



# Safe Driving

**[Your Company Name Here]**

## Disclaimer

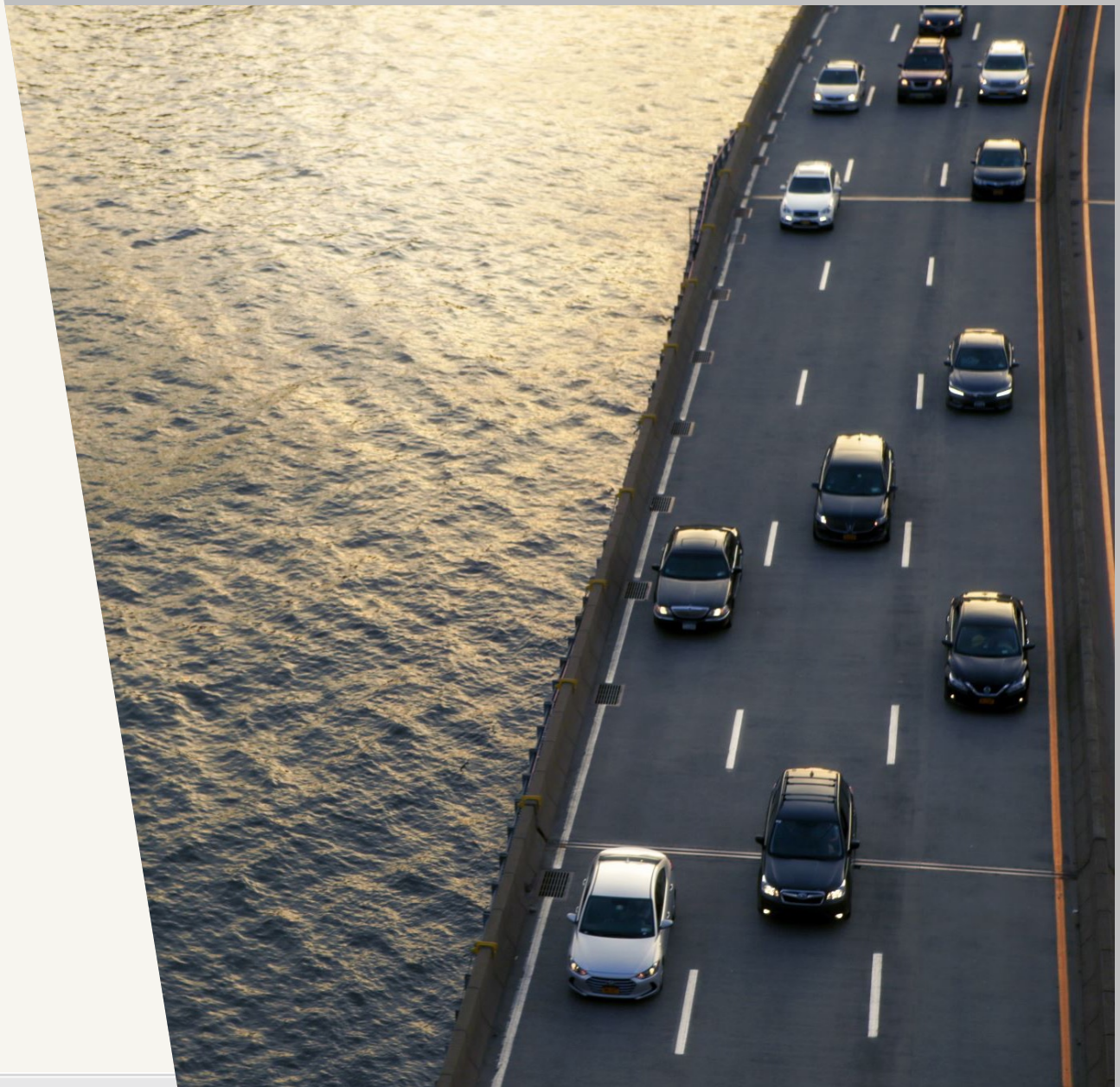
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# Learning Objectives

## *Safe Driving*

- Prepare for a trip.
- Avoid distracted driving.
- Practice defensive driving.
- Drive responsibly in bad weather.
- Know what to do in an emergency or if an accident occurs.
- Follow driving best practices.



A man with dark hair and a beard, wearing a blue denim shirt and jeans, is sitting in the driver's seat of a car. He is looking down and buckling his seatbelt. The car's interior is visible, including the steering wheel and dashboard. The background is bright and slightly blurred, suggesting an outdoor setting.

# Course Outline

- Trip Preparation
- Distracted Driving
- Defensive Driving
- Emergencies & Accidents
- Driving in Bad Weather
- Best Practices



# Trip Preparation

## *Before You Go*

- Schedule your trip with enough time for breaks and traffic. Leave extra time for the unexpected!
- Familiarize yourself with the vehicle's operation, especially if you've never driven it before. Check the owner's manual.
- Do a walk-around inspection. Make sure you're in a safe area to do so.

# Trip Preparation

## *Performing a Vehicle Inspection*

1. Find a safe area — stay away from heavy traffic areas, and make sure it's well-lit.
2. Check the various vehicle components — tires, brakes, lights, etc., to make sure they're functioning properly.
3. Check fluid levels (or battery charge if it's an electric vehicle).
4. Adjust mirrors, seat height, etc., to your preferences.
5. Make sure your vehicle has a stocked emergency kit.



*Remember: Document any deficiencies and report them to your supervisor immediately.*

# Trip Preparation

## *Vehicle Emergency Kit*

Some items to include:

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Jumper cables

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First aid kit

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Reflective triangle

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Ice scraper

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Car cell phone charger

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Blanket

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Bottled water & non-perishable foods

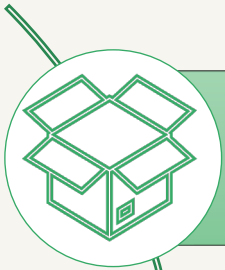
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High-visibility vest

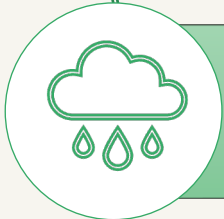


# Trip Preparation

*Before You Go*



Secure any loads and verify you have the appropriate shipping paperwork if required.



Check the weather and adjust your route accordingly.



Fill up your fuel tank or charge your electric battery.





## Trip Preparation

### *Vehicle Knowledge*

- Be aware of your vehicle's total height, especially for overpasses, signage, and low ceilings.
- Understand clearance changes with different load weights.
- Know that objects stored in a roof rack will protrude from your vehicle and change your clearance.
- Don't attempt to drive under something until you've confirmed what your clearance is.

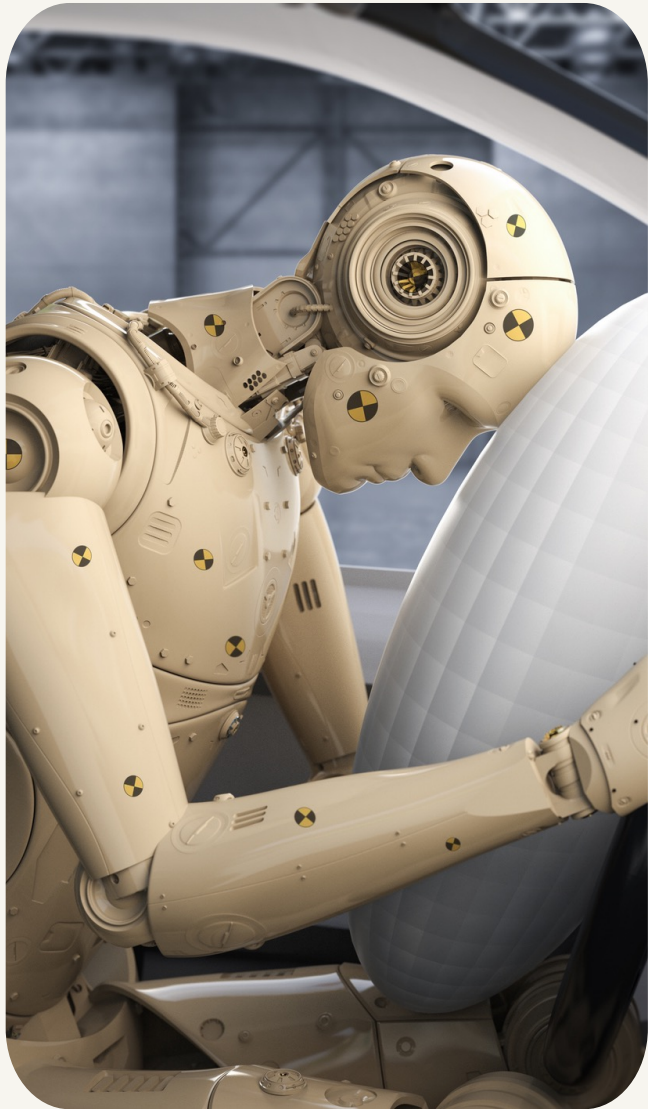
# Trip Preparation

## *Vehicle Safety Features*

Know your vehicle's features and how they work:

- Seat belts
- Vehicle assistance features: blind-spot monitors, lane control, backup cameras, etc.
- Airbags
- Anti-lock brakes
- Headlights and emergency lights
- Traction control





## Trip Preparation

### *Airbags*

- Leave at least 10 inches of clearance between the steering wheel and your breastbone.
- Know any restrictions for children or other accommodations for passengers.
- Check your owner's manual for more information about your vehicle type.
- Replace used air bags after a crash.

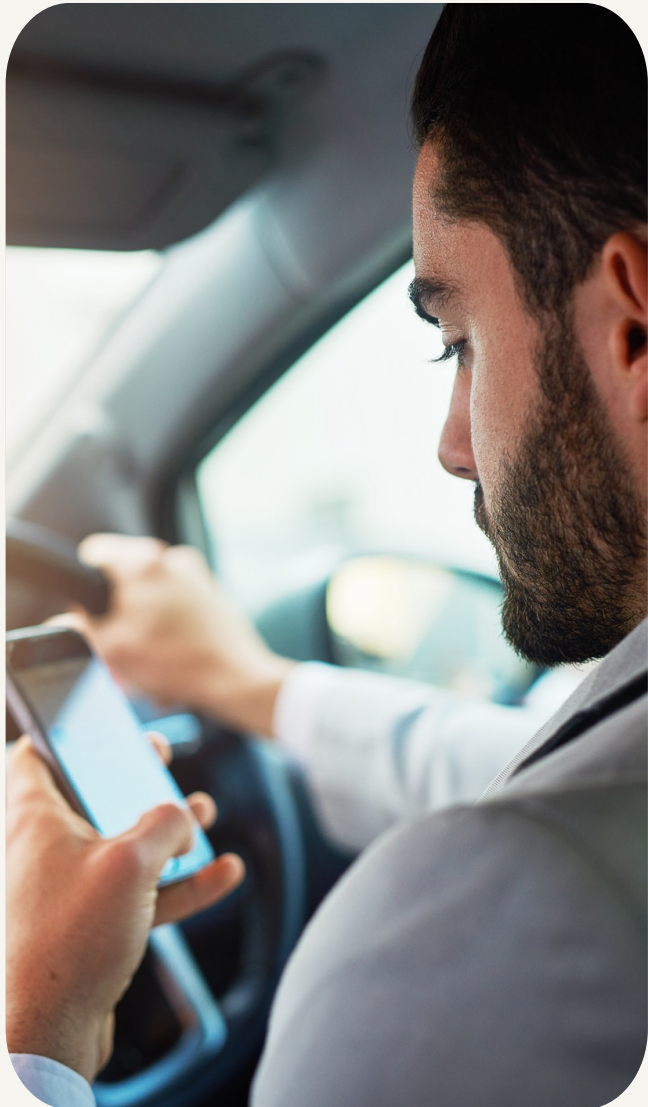
**Frontal air bags saved over  
50,000 lives from 1987-2017.**

*Source: NHTSA*

# Discussion

## *Trip Preparation*

- Do you know how to inspect your vehicle?
- What should you do if you notice a problem?
- Who can you direct questions to about our workplace's safe driving policy?
- Do you know your vehicle's overhead clearance?
- What safety features does your vehicle have?



## Distracted Driving

### *Avoiding Distracted Driving*

- According to the National Highway Transportation Safety Administration (NHTSA), over **3,000 accidents** were caused by distracted driving in 2022 alone.
- Know your state laws. Many states have some form of cell phone use ban.
- **Be alert!** Stay focused on the road ahead and avoid looking away at screens, navigation, or other passengers.
- If there is an urgent matter, pull over to a safe area and then attend to it.

# Distracted Driving

## *Common Causes*



Medicine side effects



Eating & drinking



Cell phone use



Adjusting navigation or checking route



Passengers



Alcohol & drug use

# Distracted Driving

## *Managing Distractions*



- Finish up any phone calls and wait to have conversations until after your drive is over.



- Prepare your navigation system and know the major turns before you go.



- Driving impaired is against the law. Drug and alcohol use puts you and others at risk.



- Know your medicines' side effects and if they impact your ability to drive safely.

# Distracted Driving

## *Dealing With Fatigue*

Symptoms of a fatigued driver:

- Frequent yawning
- Tired eyes
- Slow reactions
- “Zoning out”

Actions of a fatigued driver:

- Lane drifting
- Inconsistent speed





# Distracted Driving

## *Dealing With Fatigue*

- Get plenty of sleep before driving.
- Drive during daylight hours.
- Avoid eating heavy meals.
- Utilize rest breaks.
- Listen to your body! Don't push yourself beyond your limits.



**Safety Tip:**  
Caffeine provides a false sense of alertness as it can lead to energy crashes.

# Discussion

## *Distracted Driving*

- How can you avoid major distractions on the road?
- Do you know the state laws for cell phone use?
- Do you understand our company policy on cell phone use?
- What can you do to avoid fatigue on the road?

# Defensive Driving

## *Play It Safe*

- Defensive driving can help keep you safe on the road.
- Be prepared to react if the unexpected occurs.
  - Be alert.
  - Stay aware of your surroundings.
  - Use safe driving techniques.





# Defensive Driving

## *Best Practices*

- **Regulate your speed and maintain additional distance** during bad weather, times of heavy traffic, or hazardous road conditions.
- **Know your blind spots** and check them frequently, especially when changing lanes.
- **Signal well in advance** (around 100 feet) of any turns, passes, or lane changes.
- **Don't rely solely on your mirrors.** Turn and look to verify that the conditions are as they seem.
- **Keep an escape route in sight** while driving — an area where you can maneuver away from danger.
- **Wear your seat belt!** It can keep you from being thrown from the vehicle or into the dashboard.

# Defensive Driving

## *Dealing With Aggressive Drivers*

Characteristics of aggressive drivers:

- In a hurry
- Competing with other fast cars
- Refusing to give the right-of-way
- Feeling contempt for other drivers
- Believing they have the right to punish other drivers
- Behaviors like tailgating, hostile or obscene gestures, yelling, and cutting in front of others



# Defensive Driving

## *Dealing With Aggressive Drivers*

**Don't let aggressive drivers stress you out:**

Clear your head.

Slow down & increase your following distance.

Control your breathing.

Play relaxing music.

Find a safe place to stop.

# Defensive Driving

*Take a Cautious Approach to Right-of-Way*

- Use caution in your approach. Don't assume others will yield to your vehicle.
- Determine right-of-way before entering. Give yourself room to merge.
- Make your intentions clear by using your turn signals, slow progress forward, and appropriate gestures.
- Only proceed after verifying that the area is clear of other vehicles or pedestrians.
- **Make defensive choices and follow the law.**

# Defensive Driving

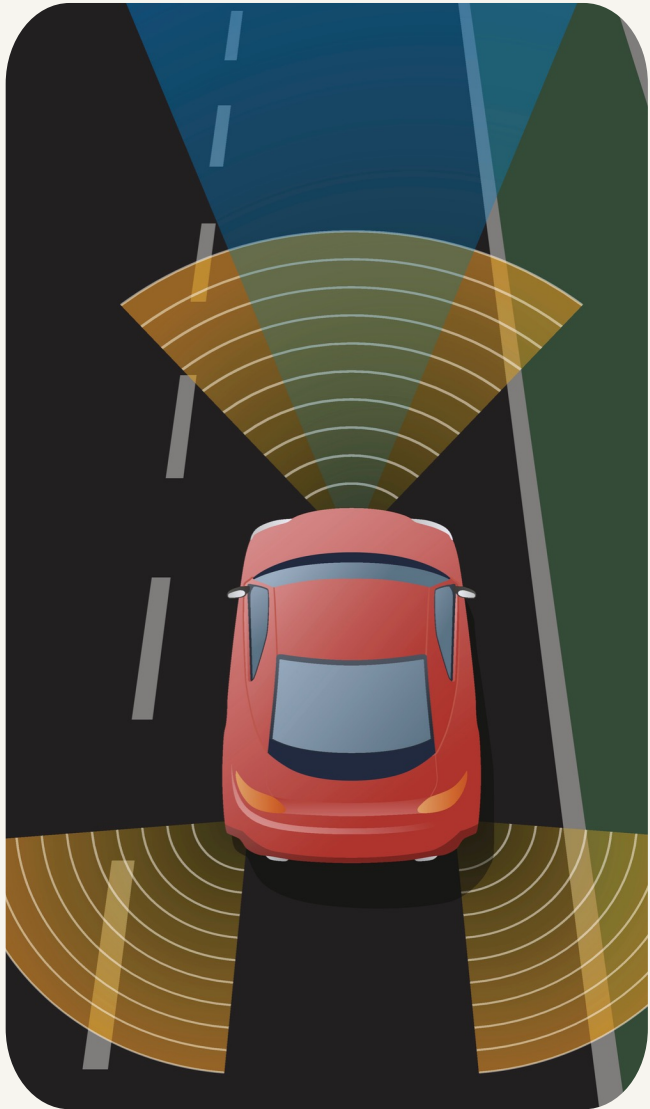
## *Driving at Night*

Your eyes work slower in dark conditions, including at dawn and dusk.

- Don't drive faster than your headlights can keep up with.
- Lower your high beams to avoid impairing oncoming drivers' sight.
- Use your brake lights to warn the traffic behind you about upcoming obstacles by lightly tapping your brake pedal.
- Take curves carefully.
- Expect the unexpected in your blind spots.







## Defensive Driving

### *Know Your Blind Spots*

- Every vehicle has blind spots, meaning areas around the vehicle that the driver can't see.
- Blind spots can be caused by vehicle components, cargo, and passengers.
- Objects outside of the vehicle may also be blocked from what you can see through the vehicle's mirrors.
- As speed increases, so does the size of your blind spots.

# Defensive Driving

## *Know Your Blind Spots*

- Adjust your mirrors.
- Before leaving your parking spot, arrange vehicle contents to reduce blind spots.
- Always check your blind spots before changing lanes. Don't rely on vehicle alerts or indicators.



# Defensive Driving

## *Share The Road*

- Be mindful of pedestrians and bicyclists, especially in busy areas like cities and school zones.
- Obey all traffic laws when school buses are loading or unloading.
- Only pass cyclists when you will not endanger them or yourself.
- When passing, keep 3 feet of clearance between your vehicle and bicyclists.
- Know bicyclist hand signals.



# Discussion

## *Defensive Driving*

- What defensive driving techniques can you utilize?
- Do you know how to check your blind spots?
- Where are typical areas where you should share the road with cyclists?
- How do you effectively and professionally deal with aggressive drivers?





## Emergencies & Accidents

### *Emergencies Happen*

Most roadside emergencies occur with little warning. Keep calm and remember:

- Do not slam on the brakes.
- Maintain a firm grip on the steering wheel.
- Take your foot off the gas pedal.
- Move the vehicle toward the shoulder or exit.
- Use your turn signals.

A man with a beard, wearing a white t-shirt and a bright yellow high-visibility safety vest with reflective stripes, is looking down at a light blue vehicle. He has a concerned expression. The background is a blurred outdoor setting with greenery.

## Emergencies & Accidents

### *Emergencies Happen*

**Once your vehicle is safely to the side of the road:**

- Keep away from traffic.
- Stay visible. Use hazard lights and emergency signals (e.g., reflective triangles or flares) as necessary, and wear a reflective vest.
- Stay with the vehicle. Call for roadside assistance if necessary.
- Do not stand directly in front of or behind the vehicle.

# Accidents

## *Assess the Scene*

Accidents happen. It's important to ensure your own safety before trying to help others or gather information about the accident.

- **Get to safety.** Pull off onto a suitable surface, out of the line of traffic if you can do so safely.
- If there is a risk of the vehicle catching fire (leaking fuel, damaged EV battery), **leave the area quickly.**
- **Make others aware.** Turn on flashers, put on a safety vest, and place emergency warning devices.
- Call 911 or a nonemergency police number, depending on the severity of the accident.





## Accidents

### *Assess the Scene*

- **Check for injuries** and determine if there are any other injured parties.
- **Call necessary authorities for help.** Provide details such as any injuries, location, number of vehicles involved, and any other necessary information.
- **Notify your supervisor.** They need to know where you're at and how to get you the help you need.
- **Exchange information** with involved drivers. Document damages.
- Follow any other company-specific procedures.



# Discussion

## *Emergencies & Accidents*

- Do you know what to do if an accident occurs?
- What should you do if the emergency requires additional assistance?
- Who should you contact if you get into an accident?



## Driving in Bad Weather

### *General Tips*

Adverse weather conditions make safe driving more challenging.

- Keep an eye on the forecast and adjust your route if possible.
- Increase your following distance. Add extra space between other cars in slick or low-visibility conditions.
- Brake earlier as a safety measure to notify others that you're slowing down or stopping.
- Avoid stopping on the shoulder. If necessary, use your turn signal or emergency signals and keep sufficient clearance between your vehicle and traffic.



## Driving in Bad Weather

### *General Tips*

- Keep emergency supplies in your vehicle.
- Use extreme caution.
- Know that dirt on roadways can become slippery when wet, especially right after a long dry period.
- Allow for additional time. Do not rush to your destination.
- Do not use cruise control. If you begin to hydroplane, cruise control can cause you to lose control further.
- Maintain a longer distance away from trucks. Avoid driving closely behind or near large trucks, as they pose visibility issues and will make it harder for you to stop.

# Driving in Bad Weather

## *Fog*

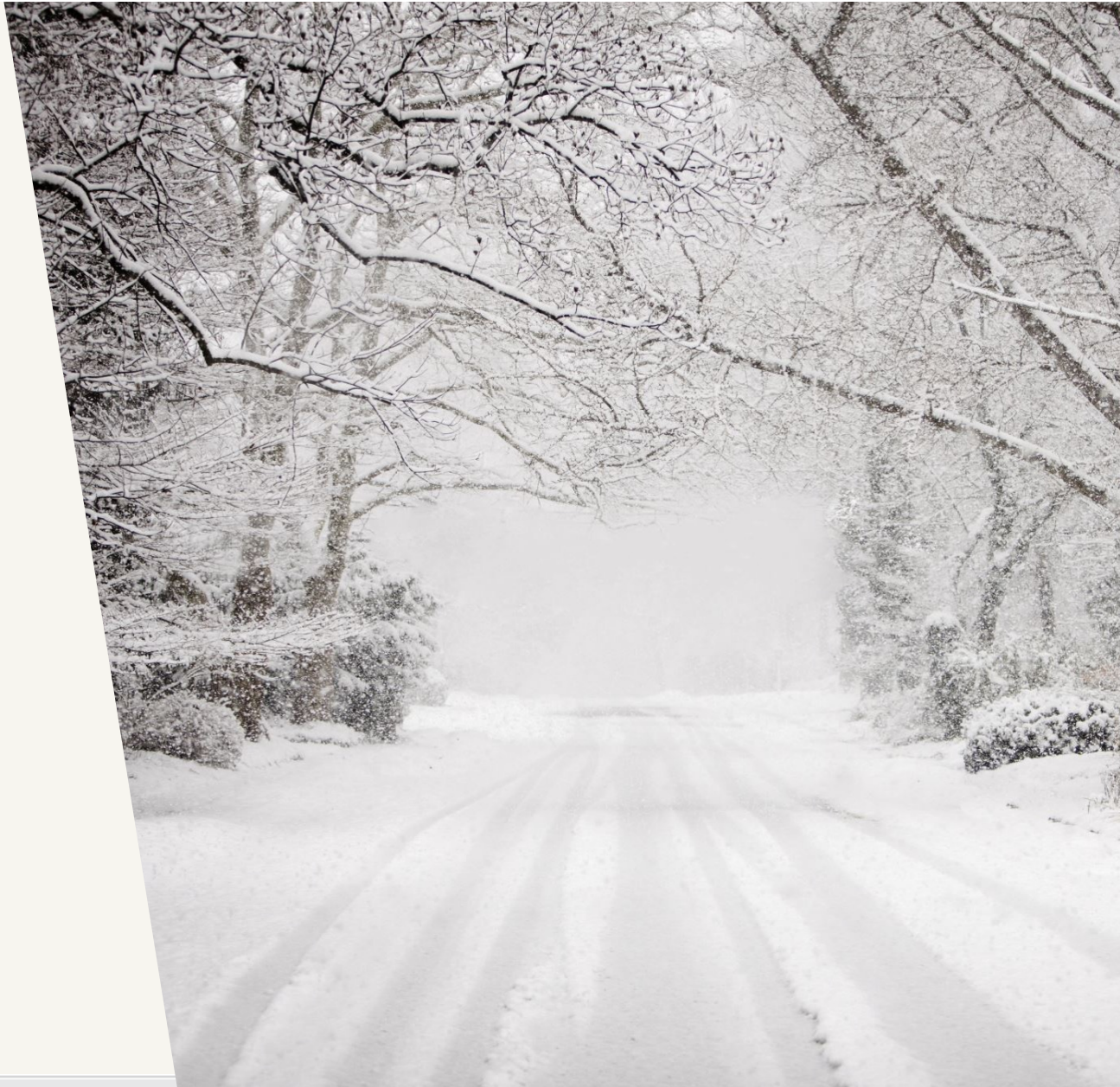
- Avoid using your high beams when driving in fog. They can further decrease visibility.
- Stay at speeds that keep you within the visibility range of your headlights.
- Maintain low enough speeds that your stopping distance isn't greater than the range of your lights.



# Driving in Bad Weather

## *Snow & Ice*

- Keep your gas tank full.
- Give yourself a greater stopping distance and gradually slow to a stop to keep your car under control.
- Avoid stopping on hills or icy spots, as you may lose traction.
- Plan to make wider, slower turns instead of sharp turns.
- Clear snow and ice from your vehicle before you start driving.



# Driving in Bad Weather

## *Rain & Floods*

- Avoid driving through pools of standing or running water. There may be hidden or unexpected hazards.
  - Water can cause serious damage if it reaches the engine.
- Take extra care at crosswalks and intersections. The sound of rain can make it difficult for pedestrians to hear oncoming traffic.
- Be alert for changes in road conditions that can increase your chances of hydroplaning.



# Dealing with Bad Weather

## *Hydroplaning*

### **Factors:**

- Speed
- Tire tread depth
- Size and depth of the body of water

### **Minimize Risk:**

- Reduce your speed in wet or slick conditions.
- Stay in the tracks of vehicles ahead of you.
- Keep your tires properly inflated and ensure treads are in good condition.

### **If your vehicle is hydroplaning:**

- Slow down by easing off the accelerator; do not use your brakes.
- Keep a firm grip on the steering wheel and keep your tires pointed straight ahead.
- Avoid making sudden moves.

# Discussion

## *Driving in Bad Weather*

- What types of bad weather could you potentially face?
- Do you know where to replenish any emergency supplies?
- What should you do if bad weather is predicted on a travel day?



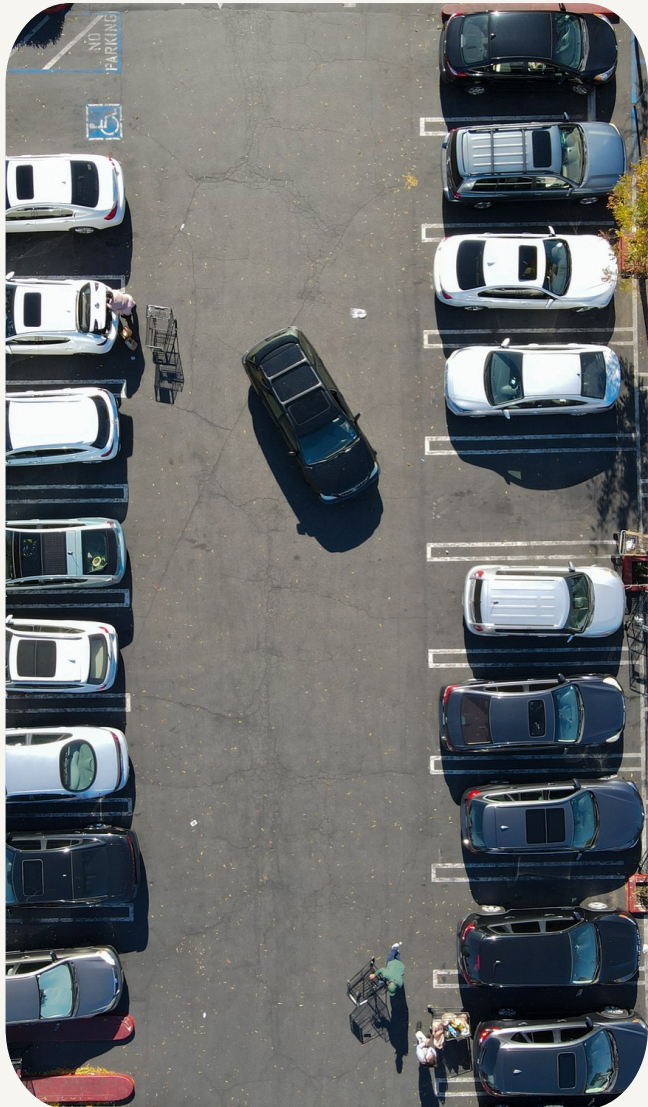
# Best Practices

## *Work Zone Safety*

### **When approaching road construction:**

- Slow down and increase your following distance.
- Assume there may be workers present.
- Watch for impatient drivers.
- Follow the speed limit.
- Watch for altered lane markings and changes to the road's shape, shoulders, and surfaces.





## Best Practices

### *Parking Lot Safety*

Whether it's the beginning or the end of your drive, a parking lot can be a dangerous place.

- Watch out for pedestrians.
- When parking on any slope, remember to put the vehicle in park, set the parking brake, and place wheel chocks behind the tires.
- If you need more space, park in a less crowded area and use cones or barriers to block space.
- Avoid cutting across empty parking spaces.
- Remember to lock doors and take keys with you.

# Best Practices

## *Pedestrian Safety*

Be prepared for pedestrians in commercial and urban areas.

- Watch for signs indicating pedestrians or school crossings.
- Slow down and watch for children crossing the road or playing in the road.
- Watch carefully for pedestrians at night: by the time you see them, it may be too late.



# Best Practices

## *Other Vehicle Types*

**If you drive golf carts, scooters, e-bikes, forklifts, or other vehicles:**



Follow any necessary certification or licensing requirements for operation.



Wear seatbelts if they are included and obey posted speed limits.



Only operate them in areas where they are permitted for use.



Wear any necessary safety gear, like high-visibility vests, helmets, etc., for bikes or scooters.



People may not be able to see you as easily, or just as importantly, they are not expecting to see you. Drive carefully and defensively.



## Discussion

### *Best Practices*

- What other driving best practices apply to our workplace?
- Do you operate other vehicle types?
- What can you do to be more aware in a parking lot?
- Where are pedestrian areas at our workplace?

# Summary

Safe driving requires focus, preparation, and patience.

- Stay alert!
- Avoid distractions.
- Take a break if fatigued.
- Share the road.
- Monitor weather conditions.
- Keep a safe speed and following distance.

**Better Safe Than Sorry!**