Drive Safely Meeting Kit



The most frequent accident causes on roads include unsafe speed, unsafe following, improper turns, and inattention to the road. Proper driver education, seat belts, following speed laws, obeying the rules of the road, and paying attention to the road and fellow drivers can help reduce the risk of being injured or killed in a motor vehicle accident.

FUNDAMENTAL DRIVING SAFETY RULES.

1. **Following posted speed limits on roads and highways** and reducing excessive speed improves your ability to respond to unexpected road hazards. The higher the speed, the greater the risk of serious injury or death in a crash.
2. **Posted speed limits are maximums.** Always maintain a speed that is reasonable for the road and the conditions at the time. Take into account the weather, visibility, traffic, and the surface conditions of the road when you determine your speed of travel. Never use a speed that endangers your safety, other persons, or property.
3. **The CHP recommends you leave a 3-second cushion between your car and any vehicle you are following.** This applies if the pavement is dry, there's no heavy traffic, and your brakes are in top condition. In poor conditions, add one more second for each weather condition or hazard encountered.
4. **Avoid unsafe turns**—never pull out in front of a car that has not committed to a stop or a turn.
5. **Be a defensive driver and prevent accidents by scanning the road and other drivers.** Watch the road ahead and behind you. Keep your eyes moving and stay alert to be prepared to react to the unexpected.
6. **Pay attention to what you and other drivers are doing on the road.** Adjust your seat and mirrors and present your favorite radio stations and climate controls before you start the car. Don't eat, drink, smoke, or read while driving. The best and safest situation is to be stopped when using a cell phone. Never text or use a personal digital assistant while driving. Do your personal grooming at home, not in the car.
7. **Always wear your seat belt when driving or riding in a vehicle.** According to the National Highway Traffic Safety Administration (NHTSA), seat belts reduce the risk of fatal injury by 45 percent in a car and by 60 percent in a light truck. A lap and shoulder belt is best, but use a lap belt if it is present. Only transport people in a car or truck if you have enough seatbelts for everyone.

THE BENEFITS OF A DRIVER SAFETY PROGRAM

Implementing a driver safety program keeps employees safer and can potentially:

- Decrease risk of motor vehicle collisions and traffic violations.
- Minimize exposure to liability risks and legal costs.
- Reduce insurance premiums and workers' compensation claims.
- Lower vehicle repair bills and replacement expenses
- Protect business operations and brand identity.
- Every 7 seconds, someone is injured in a car crash.
- Every 15 minutes, someone is killed.
- Many of the crashes occur during the workday or the daily commute.
- Employers absorb costs associated with these crashes, whether they occur on or off the job.
- Motor vehicle crashes are the #1 cause of workplace death.

TIPS FOR EMPLOYEES WHO DRIVE – SHARED RESPONSIBILITIES

Employers have important obligations to protect employees, including when employees are operating a motor vehicle in the course of their work. But, in very practical terms, road safety is a shared responsibility.

Before You Drive

- **Manage journeys** – Ask yourself if you can get your work done without driving. Can you use a phone call, an email, an online meeting to avoid unnecessary driving? Can you reduce risks by using public transit?
- **Taxis and ride-**hailing services are travel options you can use to eliminate some of the driving you do.
- **If you need to drive, prepare for the trip.** Even if it's a short trip, TripCheck is a handy online tool to help you get ready for the trip ahead.
- **Prepare yourself** – Are you well-rested, alert and confident to reach your destination?
- **Prepare a trip plan** – Check the route you intend to travel and scope out an alternate route just in case. Check traffic and road conditions. Set up a check-in contact and share your plan with your supervisor.
- **Prepare your vehicle** – Are the seat, mirrors and headrest adjusted for you? Do a pre-trip inspection to confirm everything is working properly. Is the maintenance up to date? If you don't think the vehicle is up to the trip, talk to your supervisor.

While You Drive

- Wear your seatbelt.
- Take a break from driving at least once every two hours. Stretch your legs. Have a quick walk. Rehydrate.
- Pay attention and avoid distractions. Don't use a cell phone or adjust the GPS while driving. When you're behind the wheel, driving is your only job.
- Drive for the conditions. Speed limits are set for optimal driving conditions. Adjust your speed so that it's right for you and your vehicle in those conditions.

After You Drive

- Report any vehicle damage or required maintenance.
- Share information about unsafe routes or things to watch out for so your

colleagues don’t encounter the same problems, are better prepared or can make other adjustments like timing.

FINAL WORD

Whether you are driving to your local supplier or on a long interstate road trip, your safety must be a priority. Defensive driving skills take account of road conditions and the actions of others to help you avoid potential hazards.