



SECTION 37

Driving Safety



1. GENERAL REQUIREMENTS

- A. Only authorized drivers will operate motor vehicles during the scope and course of their work.
- B. All drivers operating motor vehicles will have a current driver's license with proper endorsements for the vehicle being operated.
- C. All drivers will obey state and federal laws applicable to the operation of motor vehicles.
- D. No driver will operate a motor vehicle while under the influence of alcohol, illegal drugs, prescription or over the counter medications, which could impair their judgment or reaction time while operating the vehicle.
- E. While operating a motor vehicle authorized employees will report any traffic violations or motor vehicle accidents to the proper authorities. If involved in the accident the authorized employee will notify their supervisor as soon as possible after the accident. Reference sub-section 21 below for further details.
- F. All vehicles operated shall meet the requirements for the job to be performed and or conditions of the area where the work is to be performed. All vehicles shall be maintained in proper working condition. Any maintenance problems which will reduce the vehicles ability to function safely will be forwarded to a supervisor immediately. Reference sub-section(s) 8-9 below for further details.
- G. All materials carried in or on the vehicle shall be properly secured using the manufacturer's recommendations for proper load weight, size, and securing locations.

2. DRIVING HAZARDS

- A. A good driver is someone who recognizes real and potential hazards, including:
 - 1. Reckless driving, such as speeding, weaving through traffic, ignoring signs and signals, tailgating, and dangerous passing, is a real hazard.
 - a) Maul Electric, Inc employees will follow all traffic safety signs and posted speed limits.
 - 2. Distracted drivers include drivers using cell phones, putting on make-up, shaving, eating or drinking, writing or reading, and having conversations with passengers in their vehicle.
 - a) Use of cell phones prohibited, while operating a company vehicle.
 - 3. Driver fatigue is a problem for people driving for long periods, resulting in poor judgment and slow reaction times.
 - a) Plan long trips ahead of time; make sure there are scheduled rest breaks.



4. Vehicles in poor operating condition also present a hazard. These include brakes that are not working effectively, lights that are out, and tires that are bald.
 - a) Inspect the vehicles before each use and report any problems to Maul Electric, Inc, immediately.
 - b) Never use a vehicle in poor operating condition.
5. Other drivers that are under the influence of alcohol or drugs, including prescription or over-the-counter drugs, present a danger. Drivers impaired by drugs or alcohol cause about one-third of all traffic accidents.

3. DANGEROUS CONDITIONS

A. Bad weather conditions

1. rain
2. snow
3. Sleet
4. ice
5. fog
6. severe winds

B. Roads themselves can present challenges

1. Sharp curves
2. Railroad tracks
3. Hills
4. Narrow or overly wide roads
5. Uneven surfaces
 - a) Roads in disrepair
 - b) Roads under construction
6. Obstacles on the road
 - a) Debris from storms
 - b) Yard debris from home owners
 - c) Children's toys
 - d) Construction equipment
 - e) Items fallen off of other vehicles
7. When encountering such conditions slow the vehicle down.

C. Lighting

1. No lighting at night
2. Glaring sunlight
 - a) Especially during sunrise or sunset
 - b) Use sun visors or sun glasses

D. Heavy traffic

1. Close location of the other cars
2. Cars that are switching lanes
3. Cars trying to pass each other

E. Oncoming traffic

- #### **F. Accidents caused by other vehicles can create extremely dangerous conditions for drivers approaching or involved in the accident.**



- G. Cargo that shifts or moves during transport can cause loads to unbalance the vehicle.

4. BE A DEFENSIVE DRIVER

- A. Recognize potentially hazardous situations in advance
- B. Allow time to safely maneuver past hazards.
- C. The defensive driver assumes that other drivers may make mistakes and is on guard in the event an error is made.
- D. Adjust speed, position, direction, and attention to be able to maneuver safely if a hazard develops.
- E. The defensive driver searches ahead of what is immediately in front
 1. Have advance warning of approaching hazards
 2. Scan far enough ahead to be able to react safely to approaching situations.
 3. Watch for cars passing, merging, changing lanes, putting on their brakes
- F. Scan frequently to the side and rear for passing or approaching vehicles.
- G. Avoid sudden stops.
- H. Give the vehicles behind you a warning by tapping quickly on your brakes once or twice.
- I. Use turn signals and brakes well in advance.
 1. Give drivers behind you plenty of opportunity to see your warning lights so they can begin to slow down.
 2. Give them the opportunity to avoid stopping suddenly.
- J. Scan the road and the vehicles around you thoroughly before changing speed or direction.

5. GET REST AND AVOID FATIGUE

- A. Avoid fatigue, which results in a trance-like state known as “highway hypnosis.” Fatigue deadens a driver’s senses and slows reactions.
- B. Take plenty of breaks. Every 2 hours, stop at a rest stop, gas station, restaurant, etc. Walk around, stretch, go for a jog, or get something to eat or drink.
- C. Adjust your vehicle’s environment. Open a window, change the radio station, and avoid the use of cruise control.

6. AVOID ROAD RAGE

- A. Road rage, a violent anger caused by the stress and frustration of driving, seems to be more and more common in the news today.
 1. In extreme cases, road rage has turned into fights, shootings, or even intentional crashes. Some common signs of a driver with road rage include aggressive driving, such as weaving in and out of traffic. The driver is usually distracted because they are yelling or swearing at other drivers, maybe pounding the steering wheel in frustration, or attempting to get the attention of other drivers.



2. Avoid road rage by steering clear of aggressive drivers who exhibit this behavior.
- B.** Be a courteous driver by allowing other vehicles to merge
 - C.** Maintain a safe distance from cars in front of you
 - D.** Smile at other drivers
 - E.** Focus on the road instead of on other drivers.
 - F.** Avoid eye contact with drivers who are exhibiting signs of road rage.

7. SEATBELTS SAVE LIVES

- A.** According to the National Highway Traffic Safety Administration, an estimated 112,086 lives have been saved by seatbelts in the past 25 years.
- B.** A properly worn seatbelt will prevent you from hitting the dashboard, steering wheel, and windshield if you are involved in an accident.
- C.** A seatbelt will keep you inside the vehicle, which increases the chances of survival.
- D.** You are 25 times more likely to be killed when thrown from the vehicle during an accident.
- E.** The seatbelt is designed to use your body's strong bones to absorb the shock, rather than damaging delicate internal organs.
- F.** Wearing a seatbelt increases your chance of remaining conscious after a crash.
 1. When conscious, you will be able to help others get out of the vehicle, if necessary.
- G.** A seatbelt also keeps you in control of the vehicle if you are forced to swerve or brake suddenly. Instead of being tossed out of the seat and no longer in control of the vehicle, you are in place and in control in case more action is necessary.

8. CELL PHONE USAGE

- A.** The use of a hand held cellular telephone while driving a vehicle is forbidden at all times.
- B.** The use of a hand held cell phone is unsafe, and against the law in many states.
- C.** The above also applies to the sending and receiving of text messages and e-mails while operating a motor vehicle.

9. PRE-DRIVE INSPECTION

- A.** Once you are ready to get on the road, first inspect the operating condition of your vehicle
- B.** Test your horn to make sure it works correctly.
- C.** Check your lights (both front and rear)
 1. Brake lights and turn signals to make sure they are all operating correctly.
- D.** Vision is a vital part of safe driving.
 1. Make sure your windows, mirrors, and lights are clean.



- E. Check your brakes by stopping quickly while going only a few miles an hour. The vehicle should respond by stopping right away.
- F. Steering wheel play
 - 1. Make sure that when the steering wheel turns the wheels turn.
- G. Inspect your tire tread
 - 1. look for any signs of damage
 - 2. and make sure tires have adequate pressure
 - a) Keep a tire gauge in the vehicle to check the tire pressure on a regular basis.
- H. Look for any fluid (oil, antifreeze) leaks under the vehicle.

**10. FOLLOW THE MAINTANCE PROCEDURES AND TIME LINES DESCRIBED
IN THE VEHICLE'S OWNER'S MANUAL.**

- A. Regular tune-ups should be performed
 - 1. Change spark plugs
 - 2. Change wires
 - 3. Inspect and change belts and hoses.
- B. The oil should be changed on a regular basis
 - 1. Typically every 3 months or 3,000 miles
 - 2. Check the owner's manual.
- C. Antifreeze or coolant levels need to be maintained and checked
 - 1. Both winter and summer driving conditions
- D. Have brakes inspected and replaced per the requirements of the owner's manual.
- E. Make sure the battery is in good condition and maintains a good charge.
- F. Tires should be changed per the tire manufacturer's recommendations.
 - 1. Change the tires more often
 - a) Snow
 - b) Lots of rain
 - c) During adverse weather

11. CONDUCT START-UP/BACK-UP CHECK

- A. Before start-up or back-up
 - 1. Walk around vehicle and look underneath
 - 2. Check blind areas on right and in front
 - 3. Check mirrors for proper adjustment.
- B. Do not allow time for another hazard to approach
 - 1. Start up slowly
 - 2. Allow other vehicles and pedestrians to move away safely
- C. Tap horn in congested areas or recruit a signal person.

12. RIGHT OF WAY

- A. Generally the driver who arrives last gives right-of-way
- B. You give right-of-way



1. When entering traffic
 2. When turning left in front of approaching traffic
 3. When changing lanes
- C.** Do not force other drivers to brake or steer because of your obstructive maneuver into their path.
- D.** Assume other drivers will not see you and avoid you when you maneuver into their path.
- E.** Move into your intended path or direction only after you are assured that you have been given the right-of-way and you will not conflict with other traffic.

13. USING AND CHANGING LANES

- A.** Maintain a safe following distance
- B.** Stay in your lane
- C.** Scan ahead of what is immediately in front of you
1. If you can't see passed the vehicle in front of you, you are too close
- D.** If you see trouble ahead, flash your brake lights to alert drivers following you
- E.** Scan to the right thoroughly before steering into the next lane
- F.** Give right-of-way; do not take it.

14. CROSSING RAILROAD TRACKS

- A.** Stop and look both ways before crossing railroad tracks
- B.** Do not shift gears while crossing the railroad tracks

15. PASSING

- A.** Safe passing maneuvers require well-developed skills and judgment.
- B.** Passing tasks include
1. Checking sight
 2. Distance ahead
 3. Checking mirrors for rear traffic
 4. Checking for traffic passing you
 5. Estimating speed and position of approaching vehicles
 6. Estimating time you need to safely pass
 - a) Accelerating
 - b) Steering
 - c) Checking for traffic entering from side roads
- C.** Before you pass, check to be certain no one is passing you.
- D.** Signal your intentions to pass.
- E.** Assume the driver in front of you does not know you are passing.
- F.** Watch carefully for vehicles that may be entering the roadway
- G.** Assume vehicles approaching from the opposite direction will not see you or slow down
- H.** Watch for vehicles passing other vehicles from the opposite direction.
- I.** If the vehicle you are trying to pass speeds up, let it go.
- J.** Don't get into a dangerous race



- K. Don't take risks
- L. If in doubt, don't pass

16. PEDESTRIANS

- A. Most pedestrian accidents occur when the pedestrian walks into the path of an approaching vehicle.
- B. Pedestrians often misjudge the speed and closeness of a vehicle and assume you can and will slow down for them.
- C. They think that because they can see you, you can see them.
- D. Anticipate pedestrians making such errors and be prepared to compensate.
- E. When maneuvering close to pedestrians, anticipate the unexpected.
- F. It is difficult for pedestrians to judge how fast you are approaching.
- G. Pedestrians will often assume that you see them and that you will slow down for them to complete their crossing.
- H. At night especially, pedestrians assume you can see them because they can see your headlights.
- I. Don't assume they will give you the right-of-way
- J. Improper trailer tracking in turns may trailers to run onto the sidewalk. Turn wide enough to avoid this and go very slowly.
- K. Pedestrians all too often walk or stand in the blind spots in front and to the right of your vehicle.
- L. Scan around vehicle thoroughly when pedestrians are present.

17. ICE, SLUSH, AND GRAVEL

- A. Increase following distance enough to avoid a rear-end collision if another driver brakes hard.
- B. Use moderation in judging safe speed. To maintain a safe stopping distance, slow down, but not so much that you become a hazard to drivers behind you.
- C. Apply brakes gently and steer without jerky movements.
- D. Beware, lightly loaded wheels lock up easily during braking, this induces jack-knifing.
- E. Beware of traveling too slowly on slick, banked curves. The vehicle might slide sideways into opposing traffic or off the road.

18. REDUCED VISIBILITY IN FOG, DARKNESS, RAIN, AND SNOW

- A. Reduced visibility conditions include twilight, darkness, rain, snow, and fog.
- B. Use moderation in judging safe speed.
- C. To maintain a safe stopping distance during reduced visibility, slow down, but not so much that you become a hazard to drivers behind you.
- D. When encountering any fog, slow down.
 - 1. There may be a stalled or slow vehicle hidden in the fog
 - 2. Turn on your headlamps (low beam) or fog lamps to increase your visibility and your chances of being seen by other motorists.
 - 3. Use emergency flashers in extreme conditions.
- E. Keep vehicle clean, especially headlights, windshield, and taillights.



- F. Be prepared to get off road and wait for conditions to improve if necessary.

19. CARRY EMERGENCY SUPPLIES

- A. Tire jack and spare tire
- B. Flares or other emergency signal devices
- C. Flashlight
- D. First-aid and tool kits
- E. Jumper cables
- F. Fire extinguisher
- G. Spare fuses

20. EMERGENCY STOPPING

- A. If you stall while driving, turn on emergency flashers immediately and try to coast to the shoulder if safe to do so.
- B. If you stall and stop on the roadway, turn on emergency flashers immediately.
 - 1. Then set up reflective triangles.
- C. If you have a CB radio or cell phone, call for help.
- D. Controlling and extinguishing fires safely requires special knowledge. If you do not know how to handle a fire emergency, **DO NOT HANDLE IT**.
 - 1. Use your vehicle's fire extinguisher on the fire.
 - 2. Get away, if the fire is not out, after the extinguisher has been used up.
- E. Replace the fuses or bulbs, if you have the tools and the knowledge, to safely perform this task. If not, call for help.

21. EMERGENCY SIGNALS

- A. When you stop your vehicle on a highway or shoulder, the vehicle's flashers must be activated.
 - 1. Flashers must remain on, until other warning devices are activated. Flashers must be activated, while warning devices are being picked up.
- B. The first warning device must be placed on the traffic side of the vehicle, within 10 feet, in the direction of approaching traffic.
- C. A second warning device must be placed facing approaching traffic (behind your vehicle) about 100 feet away in the center of the lane/shoulder where the vehicle is stopped.
- D. The third device must be placed about 100 feet away from the stopped vehicle away from approaching traffic (in front of your vehicle).
- E. Never attach any flame-producing emergency signal (such as a flare) to any part of the vehicle.

22. RESPOND SAFELY TO A VEHICLE CRASH

- A. Remain calm
- B. Move the cars off to the side of the road. Have all the cars turn off their ignition.



- C. Do a first aid check on all drivers and passengers.
- D. Call police and medical services, if necessary.
- E. Collect information
- F. Draw picture of accident scene
- G. Do not point blame or discuss fault
- H. Get a copy of the police report
- I. Collect information
 - 1. Names
 - 2. Insurance information
 - 3. Drivers' license numbers
- J. Draw a picture of the accident scene or take pictures. Consider carrying a disposable camera in your vehicle.
- K. Do not point blame or discuss fault.
- L. Get the police officer's information so you can request a copy of the police report.

23. KEY POINTS

- A. Inspect and maintain your vehicle
- B. Know driving hazards and dangerous
- C. Conditions
- D. Become a proud defensive driver
- E. Wear your seatbelt
- F. Follow safe driving practices in all driving
- G. Conditions
- H. Know how to respond to emergencies