't Back Into a Problem

The number of miles you travel each day far exceeds the number of feet you drive when using a backing maneuver. Yet backing accidents are one of the company's most frequent accidents and all could probably be avoided.

Observe these few simple rules to help you steer clear of backing accidents.

1. Know your area and plan ahead to avoid passed stops. Use all available room on the right to swing around in cul-de-sac dead ends. Plan alley deliveries to avoid backing out. Maintain a minimum one-car-length space cushion when stopped in traffic.
2. If you must back, check behind your vehicle for people and objects. Then back immediately. Use both mirrors and tap the horn repeatedly as you back. Back to the driver's sight-side and stop if you are in doubt.
3. The sight-side backing procedure, the safest, means a person looks out of the driver's side window. Backing straight is the second choice. When you cannot see the area into which you are backing, it is called a blind-side maneuver, the most accident prone.

Key Points

A. Know your area and plan your stops ahead.

1. Don't back to passed stops.
2. Plan alley deliveries to avoid backing out.
3. Park with a space cushion in front to allow you to pull out without backing.

B. When you must back, follow these rules:

1. Check behind the vehicle for people and objects.
2. Back immediately, using both mirrors and tap your horn as you move back.
3. Back slowly to the driver's sight-side and stop if in doubt.

C. Become familiar with the three types of backing.

1. Sight-side backing lets you look out of the driver's side window as you back. This is the safest choice.
2. Back straight. This is the second choice.
3. Blind-side backing occurs when you cannot see into the area where you are backing. This is not a good choice.



DRIVING
COMMUNITY



Stay Alert At Night

Night driving presents a critical time to the professional driver. Most accidents occur at night between the hours of 6 p.m. and midnight. Although there are fewer vehicles on the roads at night, the number of accidents nearly doubles.

You must keep in mind that other motorists and pedestrians face the same situations at night. Thus, it is important that the professional driver practice the "make-sure-they-see-you" rule of Defensive Driving.

Increase following distance. Low beam headlights illuminate about 350 feet in front of the vehicle. If you cannot stop safely in that distance, then you are overdriving the headlights. Use extreme caution at intersections, street crossings and in residential areas.

Communicating in traffic prevents night driving accidents. Turn on your headlights as soon as your visibility is reduced but no later than one-half hour after sunset. Always dim your high beam headlights for an approaching car. Signal all turns and use emergency flashers when stopped.

Night driving offers many challenges. Stay alert and leave no room for driver error.

Key Points

A. Night driving presents a critical time to professional drivers.

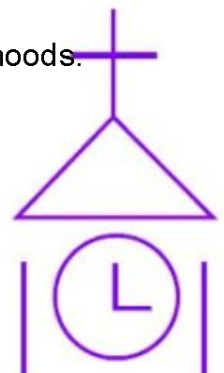
1. Visibility is reduced.
2. Ability to judge distance decreases.

B. Most accidents occur at night.

1. Even though fewer vehicles are on the road at night, the number of accidents nearly doubles.
2. They happen between the hours of 6 p.m. and midnight.

C. Other motorists and pedestrians face the same obstacles at night.

1. Use the "make-sure-they-see-you" rule of defensive driving at night.
2. Increase following distance.
3. Do not drive beyond your headlights.
4. Use extreme caution at intersections and in residential neighborhoods.
5. Communicating in traffic at night prevents night driving accidents.
6. Turn on your headlights no later than one-half hour after sunset.
7. Dim your high beams for oncoming traffic.
8. Signal all turns.
9. Use emergency flashers when stopped.



DRIVING
COMMUNITY



Clear Steering

Will it clear or won't it? Don't guess about the distance between your vehicle and other objects. Stop, get out and check.

Check high for wires, building overhangs and overhead doors. Also, check for close-to-the-ground stationary objects that could be in your drive path. Knowing the height and width of your vehicle can help you judge clearances better.

But still check before driving under very low overheads or into narrow entrances. Also, stop before going through doorways to be sure any overhead doors are all the way up. Automatic doors must be completely stopped before proceeding. Sound vehicle's horn to alert any people in the area before driving through doorways.

Know how much space there really is between your vehicle and other objects to steer clear of clearance hazards.

Key Points

- A. Don't guess about the distance between your vehicle and other objects—Stop, get out and check.**
 - 1. Check high for wires, building overhangs and overhead doors.
 - 2. Also check for close-to-the-ground stationary objects.
- B. Know the height and width of your vehicle.**
 - 1. Helps you judge clearances better.
- C. Stop and check before driving under very low overheads or into narrow entrances.**
 - 1. Stop before going through doorways.
 - 2. Be sure overhead doors are all the way up.
 - 3. Automatic doors must be completely stopped.
 - 4. Sound vehicle's horn before proceeding.
 - 5. Alerts people in area.
- D. Know how much space there is between your vehicle and other objects to steer clear of clearance hazards.**



DRIVING
COMMUNITY



Caution: Railroad Crossing

Accidents occurring at railroad crossings are the most severe of all highway accidents. Stopping distance far exceeds the stopping distance of your vehicle. Of course, applying the Five Principles of Decision Driving™ is the best approach to take.

Stopping at every railroad crossing may not always be required but as soon as a railroad crossing comes into view, the scene should automatically signal the driver to take precautionary measures.

1. Even when a crossing appears properly marked, a measure of caution should be used. Lights may be covered by dirt, and other warning systems can malfunction.
2. Glance left, right, left.
3. Complete the left, right, left glance early to make a smooth stop prior to the tracks, should a train be approaching. If necessary, stop 15-50 feet before the tracks.
4. If tracks and the area beyond are clear, proceed in low gear, pull across until your vehicle is clear. Do not shift gears, coast, or brake while crossing.

A rural railroad crossing is often marked by a simple round sign and "X" or "R.R" painted on it -- no flashing lights, bells or gates. Proceed through these crossings with extra caution.

Take special care when crossing tracks in cities or near warehouses. On-coming trains can be hidden behind buildings or by traffic.

Remember, every crossing signals caution. If you make a mistake, you rarely get a second chance.

Key Points

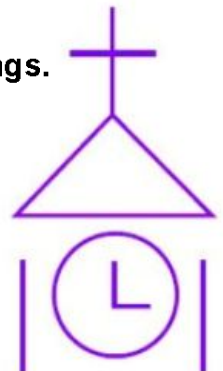
A. Accidents at railroad crossings can be prevented.

1. Approach all tracks prepared to stop.
2. Glance left, right, left.
3. Complete the left, right, left glance early enough to make a smooth stop prior to the tracks, should a train be approaching. (Stop 15-50 feet before the tracks.)
4. If tracks and the area beyond are clear, pull across.
Don't shift gears, coast or brake while crossing tracks.

B. Use caution when approaching different types of railroad crossings.

1. Rural crossings may have minimal markings.
Proceed across tracks with extra caution.
2. On-coming trains could be hidden from view on tracks near cities or warehouses.
3. Even when a crossing appears properly marked, use care. Warning lights may be covered with dirt or the equipment may be malfunctioning.

C. Remember, every crossing signals caution.



DRIVING
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When Your Tire Blows Out

Occasionally tires can blowout and result in serious accidents at high speeds. Knowing what to do can help you avoid a serious accident. Along with some safe driving techniques when a blowout occurs, there are some daily procedures that can help prevent most blowouts.

Key Points

- A. Blowouts are dangerous at highway speeds. It's important to know what to do.**
- B. If a blowout occurs:**
 1. Immediately take your foot off the accelerator -- don't apply the brake.
 2. Maintain a firm grip on the steering wheel. Keep vehicle straight.
 3. Allow the vehicle to slow down. Do not touch the clutch, gear, shift or accelerator.
 4. When you have slowed down to a safe speed, signal your intentions and pull off the road. Pull onto the shoulder. If there's no shoulder, slowly drive to a safe place. It's better to ruin a tire and/or rim than create a traffic hazard.
 5. Set up emergency reflectors or flares.
- C. Daily safety procedures can prevent blowouts.**
 1. Visually check your tire tread, inflation and the general tire condition.
 2. Leave yourself a space cushion.
 3. Use two hands (keeping thumbs up) to firmly grip the outer rim of the steering wheel.



DRIVING
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Avoid Non-Driving Accidents

Some accidents occur when you are not even behind the wheel of your vehicle. Knowing how, when and where to park your vehicle can eliminate those accidents that occur when you are making deliveries. The following key points will assist you in avoiding "Hit while parked accidents."

Key Points

- A. This time of year can really test ability to park defensively.**
 - 1. You've got to make your vehicle hard to hit.
- B. Park within a foot of the curb or edge of the street.**
 - 1. Avoid double-parking.
- C. Don't park facing oncoming traffic.**
 - 1. Confusing to other drivers.
 - 2. Forces you to drive across traffic to regain your lane.
- D. Parking in front of a driveway is never a good idea.**
 - 1. Other motorists can back without looking -- right into your vehicle.
- E. Don't park just below the crest of a hill, or out-of-sight around a curve.**
 - 1. Don't hide your vehicle.
 - 2. Park where other drivers can get a clear view of you and the road ahead.
- F. In congested areas, don't block any traffic control devices, intersections or pedestrians from the view of other motorists.**
- G. Leave the four-way flashers on to indicate the vehicle is parked.**
- H. Park defensively and make your vehicle hard to hit.**



DRIVING
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Saved By the Belt

Some people always have an excuse for not wearing a seat belt. For instance, they don't need a seat belt because they drive slowly or only drive short distances. The truth is that all driving can be dangerous. Over 80 percent of all accidents occur at speeds less than 40 miles per hour and three out of four traffic fatalities occur within 25 miles of home.

Some people claim seat belts are uncomfortable -- too confining. Seat belts are designed to allow you to reach all necessary driving controls. And after getting used to their seat belt, most people feel more comfortable and secure with the seat belt on.

Then there's always the driver who claims he'll be saved if he's thrown clear of the vehicle in an accident. The fact is, your chances of being killed are almost 25 times greater if thrown from the vehicle. Seat belts can prevent severe internal injuries. They also allow you to remain in control of your vehicle during a sudden swerve, stop or skid.

There's no good excuse for not using a seat belt. Remember to buckle up.

Key Points

- A. People always have an excuse for not wearing a seat belt.**
- B. Many claim they don't need a seat belt because they drive slowly or only drive short distances.**
 1. All driving can be dangerous.
 2. Over 80 percent of all accidents occur at speeds less than 40 miles per hour and three out of four traffic fatalities occur within 25 miles of home.
- C. Some people claim seat belts are uncomfortable--too confining.**
 1. Seat belts are designed to allow you to reach all necessary driving controls.
 2. Most people feel more comfortable and secure with the seat belt on.
- D. There's always the driver who claims he'll be saved if he's thrown clear of the vehicle in an accident.**
 1. The fact is, your chances of being killed are almost 25 times greater if thrown from the vehicle.
 2. Seat belts can prevent severe internal injuries.
 3. They also allow you to remain in control of your vehicle during a sudden swerve, stop or skid.
- E. There's no good excuse for not using a seat belt.**
 1. Remember to buckle up.





See and Be Seen

During a stormy night, your visibility may be limited due to poor weather conditions. There are other factors that will limit your visibility, even on sunny days. These include trees, hills, curves, buildings and any other object that obstructs your view.

Awareness of these hazards and how they can block your view is important to safe driving. Limited visibility doesn't have to leave you in the dark. Follow these key points to make sure you see and are seen by others.

Key Points

- A. Your visibility can be limited by darkness, storms, trees, hills, curves and buildings.**
- B. Be aware of hazards and how they can block your view.**
 - 1. Seeing distance decreases 50 percent at night. Visibility decreases even more when there is fog, rain or snow.
 - 2. Trees can block road signs.
 - 3. You can't see what's on the other side of a hill or curve.
 - 4. Buildings can block your view at intersections.
- C. Anticipate obstacles behind trees, over hills, around curves or next to a building.**
- D. Use the Five Principles of Decision Driving™ to adjust to limited visibility situations.**
 - 1. Expand Your "Look Ahead" Capacity
 - 2. Size Up The Whole Scene
 - 3. Signal Your Intentions Early
 - 4. Plan an Escape Route
 - 5. Take Decisive Action
- E. Limited visibility doesn't have to leave you in the dark. Your job is to see and be seen.**



DRIVING
COMMUNITY



Look to the Future

Defensive drivers constantly scan the road ahead, keeping their eyes ahead of their vehicles at least eight to twelve seconds. This allows them to see future traffic situations, road conditions and upcoming hazards. It also helps them stay alert. The few seconds that eye-lead gives them will enable them to react effectively and avoid accidents.

You can practice professional, defensive driving by keeping your eyes moving. Get into the habit of shifting your glance every two seconds. This helps you stay alert and avoid the stare, or fixed gaze, along one line of sight.

In addition, you must remain aware of what's happening in front of, on the sides of and behind your vehicle. By checking your mirrors every five to eight seconds, you can anticipate the actions of others and "Size Up The Whole Scene".

Keep updating your view of the whole traffic scene to give yourself time to react if a problem should occur. This is especially important when approaching intersections; be sure to scan well in advance.

Looking into the future enables you to react effectively to changing driving conditions and avoid accidents.

Key Points

- A. Look to the future by keeping your eyes moving.**
 1. This enables you to see upcoming traffic changes and hazards.
 2. It also gives you time to react effectively and avoid accidents.
- B. Shift your glance every two seconds.**
 1. It keeps you alert.
 2. It helps avoid a stare.
- C. Remain aware of what's happening in front of, on the sides of and behind your vehicle.**
 1. Check your rear view mirror every five to eight seconds.
 2. Anticipate the actions of others and "Size Up The Whole Scene".
- D. Keep updating your view of the traffic scene.**
 1. This gives time to react to potentially hazardous situations.
 2. Be sure to scan well in advance of intersections.
- E. Looking into the future enables you to react effectively to changing driving conditions.**



DRIVING
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What's Your Decision

The ability to move smoothly through stop-and-go traffic is the mark of a strong defensive driver. It means you're aware of traffic and traffic control devices. It means you've developed this technique by using the Five Principles of Decision Driving™, particularly "Expand Your Look Ahead Capacity."

Expanding Your Look Ahead Capacity forces us to look ahead to determine traffic conditions. It gives us time to adjust to traffic changes and avoid delays.

As you move through traffic, remember the key phrase, "Stay back and see it all." Is the next light green? How long has it been green? If it's a stale green light, you must determine your decision point.

The decision point is an imaginary spot in the roadway beyond which you will no longer be controlled by the traffic light, but rather by the traffic conditions in the intersection. As always, your responsibility as a defensive driver is to move through the intersection at a speed which allows you to stop if necessary.

By planning ahead, timing traffic lights and establishing decision points, you'll be able to save time and add smoothness to your daily routine.

Key Points

- A. A defensive driver moves smoothly through stop-and-go traffic.**
 - 1. This technique is developed by using the Five Principles of the Best Practices Driving Program especially "Expand Your Look Ahead Capacity"
- B. Looking ahead to determine traffic conditions:**
 - 1. Allows you time to adjust to traffic changes.
 - 2. Avoids delays.
- C. Stay back and see it all.**
 - 1. A stale green light requires you to determine your decision point.
- D. The decision point is an imaginary spot in the road.**
 - 1. At that spot, you're no longer controlled by the light, but rather by the traffic conditions in the intersection.
 - 2. Move through the intersection at a speed that will allow you to stop if necessary.
- E. Planning ahead, timing traffic lights and establishing decision points will allow you to save time and add smoothness to your daily routine.**



DRIVING
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Plan an Escape Route

Crashes are avoided when drivers think ahead. You automatically think ahead when you practice the fourth principle of Decision Driving™: Plan an Escape Route. It involves keeping a "space cushion" and allows for professional, accurate decision making.

A "space cushion" means that you give yourself ample space on all four sides of your vehicle when possible, but always in front. The six to eight seconds following distance gives you that space to the front.

Keep your attention on the driving situation at hand. Take the path of least resistance. By keeping ahead of the traffic pattern and keeping a "space cushion," you will be able to adjust to situations that might otherwise cause you a problem.

Follow these safety measures:

1. Check the roadway conditions. Look for signs, hills, curves, blind intersections and other vehicles.
2. Adjust your speed to visibility. Maintain a pace that allows for stopping and swerving space.
3. Give yourself an ample space cushion in front and to the right of your vehicle.
4. Check your mirrors.
5. Use your signals and take the path of least resistance.

Having an escape route can mean the difference between leaving yourself an out or becoming involved in an accident. "Be prepared. Expect the unexpected".

Key Points

A. Planning an Escape Route involves thinking ahead.

1. Planning ahead allows you to make professional driving decisions.
2. You can escape getting caught in an accident-producing situation.

B. Maintain a "space cushion."

1. Give yourself space on all four sides of the vehicle, but always in front.
2. Be prepared to take the path of least resistance.

C. Focus your attention on the driving situation at hand.

1. Know weather and road conditions.
2. Adjust your speed to visibility.
3. Always maintain your space cushion.
4. Check your mirrors.
5. Use your signals and take the path of least resistance.

D. Be prepared. Expect the unexpected.



DRIVING
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Time Traffic Lights: Be in Control of the Traffic Situation

The ability to move smoothly through traffic lights, avoiding stop and go, is a mark of a strong defensive driver who is in control of the traffic situation. This technique comes from practice of the Five Principles of Decision Driving™, particularly "Expand your Look Ahead Capacity" and "Plan an Escape Route"

"Expand your Look Ahead Capacity" teaches us to look ahead to determine the condition of traffic and control devices. "Plan an escape Route" tells us to leave a space cushion all around the vehicle, especially in front.

As you approach a traffic light, remember the key phrase, "Stay back and see it all." Is the light green? How long has it been green? If it's a stale green light, you must determine the "point of decision."

Point of Decision

The point of decision is an imaginary line between your vehicle and the crosswalk as you approach an intersection with a stale green light. Since you are unsure of the light, you must determine the point at which you will stop if the light changes. This helps you to "Size Up The Whole Scene", leaves you an out, and enables you to stop in a smooth, controlled manner before the intersection and the crosswalk.

Key Points

A. Timing traffic lights is part of defensive driving.

1. It involves "Sizing Up The Whole Scene"—Look ahead to determine condition of traffic and control devices.
2. You should also "Plan an Escape Route"—Maintain a space cushion all around the vehicle, but especially in front.

B. If you are unsure about how long a traffic light has been green, follow the stale green light procedure.

1. Make a point of decision—the point at which you will stop if the light should change.



DRIVING
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A Change of Season... Doesn't Have to Affect Your Safety

The fall months of October and November bring a set of potential problems for drivers. The many situations connected with the fall season may cause you to make adjustments in your driving. Use the following key points to avoid potential fall-related accidents:

A. The fall season brings a set of potential problems for drivers.

1. When it rains on leaf-covered roads, these roads become a slippery hazard.
2. The sun sets earlier than it did during the summer, this can reduce visibility.
3. Now that school's open, children are on the streets early in the morning.
4. Leaves fall onto the road and children like to play and hide in them.

B. Make necessary adjustments and use the Five Principles the Best Practices Driving Program to keep your fall season a safe one.

1. Expand Your "Look Ahead" Capacity
2. Size Up The Whole Scene
3. Signal Your Intentions Early
4. Plan an Escape Route
5. Take Decisive Action



DRIVING
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There's No Backing Out of Safety

Professional drivers know the meaning of the Decision Driving habit, "Plan an Escape Route" and how they can use it to avoid problems on the road. They also know it applies to parking safely.

One of the most frequent types of vehicle accident happens when drivers back. Whether you must back is often determined by where you park. Always be selective when parking your vehicle. Choose a parking space with a space cushion in front and one that requires no backing in or out.

1. Parking lot parking—Pull to a spot where no one can park in front of you. If it's necessary to angle park, use the last spot next to the "No Parking" area. Leave enough space in front so you can pull out without backing.
2. Parallel parking—Use the last spot or one that allows you a way out without backing, such as a place before a fire hydrant or a crosswalk.
3. Residential parking—Leave ample space in front of your vehicle.
4. Avoid using residential driveways.

Look for opportunities to make more than one delivery or pickup stop from one parking position. When two or more stops are close together, park so all stops can be made without moving the car. It's safer and easier to walk them off.

Remember, there's no backing out of safety.

Key Points

- A. Professional drivers should know how to apply "Plan an Escape Route" in all driving situations, including parking.**
- B. One of the most frequent types of vehicle accidents happens when drivers back.**
 1. The need to back a vehicle is often the result of where you park.
 2. Choose a parking space with a space cushion in front and one that requires no backing in or out.
- C. Here are methods to park properly and avoid backing in three situations:**
 1. Parking lot parking -- Pull to a spot where no one can park in front of you. If it's necessary to angle park, use the last spot next to the "No Parking" area.
 2. Parallel parking -- Use the last spot or one that allows you a way out without backing, such as a place before a fire hydrant or a crosswalk.
 3. Residential parking -- Leave ample space in front of your vehicle.
 4. Avoid using residential driveways.
- D. Look for opportunities to make multiple deliveries or pickups from one parking position.**
- E. Remember, there's no backing out of safety.**



DRIVING
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Driver Education

The Five Principles of Decision Driving™ that we cover over and over, apply to all sorts of driving conditions. During this time of the year, they can also help avoid accidents involving school children.

Expand Your Look Ahead Capacity to see the whole traffic pattern. During the school year, more cars are on the road since vacations are over.

Size Up The Whole Scene of the traffic situation around your vehicle can prevent you from being trapped in slow-moving or stopped traffic that may be congested with school buses and soccer moms.

Leaving space between your vehicle and other traffic gives you time to maneuver around obstacles.

Keeping your eyes moving is especially important when approaching an intersection with students present. A stare could be deadly; remember to shift your gaze every two seconds to scan the intersection. Check your mirrors frequently to stay aware of what's happening around your vehicle. If you travel through an area near a school, it's important to leave yourself an out. Children often do the unexpected. They have almost no concern for their personal safety and little fear of moving vehicles, so be prepared for the unexpected.

Finally, make sure the students see you. Use your horn, lights and signals to communicate your intentions.

Key Points

- A. Drive defensively and apply the Five Principles of the Best Practices Driving Program.**
- B. Expand Your Look Ahead Capacity to see the whole traffic pattern.**
- C. Size Up the Whole Scene of the traffic situation around your vehicle to avoid being trapped in slow-moving or stopped traffic.**
 1. Leave space between your vehicle and other traffic.
 2. You'll have time to maneuver around obstacles.
- D. Keep your eyes moving at intersections with students present.**
 1. Shift your gaze every two seconds.
 2. Scan intersection; check mirrors frequently so you'll know what's happening around your vehicle.
- E. Plan an Escape Route if you travel an area near a school.**
 1. Children have no concern for their personal safety and little fear of moving vehicles.
 2. Expect students to do the unexpected.
- F. Signal Your Intentions Early.**
 1. Make sure the students see you. Use your horn, lights and signals to communicate your



intentions.

DRIVING
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Use Caution After Dark

When driving at night it's essential to communicate effectively with other motorists and pedestrians. Make sure they see you by turning on headlights as soon as visibility is reduced, no later than one-half hour after sunset. Always dim your high beams for an approaching car. Signal all turns and use emergency flashers when stopped.

Don't overdrive your headlights; increase your following distance after dark. Use caution at intersections and in residential areas.

At night you're more likely to feel fatigued. Remain alert by changing your body position and by keeping fresh air circulating in your vehicle. Blink your eyes frequently to reduce fatigue and tension.

Night driving offers many challenges. Use caution, communicate with your horn and lights and leave no room for driver error.

Key Points

- A. Night driving requires extra caution because it's more difficult to judge distances.**
- B. When driving at night it's essential to communicate effectively with other motorists and pedestrians.**
 - 1. Headlights should be turned on as soon as visibility is reduced, but no later than one-half hour after sunset.
 - 2. Dim your high beams for approaching cars.
 - 3. Signal all turns and use emergency flashers when stopped.
- C. Don't overdrive your headlights; increase your following distance after dark.**
 - 1. Use caution at intersections and residential areas.
- D. At night you're more likely to feel fatigued.**
 - 1. Remain alert by changing your body position and by keeping fresh air circulating in your vehicle.
 - 2. Blink your eyes frequently to reduce fatigue and tension.



DRIVING
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Tis' the Season to Use Caution

The music, atmosphere, crowds and fast pace during the holiday season can create hazards for drivers and pedestrians. Make it through the holiday season safely by driving defensively and using the Five Principles of Decision Driving™. Pedestrians of all sizes fill parking lots, sidewalks and intersections. People are hurried and distracted this time of year and consequently, these situations leave people less concerned about the traffic scene.

Decorations or presents carried high above eye level and crowds of people can limit pedestrians view of you. Other hazards include traffic jams, crowded parking lots and vehicles that quickly pull away from curbs. Keep this special time of year safe for everyone.

Drive defensively by using the Five Principles of the Best Practices Driving Program.

Key Points

- A. The music, atmosphere, crowds and fast pace that accompanies the holiday season can create hazards for drivers and pedestrians.**
- B. Here are some hazards to look for:**
 - 1. Pedestrians of all sizes fill parking lots, streets, intersections and sidewalks.
 - 2. Distracted pedestrians may not pay attention to traffic situations.
 - 3. Decorations, piles of presents and other people limit the visibility of pedestrians and drivers.
 - 4. Other hazards include traffic jams, busy parking lots and cars quickly pulling away from curbs.
- C. Make the holiday season safe for everyone:**
 - 1. Expand Your Look Ahead Capacity. Find a safe path through holiday traffic and crowds.
 - 2. Size Up The Whole Scene. Look for pedestrians hidden by decorations at storefronts and curbs. Avoid staring at displays and decorations; check mirrors for passing vehicles.
 - 3. Signal Your Intentions Early. Darkness falls earlier, so turn on your lights sooner. Use your horn and get eye-to-eye contact.
 - 4. Plan an Escape Route. Plan ahead. Expect people to open car doors in your path and for children to run between parked cars into the street.
 - 5. Take Decisive Action. Make a choice or things may change
- D. Keep this special time of year safe for everyone.**



DRIVING
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Beat Winter Driving Obstacles

Winter weather comes in a variety of shapes, sizes and temperatures. Rain, cold, sleet and slippery roads create driving hazards that can be eased only if you stay continually alert. To drive a vehicle safely in winter or in any bad weather requires knowledge of defensive driving techniques and a great deal of skill.

The first step in minimizing winter driving obstacles is to properly pre-trip your rig. Pay particular attention to the windshield wipers, heater and defroster, mirrors and headlights. Use your car condition report to keep them working.

A windshield clear of sleet or ice gives you the adequate visibility to avoid accidents, even those close calls. So make sure your defroster is in good operating condition.

In many places, winter weather brings unavoidable slippery conditions. A dangerous layer of polished ice can form under a dusting of even light snow. Beware of these concealed patches of ice, particularly in curves and turns, on hilltops and shoulders of the road, on or under bridges and overpasses. Be ready, also, to encounter slower traffic movement.

As a professional driver you can stay prepared for winter weather driving conditions, no matter what form they take.

Key Points

A. Winter's worst weather requires the best driving skills of a professional driver.

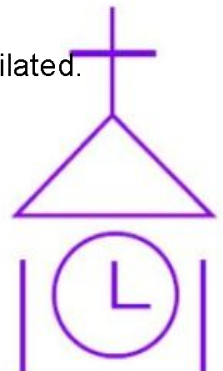
1. Stay alert.
2. Practice the Five Seeing Habits.

B. Minimize winter driving obstacles.

1. Pre-trip your tractor *and* trailer daily.
2. Check wipers, heater and defroster, mirrors and headlights.
3. Keep the windshield clear of sleet or ice and your vehicle well ventilated.

C. Beware of concealed ice patches on the roadway.

1. Adjust driving techniques on curves, hilltops and shoulders of the road, on or under bridges and overpasses.
2. Be ready to encounter slower traffic movement.



DRIVING
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At Any Speed, in Any Vehicle: Buckle Up For Life

Enough research has been done to prove beyond question that seat belt use dramatically reduces the number of vehicular deaths and injuries.

Our company's position on seat belt use is clear: Drivers must be buckled in any time the vehicle is in motion.

You shouldn't be lulled into thinking you're safe without wearing a seat belt because you're driving at slow speeds. If you should be involved in an accident, and you're not buckled in, your risk of being thrown from the driver's seat increases dramatically.

On the other hand, if you use your seat belt, you can stay behind the wheel and maintain control to minimize the results of the accident.

Get the seat belt habit. Make it a habit...for life.

Key Points

- A. Seat belt use decreases risk of death or injury.**
 - 1. Studies show, without question, seat belts reduce deaths and injuries.
- B. Our company's position is clear.**
 - 1. You must be buckled in any time the vehicle is in motion.
- C. Even at slow speeds, seat belts are important.**
- D. Without seat belts, risk of being thrown from the vehicle increases dramatically.**
- E. Wearing a seat belt allows you to stay behind the wheel and maintain control.**
- F. Get the seat belt habit. Make it a habit for life!**



DRIVING
COMMUNITY



Keep Your Eyes Moving

Avoiding a collision with another vehicle that has just run through a red light or a stop sign is not a matter of good luck or quick reflexes. It's the result of using defensive driving methods, particularly keeping your eyes moving.

When you keep your eyes moving, it keeps you alive at intersections because your eyes are ahead of your vehicle. You should shift your eyes every two seconds. In this way, you'll avoid the fixed stare—a steady gaze along one line of sight. Moving your eyes keeps you alert and gives you a constant update of what is in or about to enter the traffic pattern.

It's also important to be aware of what's going on to the sides and behind your rig. Check your rearview mirrors every five to eight seconds. In this way, you'll have a constant update on vehicles overtaking you -- this information is critical for the defensive operation of your vehicle.

Scanning the traffic pattern helps you prepare for changing conditions and tips you off to a potentially hazardous situation. As a professional driver, you realize that keeping your eyes moving is the only way to anticipate the offensive actions of other drivers...and avoid an accident.

Key Points

- A. Avoiding a collision with a car that has just run a red light or stop sign is not a matter of good luck or quick reflexes. It's the result of using defensive driving methods, particularly, keeping your eyes moving.**
- B. Keeping your eyes moving helps you to:**
 1. Stay alive at intersections because you keep your eyes ahead of your vehicle.
 2. Avoid the fixed stare (a steady gaze along one line of sight)—Shift your eyes every two seconds.
 3. Keep alert and get a constant update of what is in or about to enter the traffic pattern.
- C. Know what's going on to the sides and behind your rig.**
 1. Check your rearview mirrors every five to eight seconds.
- D. Keeping your eyes moving helps you prepare for changing conditions in the traffic pattern and anticipate the offensive actions of other drivers.**



DRIVING
COMMUNITY



Stay in Control

In a season when slippery or snow-covered roads are prevalent, skids are a common driving hazard. The key to skid control is being prepared and maintaining traction.

As a professional driver, you should follow these actions to prevent a skid from developing:

1. Start your vehicle moving gradually. Use the fuel and clutch pedals carefully to avoid wheel spin.
2. Change speeds gradually. A light foot on the accelerator or brake can help maintain maximum traction between the tires and the road.
3. Increase following distance. This will help you recognize potentially hazardous situations, and give you time to act accordingly.
4. Be cautious when downshifting. Avoid giving the drive wheels too much power and an opportunity to slide.
5. Practice the Five Principles of the Best Practices Driving Program. Use your defensive driving skills to avoid skids this winter.

Every professional driver knows he or she may face a skid-producing situation someday. If this occurs, don't panic. Practice the techniques we have just discussed and you can prevent a skid from developing.

Key Points

- A. It's winter! Follow these defensive driving points to help maintain traction and avoid skids:**
1. Start vehicle slowly.
 2. Adjust speed to conditions.
 3. Increase following distance.
 4. Downshift carefully.
 5. Practice the Five Seeing Habits.
- B. Even pros may face skid-producing situations in their driving careers.**
1. Don't panic.
 2. Use the proper techniques to avoid skids.
- C. By knowing what to do slowly and carefully, you can avoid a skidding situation.**



DRIVING
COMMUNITY



Stay Ahead of What's Behind You

As a professional driver, you safely drive hundreds of miles, but the few feet that you back can be your biggest safety challenge. There are certain precautions you should take to stay ahead of what's behind you.

Check the area behind your vehicle before backing. Imagine a frame around the backing area. Is there enough head room? Check for low clearances such as building overhangs, overhead doors, wires and low tree branches.

Next, look at the sides of the frame. Is it wide enough for your vehicle to back through safely? Be aware of the distance between fence openings, trees and anything else along the sides of the frame.

Finally, look at the bottom of the frame. Are there objects that may get in your way, damage your vehicle or make it impossible to back straight? After you're sure that the frame of the area into which you're backing is safe, prepare to back. People and other vehicles may cross your path, so it's essential to signal your intentions by continuously using your horn. Complete the backing process by backing immediately, but slowly and frequently checking both mirrors, especially the passenger side. Backing slowly enables you to have greater control over your vehicle and gives you time to recover from a mistake.

Professional drivers may not have eyes in the back of their heads, but they do have the skills and know-how to back safely.

Key Points

- A. You safely drive hundreds of miles, but the few feet that you back can be your biggest safety challenge. There are certain precautions you should take before and while you are backing.**
- B. Imagine a frame around the area you will be backing into.**
 1. Is the top of the frame clear? Check for low clearances posed by overhead doors, overhangs, wires and tree branches.
 2. Be aware of objects that line the side of the frame such as fences. Make sure there is enough distance on both sides of your vehicle to back.
 3. Check the bottom of the frame for objects that may get in your way, damage your vehicle or make it impossible to back straight.
- C. Other precautions you should use when backing include:**
 1. Using your horn continuously to signal your intentions.
 2. Backing immediately, but slowly.
 3. Frequently checking both mirrors.



DRIVING
COMMUNITY



Beware: Intersection Ahead

National Safety Council statistics show that almost half of all motor vehicle accidents occur at intersections. All drivers must watch for careless motorists who don't take the proper precautions before entering an intersection.

Keep your eyes moving when approaching intersections. Be prepared to stop. Check your mirrors for information prior to entering the intersection. Then look left, right and left before proceeding.

When approaching an intersection controlled by a traffic light, you must determine your decision point. That's the point beyond which you are no longer controlled by the light, but by conditions in the intersection. Then move through the intersection at a speed that will allow you to stop if necessary.

Stay alert for turning vehicles at intersections. Allow oncoming traffic to clear before turning, and remember--some turning vehicles may obscure other oncoming traffic behind them.

Don't overtake or pass other vehicles in an intersection and never assume that you have the right-of-way.

Defensive driving is your best protection against intersection accidents.

Key Points

- A. National Safety Council statistics show that almost half of all motor vehicle accidents occur at intersections.**
- B. Keep your eyes moving when approaching intersections.**
 1. Be prepared to stop.
 2. Check your mirrors for information prior to entering the intersection.
 3. Look left, right, left before proceeding.
- C. You must determine your decision point when approaching an intersection with a traffic light.**
 1. Decision point - the point beyond which you're no longer controlled by the light, but by conditions in the intersection.
 2. Move through the intersection at a speed that will allow you to stop if necessary.
- D. Watch for turning vehicles at intersections.**
 1. Allow oncoming traffic to clear before turning.
 2. Some turning vehicles may obscure other oncoming traffic behind them.



DRIVING
COMMUNITY



Get a Passing Grade...In Safety

Throughout the school year, study the actions of children. At the beginning of the day, they'll be waiting for school buses. Be alert for groups clustered at corners and crossing streets alone, or with guards. Pay special attention to children running across streets or between parked cars.

When you encounter groups of children, communicate your presence by tapping your horn. Children have almost no concern for their personal safety and little fear of moving vehicles, so be prepared for the unexpected.

School zones that had few, if any, children around them all summer will again be busy. Reduce your speed around playgrounds, bus stops and schools. Delivering when children are present calls for extra caution. Be sure to check for them on, around or behind your vehicle before leaving the stop.

The close of the day means there will be school buses filled with students returning home. Be prepared to stop when school buses are present and watch for children dashing away from them.

Start the new school year right by using extra caution and alertness when children are present. Adjust to changing driving conditions caused by students and get a passing grade in safety.

Key Points

- A. Summer vacation is over and a new school year is beginning.**
 - 1. Start it out right by studying the actions of children.
- B. At the beginning of the day, children are waiting for school buses.**
 - 1. Be alert for groups at corners and crossing streets alone, or with guards.
 - 2. Pay attention to children running across streets or between parked cars.
- C. Tap your horn to communicate your presence to groups of children.**
 - 1. Children have little fear of moving vehicles.
 - 2. Be prepared for the unexpected.
- D. School zone speed limits will again be in effect.**
 - 1. Reduce your speed around playgrounds, bus stops and schools.
- E. Use extra caution delivering when children are present.**
 - 1. Check for them on, around and behind your vehicle before leaving the stop.
- F. Be alert at the end of the day when school buses are returning children home.**
 - 1. Be prepared to stop when school buses are present.
 - 2. Watch for children dashing from buses.



DRIVING
COMMUNITY



Keep a Cautious Outlook After Dark

As evening approaches, driving ability can become impaired in a number of ways. Spotting pedestrians, cyclists and other motorists can be difficult after dark so make sure they see you.

Night-time causes a lack of visibility and fewer obvious clues to the conditions of the area, giving you less time to make the right decision when hazardous situations arise. As a result, evening accident rates are two and three times above the day-time rate.

You can make a difference by concentrating on safety at night. Be aware of the problems that cause decreased visibility—fatigue and glare—and prepare yourself to handle them effectively.

1. Increase your safety cushion. This can give you time to think before you're forced to react.
2. Communicate by using your lights. Make motorists and pedestrians aware of you in time for them to make the right decision.
3. Don't over-drive your headlights. Be sure to use high beams, except when meeting or following other vehicles, or in fog.

Exercise extreme caution as night falls, and remember that not all drivers share your concern for safety.

Key Points

A. Driving ability becomes impaired as evening approaches.

1. Spotting pedestrians, cyclists and other motorists is difficult after dark.
2. Make sure they see you.

B. You have less control over hazardous situations at night.

1. There is a lack of visibility and fewer clues to the conditions of the area.
2. You have less time to think before you react if an emergency situation arises.

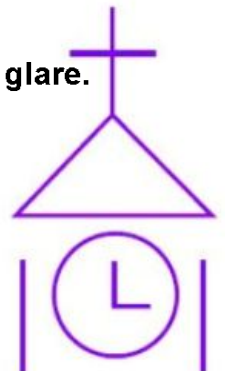
C. The number of accidents increases after dark.

1. The rate is two to three times higher than during the day.
2. At night, you have less time to make the right decision.

D. Prepare for problems caused by decreased visibility, fatigue and glare.

1. Increase the safety cushion.
2. Communicate with your lights so other motorists and pedestrians see you.
3. Use high beams at all times, unless following or approaching another car, or in fog.

E. Remember, not everyone shares your professional concern for safety, so be extra cautious.



DRIVING
COMMUNITY



Make Sure They See You

When you're driving around your neighborhood and spot someone you know, you usually tap the horn lightly to make sure they see you. People respond to this attention-getting signal every day.

Signaling is a very important part of safe driving. Communicating with your horn, lights and signals will let other drivers and pedestrians know your intentions and will help you discover theirs. You must communicate in traffic to get a message to others as quickly and as efficiently as possible.

One of the best means of doing this is to establish eye-to-eye contact. Eye-to-eye contact is necessary when you must depend on someone to stay put until you are past a danger point. Only when eye-to-eye contact is established can you expect the other person to act in a reasonable and predictable manner.

Be aware of drivers who insists on hanging back in your "blind spot." In this situation, make sure the driver sees you. If you plan to change lanes, signal your intention to make the other driver understand what you are about to do.

When you fail to make sure they see you, you can find yourself trusting others to stay put or trusting them to stay in parked cars.

Never take chances; make sure they see you. Use your horn, lights, signals and your skills as a professional driver.

Key Points

- A. Communicating with your horn, lights and signals will let other drivers and pedestrians know your intentions and will help you discover theirs.**
- B. Here are some methods to help you communicate in traffic and get a message to others as quickly and as efficiently as possible:**
 1. Eye-to-eye contact is necessary when you must depend on someone to stay put until you are past the danger point.
 2. Be aware of other drivers that hang back in your "blind spot."
 3. If you plan to change lanes, signal your intention.
 4. Make the other driver understand what you are about to do.
 5. You can find yourself trusting others to stay put or trusting them to stay in parked cars when you fail to make sure they see you.
- C. Never take chances; make sure they see you. Use your horn, lights, signals and your skills as a professional driver.**



DRIVING
COMMUNITY



Take Three Seconds for Life Insurance

Would you invest three seconds to save your life? Three seconds: That's about how long it takes to fasten your vehicle's seat belt. Seat belts don't eliminate accidents, but when they're worn properly they can reduce injuries and fatalities.

Statistics show that, in the event of an accident a driver is five times safer if he or she is not thrown from the vehicle. Seat belts keep you from being ejected. They also keep you from being thrown against the interior equipment and enable you to maintain control of the vehicle during a sudden swerve, stop or skid.

Some drivers are opposed to buckling up because they're afraid that if they have an accident they'll be trapped in a burning or submerged vehicle. However, Department of Transportation (D.O.T.) statistics show that less than one out of 200 injury-producing collisions involve fire or submersion.

Other drivers think they only need to buckle up for long-distance or expressway driving. D.O.T. statistics again prove that all driving can be dangerous. More than 80 percent of all accidents occur at speeds less than 40 miles an hour and three out of four traffic fatalities occur within 25 miles of home.

Seat belts don't eliminate accidents, but when they're worn properly they can reduce injuries and fatalities. Remember to buckle up.

Key Points

A. Would you invest three seconds to save your life?

1. Three seconds: That's about how long it takes to fasten your vehicle's seat belt.
2. When they're worn properly, they can reduce injuries and fatalities.

B. Statistics show that a driver is five times safer if he or she is not thrown from the vehicle.

1. Seat belts keep you from being ejected and thrown against the vehicle's interior. They enable you to maintain control of the vehicle during a sudden swerve, stop or skid.

C. Some drivers fear they'll be trapped in a burning or submerged vehicle.

1. Statistics show that less than one out of 200 injury-producing collisions involve fire or submersion.

D. Seat belts are not just for expressway driving.

1. D.O.T statistics show 80 percent of all accidents occur at speeds less than 40 miles per hour.
2. Three out of four fatalities occur within 25 miles of home.

E. Remember to buckle up.



DRIVING
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Decisions, Decisions, Decisions

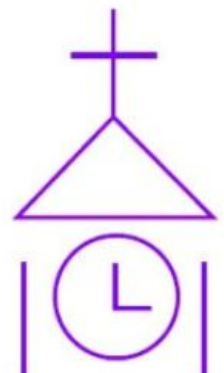
Our lives are challenged every day by situations that demand decisions. Fortunately, the majority of these decisions are simple. As a driver, however, you make thousands of defensive driving decisions every day.

According to National Safety Council statistics, intersection accidents account for over 46 percent of all motor vehicle accidents. As a defensive driver you must make decisions about intersections that are alert and correct. To help prevent intersection accidents follow these key points:

1. When approaching an intersection, be prepared to stop; scan the intersection looking left, right, and left again. At "blind" corners, approach slowly, with right foot covering the brake pedal.
 2. Obey all traffic signs and signals; exercise special caution when approaching intersections controlled by a traffic light. Determine your "decision point"- an imaginary distance from the intersection that is determined by traffic and road conditions.
 3. Be alert for turns of other vehicles to allow sufficient clearance for them.
 4. Signal your intention to turn well in advance and turn from the proper lane.
 5. Allow on-coming traffic to clear before turning.
 6. Before turning left, look to the rear for vehicles about to pass you on your left.
- Life is full of important decisions. You, the professional driver, must remember to make accurate decisions whenever you approach an intersection.

Key Points

- A. A driver makes thousands of defensive driving decisions every day.**
1. Nearly 46 percent of all motor vehicle accidents occur at intersections.
 2. Intersection accidents are the most costly in terms of property damage and human life.
- B. To prevent intersection accidents:**
1. Be prepared to stop; scan left, right, left.
 2. Obey all traffic signs and signals; determine your "decision point."
 3. Be alert for turning vehicles. Signal your intention to turn well in advance.
 4. Allow on-coming traffic to clear before turning left.
 5. Before turning left, check mirrors for vehicles that may pass on your left.
- C. The professional driver gives special attention when approaching intersections.**



DRIVING
COMMUNITY



Keep Rolling With Traction

The weather and other drivers can make winter a challenging time of the year for the professional defensive driver. A big part of defensive driving is maintaining good visibility. Conduct a thorough pre-trip and post-trip. Have worn-out wiper blades replaced and check your defroster and lights. Fill out the driver vehicle inspection report and talk to your mechanic about any problems.

Fog, rain, ice and snow can create slippery road surfaces. Maintain rolling traction by not over-braking. Pump the brakes when the road surface is slick. In freezing conditions, watch for patches of ice on bridges, overpasses and exit ramps.

In bad weather you should increase your following distance because stopping distance is increased. Increased following distance will also help you deal with mistakes average motorists tend to make in poor weather. Defensive driving is doubly important in inclement weather.

These winter months demand the most of your defensive driving skills. Use them effectively and avoid the hazards bad weather can present.

Key Points

- A. The weather and other drivers make winter a challenging time of the year for the professional.**
- B. Maintain good visibility by conducting a thorough pre- and post-trip.**
 1. Have worn-out wiper blades replaced.
 2. Check defroster and lights.
 3. Fill out the driver vehicle inspection report and talk with your mechanic about any problems.
- C. Fog, rain, ice and snow can create slippery road surfaces.**
 1. Maintain rolling traction by not over-braking. Pump the brakes when the road surface is slick.
 2. In freezing conditions, watch for patches of ice on bridges, overpasses and exit ramps.
- D. Increase your following distance in bad weather.**
 1. Stopping distance is increased.
 2. Increased following distance adds time for you to respond to mistakes of other motorists.
 3. Defensive driving is doubly important in inclement weather.
- E. Winter demands the most of your defensive driving skills.**
 1. Use them effectively and avoid the hazards bad weather can present.



DRIVING
COMMUNITY



Back In...Not Out

You decrease your risk of an accident by avoiding backing situations. There are times, however, when backing is necessary. For those times when you must back up, remember to use the safe backing rules and back in, not out. As you approach the area you are going to back to, scan it for stationary objects such as guard posts. Check high for wires, building overhangs or overhead doors.

Sight-side backing is the safest method. Check both mirrors and look out the left door. Be sure to watch for pedestrians and other traffic.

If you have any doubts, get out and check the area behind your vehicle, then back immediately and slowly. Don't confuse other motorists or pedestrians by delaying your backing maneuver.

Tap your horn continuously and put on your vehicle's four-way flashers to communicate your intentions.

You'll decrease your chance of an accident by avoiding backing. When you must back, back in, not out and use the safe backing rules.

Key Points

A. You decrease your risk of an accident by avoiding backing situations.

1. When backing is necessary, use the safe backing rules.
2. Back in, not out.

B. Scan the area you are going to back to as you approach it.

1. Check for stationary objects.
2. Check high for overhead obstacles.

C. Back to the driver's sight side.

1. Check both mirrors and look out the driver's door.
2. Watch for pedestrians and other traffic.

D. If you have doubts, get out and check the area behind your vehicle and back immediately, but slowly.

1. Don't confuse other motorists or pedestrians by delaying
2. your backing maneuver.

E. Tap your horn continuously and put on the four-way flashers.

F. When you must back, back in, not out.



DRIVING
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Think Ahead

Don't Meet By

Accident

One of the keys to defensive driving is to expect the unexpected. Whenever you meet on-coming traffic, you can't depend on the other driver to stay in the opposite lane.

Vehicles can cross the center line without warning for various reasons. A driver suddenly remembers a need to turn off the road and unexpectedly swerves across your path without signaling or slowing. A drowsy or drunk driver crosses the median or traffic line without warning. A driver tries to dodge an animal and veers directly into your path.

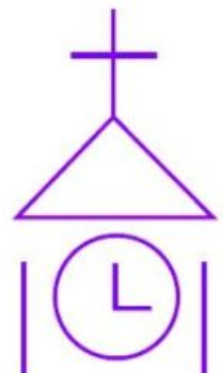
You must continually think of possibilities for collisions. Accidents occur when you least expect them, when driving seems to be routine. To avoid these accidents, make these procedures a habit.

1. Size up the whole scene on all sides of your vehicle continually.
2. Get eye-to-eye contact with oncoming drivers if needed.
3. Be prepared to give an approaching vehicle your lane.
4. Know your stopping distance.
5. Be ready to slow down or stop.
6. Practice the Five Principles of the Best Practices Driving Program.

You can retain control of your vehicle and avoid collisions if you're prepared. Don't get caught by the unexpected.

Key Points

- A. One of the keys to defensive driving is to expect the unexpected.**
- B. Don't depend on drivers of approaching vehicles to stay in the opposite lane.**
 1. A driver remembers the need to turn and crosses your path without warning.
 2. A drunk or drowsy driver crosses the median or center line without warning.
 3. A driver dodging an animal veers into your lane.
- C. Professional drivers continually think of ways to prevent collisions.**
 1. Accidents occur when you least expect them.
 2. Having a safe way out at all times is the best protection.
- D. Be prepared by making these procedures a habit:**
 1. Continually Size Up The Whole Scene.
 2. Get eye-to-eye contact if needed.
 3. Be prepared to give up your lane.
 4. Know your stopping distance.
 5. Be prepared to slow or stop.
 6. Practice the Five Principles of the Best Practices Driving Program.
- E. Retain control and avoid collisions; don't get caught by the unexpected.**



DRIVING
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The Edge of Night

Night driving requires extra caution because visibility and distance judgment are reduced. You must make sure that everyone can see you.

You must communicate effectively with other drivers and pedestrians. Use your horn, lights and signals to let them know your intentions.

Turn on your headlights as soon as visibility is reduced, no later than one-half hour after sunset. Always dim headlights for approaching vehicles.

Don't overdrive your headlights. That is, you must be able to stop within the area illuminated by your headlights. To help accomplish that, remember to maintain a four to six second following distance from the vehicle in front of you. Increase your following distance in wet or inclement weather.

Your visibility and distance judgement are reduced at night. So, use these suggestions for safe night driving.

Key Points

- A. Night driving requires extra caution because visibility and distance judgement are reduced.**
- B. Communicate with other drivers and pedestrians at night.**
 - 1. Use horn, lights and signals to let them know your intentions.
- C. Don't overdrive your headlights.**
 - 1. Stop within the area illuminated by your headlights.
 - 2. Maintain a four to six second following distance--increase distance in inclement conditions.
- D. Use these suggestions for safe night driving.**



DRIVING
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Children Rely on You for Safety

Children in school creates a new set of safety conditions. You'll want to review your driving habits in areas where children are likely to be found.

School zones that you've driven through at posted speeds all summer are filled again with busy children. Playgrounds and other children's activity areas can offer a variety of safety hazards...from unattended bicycles and sports gear to children suddenly darting in the street.

Children like to jump out from hiding places--from between parked cars or under piles of leaves. They have little fear of moving vehicles.

Children are counting on you to protect them. Help them live safely by using these key rules:

1. Watch for children between parked cars, under piles of leaves and other hiding places.
2. If you see children playing, be sure they see you--tap your horn lightly.
3. If you must back, be sure children are not hidden in the blind area behind you.

As professional drivers, we are all responsible for children's safety.

Key Points

- A. Children are back in school, creating a new set of safety conditions.**
- B. Busy school zones and playgrounds may offer a variety of hazards.**
 1. Unattended bicycles and sports gear may be left lying on the pavement.
 2. Children may suddenly dart into your travel path.
- C. Whenever children are present, follow these rules:**
 1. Watch for areas where children may hide.
 2. Tap your horn lightly to warn children of your presence.
 3. If you must back, be sure children are not hidden behind you.
- D. As professional drivers, we are all responsible for children's safety.**



DRIVING
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Stay Alert to Beat Winter Driving Hazards

Winter weather comes in a variety of shapes, sizes and temperatures. Rain, cold, sleet and slippery roads create driving hazards that can be avoided if you stay alert. Driving a vehicle safely in winter or in any bad weather requires knowledge and application of defensive driving techniques.

The first step in overcoming winter driving hazards is a proper pre-trip. Pay particular attention to the windshield wipers, heater and defroster, mirrors and headlights. Use your car condition report to communicate problems to mechanics.

A windshield clear of water, sleet or ice gives you the adequate visibility to avoid accidents. An effective defroster will keep your windshield from steaming up or becoming frosted.

In many places, winter weather brings unavoidable slippery conditions. A dangerous layer of polished ice can form under a dusting of light snow. Beware of concealed patches of ice, particularly on curves and turns, on hilltops and shoulders of the road, and on or under bridges and overpasses. Be ready, also, to encounter slower traffic movement.

You can stay prepared for winter weather driving conditions, no matter what form they take.

Key Points

A. Winter's worst weather requires the best driving skills of a professional driver.

1. Stay alert.
2. Practice the Five Principles of the Best Practices Driving Program.

B. Minimize winter driving obstacles by pre-tripping your tractor and trailer daily

1. Check wipers, heater and defroster, mirrors and headlights.
2. Keep the windshield clear of sleet or ice and your vehicle well ventilated.

C. Beware of concealed ice patches on the roadway.

1. Adjust driving techniques on curves, hilltops and shoulders of the road, on or under bridges and overpasses.
2. Be ready to encounter slower traffic movement.





Six Seconds Can Mean A Lifetime

Experts say it takes a Tractor Trailer 6 seconds to cross an intersection. If a driver crosses 300 intersections in an average day, then that driver is at risk for 30 minutes a day -- at risk to the most frequent type of severe accident.

Each year serious and sometimes fatal accidents occur at intersections. In cities, in suburbs, and most seriously, in rural areas. All are avoidable to the professional, trained driver who practices the Five Principles of Decision Driving™ To avoid intersection accidents, follow these key points:

Key Points

1. Check your mirrors before scanning the intersection. Know the speed and distance of the traffic behind you to better manage turns stopping distances if evasive action is necessary.
2. Scan left, right, then left again as you approach the intersection. If you cannot clear the intersection by using this practice because your view is blocked, slow down until your vision is free from all blind spots.
3. If the intersection is controlled by a traffic light, determine your decision point—an imaginary distance from the intersection that is determined by traffic speed and road conditions. Beyond that point, you are no longer controlled by the traffic light, but rather by the conditions of the intersection. The light must be green when you reach your decision point for you to proceed. You must be able to stop smoothly and safely without entering the intersection if the light changes as you reach the decision point, or if the intersection is not clear.
4. When stopped in an intersection, keep your wheels straight. If hit from the rear with your wheels cut, your vehicle will be shoved into the path of traffic.
5. In every intersection, someone has the "right of way." Drivers who insist on taking their "right of way" often end up in the hospital. Don't take for granted that you have the "right of way"

So during that 30-minute period of your day when you are exposed to cross traffic, take care, drive defensively and maintain your professional status.



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