



VEHICLE SAFETY

For safe operation, the first requirement of vehicle safety is a mechanically sound vehicle.

Before starting your shift, check the service brakes (including trailer brake connections), hand brake and foot brake, tires, horn, lights, steering mechanism, coupling devices, seat belts, operating controls and other safety devices.

Clean your windshield, headlights, taillights and directional signals if they are dirty. Driving blind with a dirty or cracked windshield is *inexcusable*. Report any unsafe conditions to your supervisor or to maintenance. *Under no circumstances* is a vehicle to be operated with mechanical deficiencies that may jeopardize safe operation of the vehicle.

Now that your vehicle is ready to drive, *are you?* Here are several items to keep in mind before and while you are operating a motor vehicle.

- ▶ **Are you too tired to drive?** Drivers with a substantial number of miles driven each day, as well as third-shift workers, are at high risk of suffering an accident resulting from drowsy driving.
- ▶ **Are you being distracted from driving?** Avoid talking on the phone. Even if your company allows cell phone usage while operating a vehicle (hands-free), limit the usage.
- ▶ **Do you know what to do in case of an accident?** If you should be involved in a motor-vehicle accident, not only are you morally obligated to stop, but laws also require that you stop. It is a criminal offense to leave the scene of a property damage or personal-injury accident.
- ▶ **Are you prepared in case you are stuck by the side of the road?** Do you have an emergency auto kit? Do you have extra food/clothing in case you are stuck without assistance?
- ▶ **Know the road conditions.** Roads can be slick due to a build-up of oils on the road after an extended period of dry weather. Also, when the sun comes out after it rains, this can cause glare from the roadway. Make sure you have sun shades readily available.

Take pride in your driving ability. Professional driving is a combination of good attitude, alertness and developed skill. Remember that driving in a company-owned vehicle is a *privilege*. Don't abuse it.

WEARING SEAT BELTS IS NOT ONLY MANDATORY AND COMMON SENSE, IT IS A CONDITION OF EMPLOYMENT.

