

Safe Driving Tips

Driving a company vehicle entails great responsibility. How you operate and maintain that vehicle is a direct reflection of you and the organization you represent. When you drive on the roadway, it is important to not only be a safe driver behind the wheel, but to also be aware of your surroundings and road conditions. To stay safe, focused and avoid roadway dangers, make it a habit to follow these basic tips when operating a vehicle:

- Always make sure all occupants wear seatbelts.
- Obey all signs and road construction notifications.
- Always get plenty of rest before driving.
- Avoid medications that cause drowsiness.
- Do not drive if you are impaired by alcohol or any drug.
- Avoid distractions while driving, such as:
 - Adjusting controls
 - Eating or drinking
 - Talking or texting on cell phone
- Continuously scan the roadway for situations that may require quick action.
- Be respectful of weather conditions and adjust your speed accordingly.
- Stop every couple of hours and get out of the vehicle to take a break and get refreshed.
- Plan routes ahead of time, taking into consideration busy drive times in crowded areas.
- Keep your cool in traffic and avoid aggressive driving.
- Do not become reactive and take other drivers' actions personally.
- Be mindful of routine maintenance schedules for the vehicle.
- Inspect the vehicle for any defects that could interfere with safe driving, such as:
 - Nicks or cracks in the windshield
 - Defective or worn wiper blades
 - Under or over inflated tires
 - Low tire tread
 - Burned out headlight or taillight

Remember, your employer's most valuable asset is you. Being safe and productive is all in a good day's work. Safe driving reduces stress, reduces unnecessary wear and tear on the vehicle and reduces the likelihood you will be involved in an accident. Be a shining example within your organization by always practicing safe driving habits.

References:

OSHA Quick Card 3314-08N-06, Safe Driving Practices for Employees

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