

## **PRESENTER'S GUIDE**

### **"DRIVING SAFETY: THE BASICS"**

**Part of the General Safety Series**

**Quality Safety and Health Products, for Today... and Tomorrow**

## **OUTLINE OF MAJOR PROGRAM POINTS**

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The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **We do so much driving that it's easy to forget how dangerous it can be.**
  - Road accidents claim almost 35,000 lives, and cause more than two million serious injuries, every year.
  - Fortunately, most accidents can be prevented.
- **You can avoid trouble on the road if you approach your driving with:**
  - The right skills.
  - A well-maintained vehicle.
  - The right attitude.
- **And you can start being a safer driver even before you put the key in the ignition.**
- **Are you ready to drive safely? Before you answer that, ask yourself if your vehicle is ready.**
  - Keeping your car in good mechanical condition is key to preventing trouble on the road.
  - Annual state inspections will help you with this.
  - So will following the service schedule recommended by your vehicle's manufacturer.
- **Your vehicle has some critical parts that you should pay attention to regularly.**
- **Tires keep your vehicle secure on the road.**
  - Check their condition.
  - Keep them at proper pressure, and replace them as needed.
  - Put a tire pressure gauge in your glove box if you haven't already got one.

- **Windshield wipers keep your windshield clean and help you to see in bad weather.**
  - Make sure the blades are in good shape and clear your windshield effectively.
  - Remember to keep the washer fluid topped off, too.
- **Brakes enable you to control your speed and stop your vehicle.**
  - If you notice any unusual noise or vibration when braking, or have difficulty stopping, get your brakes checked immediately.
  - Have them repaired if necessary.
- **Don't forget about "emergency supplies". All vehicles should have basic equipment on board.**
  - Unless you have "run-flats", this starts with a properly inflated spare tire, a tire iron and jack.
- **Then put together a kit that includes:**
  - A snow brush and ice scraper.
  - Accident warning indicators, such as flares or a flashing light.
  - Jumper cables.
  - An emergency blanket or two.
  - A small shovel.
  - A flashlight.
- **The next question to ask yourself before setting out is, "Have I prepared for this trip?"**
- **Start by adjusting your vehicle for safety and comfort.**
  - Position your seat for good back support.
  - Be sure that your feet can easily reach the pedals, and operate them.
  - Adjust your rear and side view mirrors to minimize "blind spots".

- **If you're driving a rental or company vehicle that you aren't used to, locate important controls and learn to use them. Also:**
  - Familiarize yourself with the car's handling.
  - Try out the steering.
  - See how much "stopping distance" you need at various speeds.
  - Remember, larger vehicles and those with heavy loads require more stopping distance.
- **Finally, stop in at the gas station and "fill'er up".**
  - Check the oil while you're at it.
  - Tire pressure, too.
- **Now are you ready to drive safely?**
  - You can't answer "yes" if you're under the influence of drugs or alcohol.
  - Even one drink can slow your reflexes and impair your judgment.
  - Drugs do the same.
  - More than half of all fatal accidents involve drugs or alcohol.
- **You also can't say you're ready to drive safely if you're not wearing your seat belt.**
  - Being in an accident at 30 mph without a seat belt is like hitting the ground after falling off a three-story building.
  - Wearing a seat belt doubles your chances of surviving any crash.
  - Ask your passengers to wear theirs, too.
- **Now that you're ready, and your car is ready, we can begin practical instruction in the basics of driving safety.**
- **Road signs help you avoid problems by warning you of the conditions ahead.**
  - You will know what to expect and can plan for it.

- **Pay attention to the posted speed limits.**
  - They take the road's specific conditions, visibility and traffic patterns into account.
  - Going any faster just isn't safe.
- **The faster you go, the less time you have to react and the more space you need to stop.**
  - That's a dangerous combination.
- **When you're in traffic, create a "safety cushion" of space between yourself and the vehicles around you.**
  - This will let you maneuver safely in an emergency.
- **Begin by establishing the "following distance" between you and the car ahead.**
  - Watch the car in front of you.
  - When it passes a landmark like a tree or telephone pole, count how many seconds it takes before you reach that same point.
  - If it's less than three seconds slow down and back off, you're too close!
- **You can adjust your following distance to maintain safety anytime you run into a challenging condition.**
  - In heavy traffic, add another second to the following distance.
  - If it's raining or snowing, add two more seconds.
- **If another driver cuts in front of you, slow down to re-establish a safe distance between yourself and that vehicle.**
- **Stay in the center of your lane and allow plenty of "side space" in your safety cushion.**
  - Check your mirrors regularly to keep track of traffic behind you as well.

- **When you want to pass another car, first make sure it's safe and legal to pass.**
  - Look at the lines in the middle of the road.
  - Solid lines mean no passing... you can't see far enough.
  - If you see a sign that says "DO NOT PASS", don't pass! (the sign is there for a reason).
- **When you get to where you can pass, remember to "look before you leap."**
  - Check the road ahead and behind to make sure there's enough room.
  - Before you pull out, use your turn signal to tell other drivers that you intend to pass.
- **When you pass, pass quickly. Don't linger in the other driver's blind spot.**
  - If you can't see them in their side mirror, they can't see you either.
  - Don't "cut off" the vehicle you're passing by merging back into their lane too soon.
  - Wait until you can see both of their headlights in your rearview mirror... then signal and pull back in.
- **Sharing the road with cars is pretty straightforward, but we easily miss seeing things we're not looking for.**
- **More than half of fatal motorcycle accidents involve vehicles driven by people who just "didn't see" the motorcycle.**
  - Even when you know there are motorcycles in the vicinity, they're small enough to disappear into your blind spots or behind other cars.
  - A motorcycle's small size can also make it difficult to judge its distance and speed.
  - Stay on the safe side by assuming that it's closer and going faster than it appears to be.

- **Minicars are bigger than motorcycles, but not by much, so they share many of the same problems in traffic.**
  - You need to keep your eyes peeled for them, too, particularly in town and city traffic.
  - Be alert and drive carefully in their vicinity.
- **At the other end of the scale are trucks, RVs and buses.**
  - They are longer, wider and heavier than cars, and have bigger blind spots, too.
  - A tractor-trailer can weigh up to 80,000 pounds, and at 50 miles an hour it needs at least 300 feet to brake to a standstill
- **Allow extra following distance when you're behind large vehicles, because they're so hard to see around.**
  - Following closely robs you of reaction time.
  - You won't know anything's happening until the truck's brake lights go on, and that could be too late.
  - You won't be able to see road signs in time to react to what they say, either.
- **Following too closely makes it difficult for the truck driver to see you, as well.**
  - You're in one of his blind spots, a place you really don't want to be.
  - If you can't see the side mirrors on a truck's cab, then you're invisible to its driver.
  - Stay back far enough that you both can see the "big picture".
- **School buses deserve special attention.**
  - They transport large numbers of children.
  - They constantly stop and start to pick kids up and drop them off.
  - The children often dart across the road to get to and from the bus.

- **That's why special traffic laws apply when you're sharing the road with a school bus.**
  - If you encounter a school bus on a two-lane road and the bus is stopped with its red lights flashing, you must stop too.
  - This applies whether you're behind the bus, approaching it from the other direction, or on an intersecting road.
- **On three or four-lane roads, state laws vary.**
  - Most states require that traffic in all directions still stop for school buses unless there is a median or guardrail dividing the highway.
  - In that case, oncoming traffic can keep moving, but traffic behind the bus must always stop.
- **You must wait until the school bus turns off its flashing lights and retracts any "swing arms" before you start moving again.**
- **Driving is more dangerous at night.**
  - Even though there are fewer cars on the road when it's dark, that's when more than half of all accidents happen.
- **Slow down and use your headlights.**
  - You should switch them on when the light begins to fade at dusk, or in gloomy weather.
  - They help you see what's ahead and make it easier for other drivers to see you, as well.
  - Don't "over-drive" your headlights by going too fast, you'll make it impossible to react quickly enough to what you can see.
- **Your high beams can extend your reaction time a bit, so use them as much as possible.**
  - You'll still want to maintain a moderate speed.
  - Remember that your high beams can blind the drivers of the cars in front of you.
  - Switch to low beams when the "spray" of your lights reaches that of oncoming cars, or when it reaches the bumper of a car you're following.

- **Your high beams can blind you, too, if you turn them on in fog or snow.**
- **Bad weather poses a number of special challenges. If you are going to drive safely in bad weather, you have to be prepared.**
  - Allow yourself extra travel time.
  - Get the weather forecast, as well as information on road conditions and any delays you may encounter.
  - Plan your trip accordingly, and think about alternate routes you can use "just in case".
  - Before you leave, clear any snow and ice off your vehicle's windows, lights and turn signals.
- **Wet and snowy weather also makes the roads slippery.**
  - Keep your speed down and increase your following distance.
  - Apply your brakes sooner when coming to a stop, and slow down before you get to turns and curves.
  - Depress the brake pedal slowly and gradually.
- **Many drivers today simply aren't paying attention.**
  - They're what we call "distracted drivers".
  - Distracted driving has been linked to as many as one in four accidents.
  - It kills and injures hundreds of thousands of people annually.
- **Common distractions behind the wheel include:**
  - Talking and texting on a cell phone.
  - Eating and drinking.
  - Putting on makeup.
  - Adjusting the sound system.
  - Talking to passengers (especially children).

- **Fortunately, you can take steps ahead of time to avoid distraction.**
  - Pre-record a message on your cellphone telling callers that you're on the road and will call them back later.
  - Turn your phone off and stow it out of reach.
  - Finish dressing, make-up and grooming before leaving the house.
  - Pre-program your GPS and review the navigation.
  - Pre-set your car radio and pre-load CDs or playlists.
  - Ensure that kids and other passengers are seated and buckled up, and that pets are secured as well.
- **On the road, you can't allow yourself to do anything that forces you to take your eyes off the road, your hands off the wheel, or your mind off your driving.**
- **Instead, "When in doubt, pull over".**
  - If you have to deal with a "kids issue", or you want to check your e-mail or make a call, pull over and stop.
  - On the highway you can do this on the shoulder or in the breakdown lane (remember to put on your emergency flashers) or at the next rest stop.
  - In town, just pull into a parking space.
- **What should you do when you find yourself sharing the road with a distracted driver?**
  - First, be careful.
  - Assume they don't see you.
  - Pull ahead or drop behind to give them a wide berth.
  - Above all, stay focused on your own driving.
- **"Road rage" is another problem on the increase.**
  - Each year there are thousands of reports of road rage, drivers yelling at one another, making obscene gestures, even using their vehicles like weapons.

- **To prevent yourself from getting angry:**
  - Remember that driving isn't a "contest".
  - Don't retaliate.
  - Give other drivers the benefit of the doubt.
  - Be polite and courteous... even when other drivers aren't.
- **If an angry driver starts harassing you, "Rule One" is never make eye contact.**
  - Angry drivers see this as a challenge, and it just increases their rage.
  - Instead, try to get away from them as quickly and safely as possible.
  - Leave the road you're on, if necessary
- **If an angry driver starts following you:**
  - Take the threat seriously.
  - Stay on well-travelled roads.
  - Drive to the nearest police station, find a police officer, or call 911.
- **Tires go flat, and accidents happen.**
  - When something goes wrong while you're on the road, you need to stay calm so you can stabilize and resolve the situation.
- **If you're involved in an accident, here's how to handle it.**
  - First, turn off your engine, and turn on your flashers.
  - Don't try to move your car unless you're in immediate danger.
- **Check any other vehicles involved.**
  - If anyone is injured, do not move them (you may do more harm than good).
  - Instead, call for medical assistance.
- **Never leave the scene of an accident.**
  - Even if you only walk away, it's a "hit-and-run", and you can be arrested for it.

- **Always contact the police, immediately.**
  - Call 911, or if that's not possible, have a passer-by do it for you.
- **Be ready with your driver's license, registration and proof of insurance.**
  - You'll need to exchange this information with other drivers and show it to the police as well.
  - Don't forget to call your insurance company.
- **If the accident happened while you were working or in a company vehicle, report it to your supervisor immediately.**

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- **Driving safely requires thinking ahead, being proactive, and doing things that can help to avoid dangerous situations on the road.**
- **Make sure your car is well-maintained.**
- **Always wear a seat belt and never drive "under the influence".**
- **Maintain a "safety cushion" around your vehicle, with at least a three-second "following distance".**
- **Watch out for smaller vehicles and use caution when sharing the road with trucks, RVs and buses.**
- **Reduce speed and be especially careful at night and in bad weather.**
- **Don't let yourself get distracted or angry while you're driving, and know how to cope with drivers who are.**
- **If you're involved in an accident, remain calm and call the police.**
  - Never leave the scene.

- **The driver's seat doesn't have to be a dangerous place.  
Bring the proper attitude, preparation and knowledge  
behind the wheel with you, and you take a giant step  
toward arriving safely at your destination!**