Defensive Driving

TABLE OF CONTENTS

Defensive Driving Basics

Why You Should Improve Your Driving Skills 1
What Is Defensive Driving? 2
Which Driver Are You? 3
Five Characteristics of a Defensive Driver 4
What Is a Preventable Collision? 5
Stopping Distance Formula for Cars 6
How Close Is Too Close? 7
Following Distance Worksheet 8
When Someone's on Your Tail 9
Scanning the Road 10
Accelerating and Braking 11
Passing and Being Passed 12
Avoiding Head-On Collisions 13
Merging Into Freeway Traffic 14
Intersections 15
The Dangers of Speed 16
Evasive Maneuvers 17
Protecting Occupants 18
Your Body, Your Mind & Your Driving, I 19
Your Body, Your Mind & Your Driving, II 20
Are You a "Type A" Driver? 21
The Golden Rule of Safe Driving 22
Driving Under the Influence 23
When the Other Driver Is Under the Influence 24
Five Basic Groups of Drugs & How They Affect Your Driving Abilities 25
Can You Sober Up Someone Who Has Been Drinking? 26
How Much Alcohol in These Drinks? 27
Conditions That Affect Driving 28
In-Car Distractions 29
Driving on Bad Roads 30
Driving After Dark 31
Driving in the Rain 32
Driving in Fog 33
Driving in Snow and Ice 34
Urban Driving Hazards 35
Rural Driving Hazards 36
Surviving Rush Hour and Commute Traffic 37
You Can't Beat That Train 38
Parking and Delivering Safely 39
Loading and Unloading Safely 40
Driving Large Vehicles *Pre-Trip Inspections* 41
Driving Large Vehicles *Following Distance* 42
Driving Large Vehicles *Turns* 43
Driving Large Vehicles *Backing Up* 44
Sharing the Road With Pedestrians 45
Sharing the Road With Cyclists and Motorcyclists 46
Sharing the Road With Older Drivers 47
Sharing the Road With Slow-Moving Vehicles 48
Sharing the Road With Buses and Emergency Vehicles 49
Are You Driving Yourself Crazy? 50
Coaching the New Driver 51
Older Drivers Have Special Needs 52
Safety Checklist for Automobiles 53
Summerizing Your Car 54
Winterizing Your Car 55
What Every Motorist Should Carry 56
Towing Tips 57
Protecting Your Car From Theft 58
Defending Yourself Against Vehicle-Related Crime 59
Defending Yourself Against Carjacking 60
Auto Emergencies *If You're Involved in a Collision* 61
Auto Emergencies *If You Witness a Collision* 62
Auto Emergencies *If You Have a Blowout* 63
Auto Emergencies *If Your Brakes Fail* 64
Auto Emergencies *If You Have a Breakdown* 65

continued

Defensive Driving

TABLE OF CONTENTS

continued

Case Studies

Could This Collision Have Been Prevented?

Pass Performance....66
Southbound Smashup....67
Don't Look Down....68
Slippin' and Slidin'....69
Patience Is a Lifesaver....70
Sunday Drive....71
Blowout!....72
Without Warning....73
Into the Sun....74
No Left Turn....75
Tow Tricks....76
The Value of Foresight....77
Faulty Assumption....78

Fleet Safety Management

Driver Application....79
Driver's Interview Checklist....80
Driver's Reference Check Sheet....81
Physical Examination Form....82
Doctor's Certificate....83
Driver Information Test....84–86
Driver Information Test Answer Sheet....87
Simplified Road Test Instructions....88
Simplified Road Test....89
Driver's Daily Report....90
Driver of the Month Award....91
Driver of the Year Award....92
Your Body, Your Mind & Your Driving (poster)....93
How to Prevent a Collision (poster)....94
Before You Back Up… (poster)....95
Alcohol Affects Driving Ability (poster)....96
Stopping Distance Formula (poster)....97
The Three-Second-Plus Rule (poster)....98
Which Driver Are You? (poster)....99
Scanning the Road for Safety (poster)....100
If You're Involved in a Collision (poster)....101

Defensive Driving

Table of Contents
Defensive Driving Basics
More Defensive Driving Basics
Case Studies
Fleet Safety Management
Awards and Posters
Index



Defensive Driving

Table of Contents
Defensive Driving Basics
More Defensive Driving Basics
Case Studies
Fleet Safety Management
Awards and Posters
Index



Why You Should Improve Your Driving Skills

Last year, over three million people received injuries in traffic collisions. Over 40,000 of these people died.

"Accident" or Driver Error?

Though we call them accidents, over two-thirds of all collisions are caused by driver error—in other words, poor driving skills. This means that of the over six million collisions that take place each year, over four million could be prevented by improving driving skills.

The Cost of Poor Driving

The price tag for this tragedy is high. Costs of death, injury, and property damage due to collisions exceed $150 billion per year. If the personal and business costs of lost productivity and job loss are factored in, the true monetary cost of poor driving is probably much higher.

You Can Make a Difference

In 2001, someone died in a motor vehicle crash every 12 minutes. The good news is that most people can significantly improve their driving skills in just a few hours of guided defensive driving education. Doesn't it make sense to make sure your driving skills are the best they can be? After all, good driving is no accident.



Distributed under license. © Parlay International (v.3) 1520.001
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

What Is Defensive Driving?

The National Safety Council defines defensive driving as “driving to save lives, time and money in spite of the conditions around you and the actions of others.”

Defensive driving saves lives. Drivers learn the knowledge and skills needed to avoid preventable collisions—and about two-thirds of all collisions are considered to have been preventable.

Defensive driving saves time. Defensive drivers don’t save time on the road hurrying from one place to another, but save time lost due to injury and car damage.

Defensive driving saves money. Defensive drivers save money lost due to injury, car and other property damage, and lost work time.

The techniques defensive drivers use are simple and easily learned. They stress knowledge, foresight, alertness, judgment and skill. Defensive drivers exhibit patience, cooperation and courtesy on the road, rather than the “me-versus-them” mentality that so many of us lapse into in our need to get where we are going.

Now that you know what defensive driving is all about, isn’t it worth your while to give it a try?



Distributed under license. © Parlay International (v.3) 1520.002
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Which Driver Are You?

Are you the shy, cautious type? Or the aggressive, "in your face" kind? Many of us reveal our personalities in the way we drive. Others take on an entirely different personality when driving. Knowing what personality is at work when we hit the road helps make us better drivers. Which of the following driving styles most closely describes your driving?

The Distracted



Distracted drivers spend their driving time planning their day, rehashing yesterday's meeting, or worrying if they forgot something at the store. Distracted drivers may think of the daily commute as a time to shave, have a snack, catch up on business details or chat on the phone. They are so busy with these activities they may not always be alert to road and traffic conditions. If you spend your time behind the wheel thinking about anything but your driving, try setting aside driving time to just enjoy the ride. You'll probably arrive at work in a more refreshed state of mind, ready to tackle all those distracting chores.

The Timid Driver



Timid drivers often drive so slowly that they tie up traffic and cause other drivers to have to brake suddenly. Speed and traffic makes them nervous and causes them to make poor and unexpected driving choices. If you are a timid driver, learning defensive driving techniques might be the way to boost your confidence.

The Aggressor



These people are easy to spot. They are habitual tailgaters, and they do not hesitate to cut in front of other drivers. Their message is clear: Get out of my way if you know what's good for you. Unconsciously, they may think of driving as a contest to be won at all costs. If you find yourself slipping into this personality when you drive, take a minute to think of the other drivers on the road as real people with needs just as important as yours. By cooperating, we can all get where we're going safely.

The Speeder



Some speeders just like to drive fast. Others drive that way because they're a little behind schedule. They'd like to drive more carefully, but they just don't have time. Yet for most trips, they save only a few minutes by driving over the speed limit. If you speed because of poor time management, get into the habit now of adding 10 minutes onto your estimated trip time. And don't forget to allow extra time for finding a parking place, or locating an unfamiliar address.

The Sleepy Driver



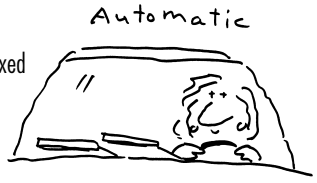
Some people are lulled into a drowsy state by the sound of the car engine and the monotony of the road. It's difficult to be alert when you are sleepy. If you get drowsy when driving, stop, get out and take a breath of fresh air. Take a coffee break or stop for a nap on long trips. Stopping to rest will not delay your trip nearly as long as falling asleep at the wheel will.

The Indecisive Driver



Should I change lanes or not? Do I want to turn here? Should I speed up? Slow down? Indecisive drivers never quite seem to know what they're going to do next. Unfortunately, neither do the other drivers around them. If you are indecisive, try mapping your trip in advance and deciding what you are going to do before you get in the car. Pull over if you get confused. Learning defensive driving techniques can also help you make better driving decisions. Signal your intentions to other drivers by using turn signals.

The Automatic



These drivers are the picture of calm: eyes fixed on the road ahead, while inside they are a million miles away. Nothing ruffles them, because they don't notice anything outside of the narrow focus of the road ahead. They are totally unprepared for the unexpected. If you find yourself driving "on automatic," make yourself look around and observe what's going on all sides of your vehicle. Check conditions ahead of the car in front of you. Notice the scenery, anything to get back to the present.

The Good Driver



All of us have some of the above personality traits. The good driver tries to be aware of these tendencies and balance them with extra caution and common sense. Though good drivers often would prefer to be somewhere else than on the road, they maintain their focus in the here and now, pay attention to what's going on around them, and practice courteous, defensive driving.

Distributed under license. © Parlay International (v.3) 1520.003
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

5 Characteristics of a Defensive Driver

Defensive driving does not require a high degree of special training. The characteristics of a defensive driver are the same characteristics that apply to many aspects of our lives. Let's look at the five most important requirements for defensive driving.

1 Knowledge

Defensive drivers take time to educate themselves about safe driving techniques. They know how to recognize hazards and avoid collisions. They know the traffic laws in their area. This knowledge helps them know how to act correctly and quickly in traffic situations. They also know how to properly maintain their vehicles in a safe operating condition.

2 Alertness

Defensive drivers are alert, both to traffic conditions and to how their own mental and physical conditions may affect their driving. They pay attention to the traffic situation to the front, sides and rear, glancing in rear- and sideview mirrors many times a minute. They give all their attention to the task of driving.

3 Foresight

Defensive drivers know that their worst enemy is the unexpected. They never assume the other driver will do the right thing. They anticipate hazards by scanning the road to size up the traffic situation as far ahead as possible. In this way they are able to prepare for hazards rather than simply react to them. They practice long-range foresight by keeping their vehicles well-maintained, by checking them before driving, and by always wearing a safety belt.

4 Judgment

Good drivers use clear thinking and knowledge to make decisions wisely and quickly. They maintain control of their behavior, resisting the temptation to make risky maneuvers to get somewhere faster or to outmaneuver other drivers. They pass only when it is safe, and always look for the safest, rather than the speediest, alternatives in any traffic situation. They are courteous, even when other drivers are not.

5 Skill

Defensive drivers develop the skills necessary to operate a vehicle properly and safely. They know the safe and legal way to make turns, change gears, brake and pass. They can "listen" to their cars for signs of engine trouble, and they can perform simple emergency repairs, such as changing a tire.

You don't have to have lightning fast reflexes or unusual mental and physical abilities to be a defensive driver. Defensive driving is simply a matter of clear thinking, education and a safe attitude on the road.

Distributed under license. © Parlay International (v.3) 1520.004
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

What Is a PREVENTABLE Collision?



A preventable collision, according to the National Safety Council, is “a collision in which the driver failed to do everything reasonable to avoid it.” The National Safety Council advises drivers to follow three simple rules for preventing collisions.

1. Recognize the hazard.

Scan the road ahead, to the next two intersections in cities, to the horizon on flat roads, to the next curve on the highway, or 15–30 seconds ahead. Check the traffic to the side and behind by looking in the rearview and side mirrors every five seconds. Recognizing a hazard in advance gives you time to avoid it.

2. Understand the defense.

Once you recognize a possible hazard, use your knowledge of defensive driving principles to choose the best way to avoid a collision in each situation.

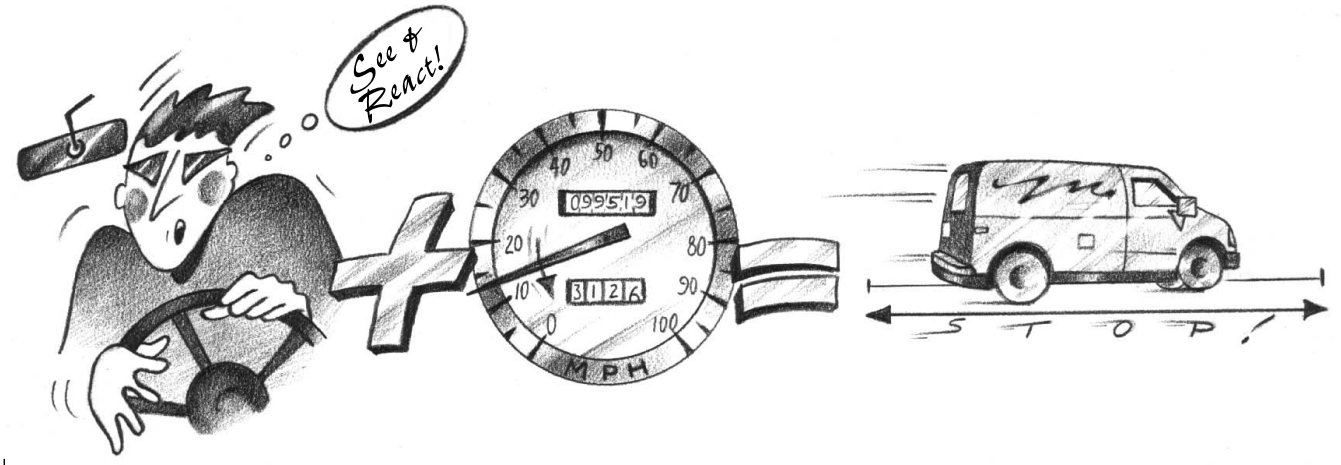
3. Act correctly and in time.

After you’ve chosen the best defense against the hazard, take correct action, in time to avoid a collision. This is where your alertness and driving skill pay off.

You can see that the five characteristics of a defensive driver—knowledge, foresight, alertness, judgment and skill—all play a role in avoiding preventable collisions. Take some time to educate yourself on how to react to various hazardous situations. And always practice safe driving. By obeying speed limits, keeping a safe distance between you and the next driver, and using the proper signals, you are more likely to stay clear of hazardous conditions, and to make sure you don’t become a hazard

Distributed under license. © Parlay International (v.3) 1520.005
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Stopping Distance Formula



Perception/Reaction Distance + Braking Distance = Stopping Distance

All drivers take a fraction of a second to perceive a hazard, and a fraction of a second to react before putting on the brakes. This time translates into perception and reaction distance—the distance your vehicle will travel in the time it takes you to perceive the hazard and to move your foot from the accelerator to the brake pedal. To figure your perception and reaction distance in feet, take the first digit of your speed, add it to the total speed and double it.

Speed	+	First Digit	=	Perception/Reaction Distance
20 mph	+	2	=	22 feet x 2 = 44 feet

In other words, at 20 miles per hour, your vehicle will travel 44 feet in the time it takes you to see a hazard and move your foot from the accelerator to the brake pedal.

The faster you're going, the further your vehicle will travel before you can hit the brakes.

Speed	+	First Digit	=	Perception/Reaction Distance
55 mph	+	5	=	60 feet x 2 = 120 feet
65 mph	+	6	=	71 feet x 2 = 142 feet

Braking distance is also determined by speed. Here are braking distances for some speeds for a passenger car with well-maintained brakes on flat pavement in dry weather:

At...	Braking distance is...
20 mph	18 to 22 feet
55 mph	192 to 224 feet
65 mph	267 to 316 feet

Now we can calculate the stopping distance for these speeds:

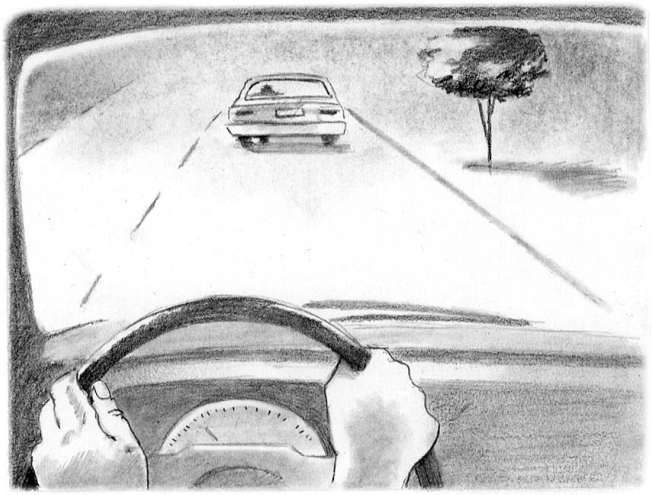
At...	Perception/ Reaction Distance	+	Braking Distance	=	Stopping Distance
20 mph	44 feet	+	18 to 22 feet	=	62 to 66 feet
55 mph	120 feet	+	192 to 224 feet	=	312 to 344 feet
65 mph	142 feet	+	267 to 316 feet	=	404 to 458 feet

It's easy to see that stopping distance is very much greater at high speeds than at low speeds. The faster you are going, the greater the distance you must allow between you and the car in front of you for safety. Wet conditions can double the stopping distance; icy conditions can make it ten times higher.

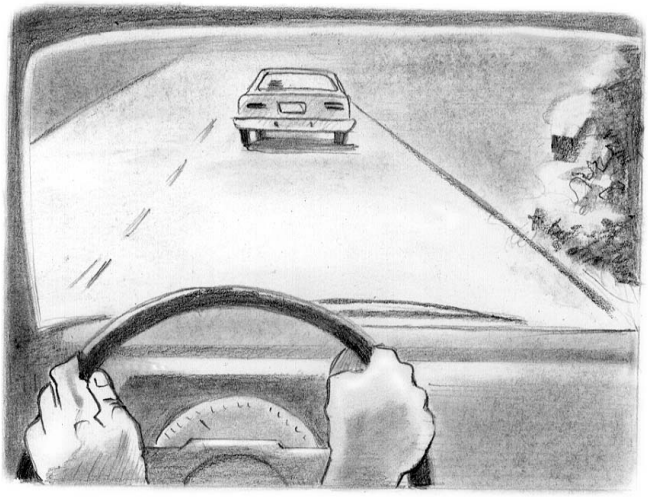
Distributed under license. © Parlay International (v.3) 1520.006
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

How Close Is Too Close?

For safe driving, you need to keep a safe distance between you and the car in front of you. If you are too close, you will have trouble scanning the road ahead. With enough following distance, you can see 15 to 30 seconds down the road, and be able to plan and make decisions for safe driving. Also. a safe following distance increases the chances that if the car ahead of you stops suddenly, you can stop in time to avoid a collision. But how far is that? Your safe following distance depends on how fast you are going and what the road conditions are. The three-second rule is a convenient way to figure your safe following distance at various speeds without having to do calculations with numbers.



Measure your following distance by choosing a landmark such as a tree. When the rear bumper of the vehicle in front of you passes that landmark, start counting seconds: "One thousand and one, one thousand and two, one thousand and three." If you reach the landmark before you finish counting, you are following too closely.



The Three-Second Rule

The Three-Second Rule says that your following distance should be at least three seconds travel time behind the vehicle in front of you. Measure your following distance this way: Choose a landmark such as a telephone pole or tree that the vehicle in front of you has not yet passed. When the vehicle's rear bumper passes that landmark, start counting seconds: "One thousand and one, one thousand and two, one thousand and three." If your front bumper reaches the landmark before you finish counting, you are following too closely.

The Three-Second Plus Rule

Three seconds is the minimum following distance you should maintain. At that distance, you can see farther ahead safely. Under certain conditions, you should use the Three-Second Plus Rule, and add a second if:

- Visibility is low
- The road is wet
- You're being tailgated (add two seconds if the tailgating vehicle is a tractor trailer or bus)
- You are towing a trailer

If several of these conditions apply, add up the extra seconds for all of them. For example, if visibility is low and you are towing a trailer, add two seconds for a total of five seconds of following distance.

Practice Often

Use the Three-Second Rule and the Three-Second Plus Rule to check your following distance from time to time when you are on the road. By doing this, you will learn to automatically maintain a safe following distance in all conditions.

Distributed under license. © Parlay International (v.3) 1520.007
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Following Distance Worksheet for Cars

Do you know how much distance you should allow between you and the vehicle in front of you in all conditions? See if you can compute the correct following distance in seconds for these driving situations. Remember that you must allow a minimum of three seconds following distance under ideal driving conditions, plus extra seconds for certain road conditions and vehicles.

1. It's a rainy night.

Correct following distance in seconds:_____

2. You're driving in the fog. Another car is tailgating behind you.

Correct following distance in seconds:_____

3. You're following a motorcycle and towing a small trailer.

Correct following distance in seconds:_____

4. You are driving on an interstate into late afternoon sun.

Correct following distance in seconds:_____

Answers

1. **Four seconds** (three seconds plus one second for wet pavement)
2. **Five seconds** (three seconds plus one second for the fog, and one second for the tailgater, because you will need extra space so the tailgater won't push you into the vehicle in front of you if you must stop suddenly)
3. **Five seconds** (three seconds plus two more seconds for the trailer, because the extra weight of the trailer increases the time it takes to stop)
4. **Four seconds** (three seconds plus one second for reduced visibility)

Distributed under license. © Parlay International (v.3) 1520.008
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

When Someone's On Your Tail



Few things are more nerve-wracking on the road than someone driving 10 feet behind you at 60 miles an hour. You know that in a sudden stop, the tailgater is likely to plow right into you. It's understandable and tempting to want to put such people in their place. But your main concern should be your own safety and the safety of others on the road.

Allow Extra Distance–In Front of You

When someone is tailgating you, slow down gradually until you have doubled your distance from the car in front of you. In ordinary driving conditions, this means allowing at least six seconds time between when the car in front of you passes a landmark and when you reach the same landmark. This will accomplish two things. First, if you need to stop suddenly, there will be some extra space in front of you so if the car behind you hits you it won't push you into the car in front of you. And second, it may motivate the tailgater to back off or pass you.

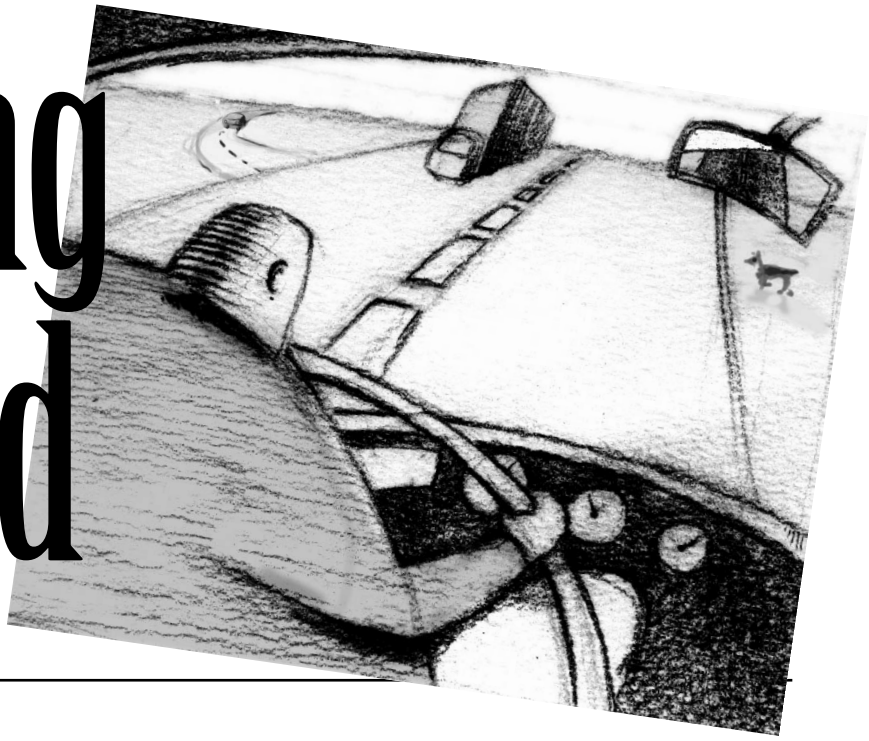
Resist Revenge

Avoid responding to a tailgater by speeding up or by hitting the brakes. You'll only be increasing your risk in an already dangerous situation. Instead, make it as easy as possible for the tailgater to pass you up. On the road, you're always better off repaying rudeness with courtesy.

Tailgaters are an increasingly common nuisance on our busy highways. With so many tailgaters, you must be extra alert for unexpected hazards, regularly scanning the road several cars ahead and observing either your rearview or sideview mirrors every five seconds. Staying alert is your best defense against the poor driving habits of others on the road.

Distributed under license. © Parlay International (v.3) 1520.009
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Scanning the Road



Safe driving requires a knowledge of what's going on around you at all times. It's more than just a matter of staring at the road ahead. Defensive drivers keep their eyes moving constantly, covering the front, rear, sides and the edge of the road.

Look Around—Not Just Ahead

When you scan the road ahead, observe not just the car in front of you, but several vehicles in front of that car. Scan ahead to the next two intersections or the horizon. Note how close together cars are, whether they are traveling faster or slower than you, and whether there are potential hazards down the road. Get ready to reduce your speed if you see brake lights going on up ahead.

Look to both sides of your car. Be alert for situations that box you in. Adjust your speed so that you are not sandwiched between cars in the lanes on either side of you; you should have an escape route in case there is a collision directly in front of you. Scan the road in all directions before venturing into an intersection.

Think about the place where it's hardest for you to see other cars to the side—usually about half a car length back from the driver's seat. This is your blind spot. Avoid driving in the blind spot of cars to either side of you.

Look to the rear. Use your rear- and sideview mirrors, checking traffic to your rear about every five seconds. Use this information to get out of the way of tailgaters or cars that are bearing down on you at higher speeds. In addition, look over your shoulder before changing lanes.

The Farther the Better

How far ahead should you look? In the city, scan to the next corner in heavy, slow traffic. Scan farther if the traffic is light and moving fast. Note traffic lights and likely spots for pedestrian traffic. Be on the lookout for pedestrians coming from behind parked cars. Anticipate buses, delivery trucks and others double parked in the right lane, so you have plenty of time to stop or get around them.

In the country, scan to the next turn in the road. Use this information to adjust your speed so that you can stop if there is a stopped car just around that turn.

Make It a Habit

There's a lot of information within sight when you're scanning the road. Keep your mind clear of distractions so you can process this information and make good driving choices. Once you get into the habit of scanning the road, it will come naturally to you and you will find yourself much more alert to your surroundings.

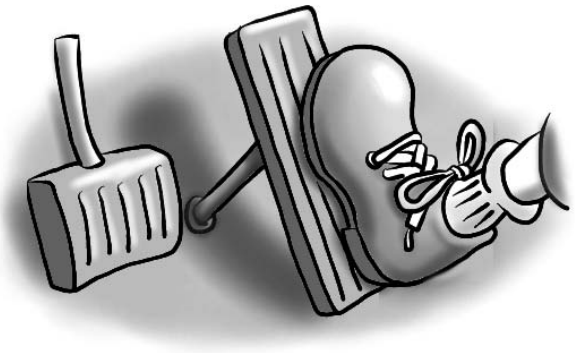
Distributed under license. © Parlay International (v.3) 1520.010
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Accelerating and Braking

You can't get very far on the road without speeding up and slowing down. So it makes sense to know how to do it properly. Here are some tips for getting the most out of your vehicle's performance when accelerating and braking.

ACCELERATING

- Pick up speed smoothly and gradually. It's safer and saves gas.
- Wear shoes that don't interfere with smooth operation of the accelerator.
- Use cruise control only for divided highways with little traffic and few turns. Stay alert and ready to apply the brakes at any time.



BRAKING

- When braking, begin smoothly and gradually increase pressure. Use firm, even pressure.
- Tap your brakes to signal cars behind that you intend to stop.
- Get ready to brake each time you enter an intersection.
- Use brakes as little as possible, by keeping to a reasonable speed and safe following distance and scanning the road ahead. Plan ahead to avoid sudden stopping. For instance, ease off the gas as you approach a red light.
- Try to avoid slamming on the brakes. Press the brakes evenly and smoothly, backing off the brakes slightly if the wheels start to lock up. Locking the brakes causes the tires to slide. (A sliding tire is locked, a skidding tire has lost its grip as a result of cornering forces, but is still rolling.) If your vehicle has antilock brakes, apply firmly and continue to press hard; don't pump the brakes.



- Protect your brakes from failure on a hill by using low gears. "Riding the brake" down a long hill can lead to unexpected brake failure.
- Check brake action often, especially if you've just gone through a hilly area or standing water.
- Maintain your brakes by having them serviced regularly and checking the brake fluid frequently. In addition, have your brakes checked if they make noise, pull to one side or need to be pumped to work, or if your brake fluid level drops suddenly.

Distributed under license. © Parlay International (v.3) 1520.011
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Passing and Being Passed



One of the most common causes of deadly head-on collisions is improper passing. Before undertaking any pass, ask yourself, "Is this pass really necessary? Is it safe?" The majority of passes don't save enough time to be worth the risk. If you must pass another vehicle, follow these safety tips.

Before Passing

When getting ready to pass another car, maintain a safe following distance. Intending to pass is no excuse for tailgating. The other car could still stop at any time. And the closer you are to the vehicle you want to pass, the harder it is to see what's in front of it.

Before passing, signal left. Scan the road ahead and behind continually. Check your blind spots, those areas right behind or on either side of you that you can't see in your mirrors, by turning your head and looking over your shoulders. Make sure nobody is trying to pass you. If there is any doubt about oncoming traffic, wait.

Moving Into the Left Lane

On a two-lane road, moving into the oncoming traffic lane is the most dangerous part of passing. In 55-mile-per-hour traffic, you and oncoming vehicles are approaching each other at an effective speed of 110 miles per hour. It takes a full mile to complete a pass at this speed. After moving left, increase your speed to pass, giving the vehicle plenty of room. You should not pass if you have to exceed the legal speed limit to do so. Signal right to begin moving into the right lane in front of the passed car.

Completing the Pass

It's safe to return to your driving lane when you can see the pavement in front of the vehicle you've passed in the rearview mirror. Move to the right and turn off your turn signal. But first check your blind spot by turning your head. This is important in a multi-lane road where another car may be moving into the lane from the right, or in a situation where the car being passed is nearly stopped, and another car may be coming onto the road in front of it.

When Not to Pass

Remember that it is illegal to pass a stopped school bus with its signals on. Other areas where it is unsafe or illegal to pass include

- No-passing zones
- School zones
- Curves with passing restrictions
- Any road with a solid line in the middle
- Within 300 feet of the crest of a hill.

It is also illegal in most cases to pass where there are

- Railroad crossings
- Intersections
- Tunnels
- Bridges
- or within 300 feet of these areas.

Being Passed

If someone is passing you, maintain your speed or slow down if necessary to allow the vehicle to pass safely. Never speed up to prevent someone from passing you. If you are driving more slowly than the flow of traffic, find a safe place to pull off the road and let vehicles pass by. You will be safer and more relaxed without a string of cars behind you.

How many times have you passed a vehicle simply because it's in front of you? Passing on a two-lane road is a difficult and dangerous maneuver that usually cuts only a few seconds off your trip. You'll relax and enjoy your drive more if you decide to pass only when it's absolutely necessary and completely safe.

Distributed under license. © Parlay International (v.3) 1520.012
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Avoiding Head-On Collisions

Head-on collisions are the most dangerous kind of collision. In a recent year, over 5,200 people died as a result of head-on collisions. The majority of these collisions could have been prevented using defensive driving techniques. Take a moment to read these tips on avoiding collisions—they could save your life.

Reduce Risk With Safe Driving

Once you get into a collision situation, the options are few and dangerous. But you can increase your chances of avoiding a collision by following a few safe driving tips:

- Only drive when you are alert and sober.
- Scan the road ahead for hazards. Look as far as the next hill or curve, or the next two corners in cities. This way, you have more time to get out of the way of an approaching hazard.
- Stay well centered in your lane, where oncoming traffic is less likely to stray, and where you can get to the shoulder or side of the road more quickly. On multi-lane roads, the right lane is the safest lane.
- Obey speed limits. You will have more time to react to a hazard, and should a collision occur, it will not be as damaging at a lower speed.

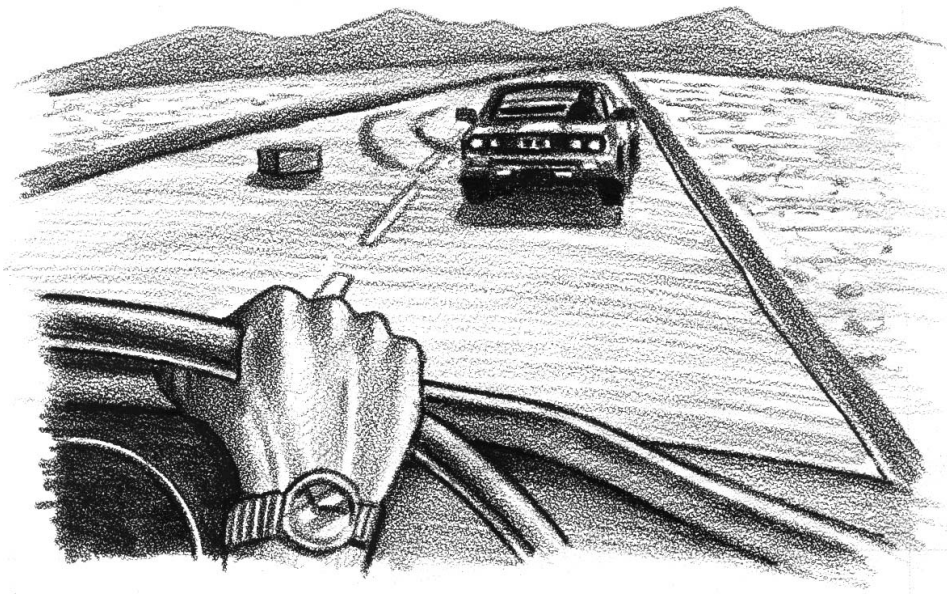
When a Vehicle Is in Your Lane

If an oncoming vehicle veers into your lane for any reason, slow down right away. Be prepared to stop or drive off the road. Remember that driving into a ditch is far less dangerous than driving into a head-on collision.

When a Collision Is About to Happen

Remember these principles in case you need to make split-second decisions to avoid a head-on collision:

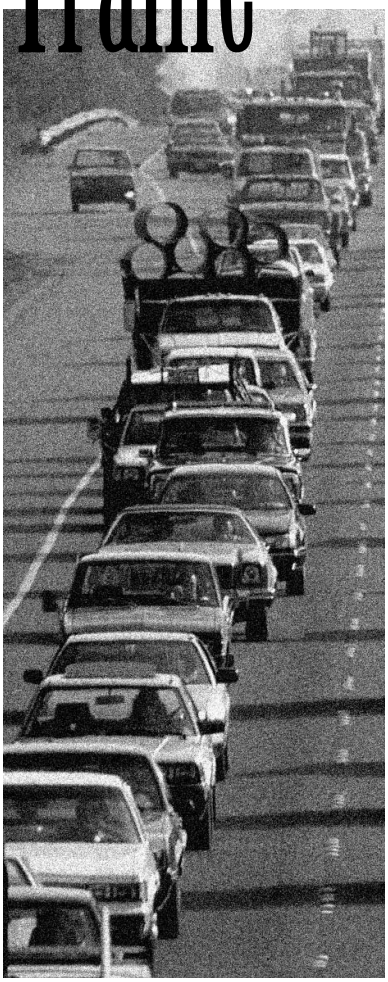
- Always drive to the right to get out of the way, since the driver of the other vehicle is likely to move back into his or her lane after recovering control.
- Maintain speed and keep two wheels on the pavement for stability. Only drive with all four wheels on the shoulder if absolutely necessary to avoid a collision.
- If the choice is between a head-on and hitting a fixed object such as a tree or utility pole, it's always safer to hit the fixed object, which has no momentum of its own.
- If you must hit an object or oncoming vehicle, aim as far to the right as possible, where the collision forces are much less intense.



More than 40,000 people die in traffic accidents every year. Take the time to learn and practice defensive driving, and always wear your safety belt. If you are involved in a head-on collision, you may get hurt but you are far less likely to be killed.

Distributed under license. © Parlay International (v.3) 1520.013
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Merging Into Freeway Traffic



The trickiest part of freeway driving is getting onto the freeway, especially if the traffic is heavy and moving fast. When entering the freeway, you must simultaneously speed up, scan the freeway for an opening, and adjust your speed to fit into the opening. Following these tips can smooth the process.

- **Maintain Proper Speed.** Always enter the freeway at or near the speed of traffic. Do not stop unless it is absolutely necessary. Stopping on the on-ramp is dangerous, because you then must attempt to accelerate into a stream of traffic going much faster than you and you increase the risk of being struck from behind.
- **Allow Space.** To merge safely, allow a five-second gap in traffic—a three-second following distance from the car in front of you and two seconds from the car behind you. A five-second gap means five seconds between when the car in front of you passes the on-ramp and when the car behind you passes it. Turn on your turn signal early and adjust your speed to put you in the middle of the gap. Before you merge, use your mirror and look over your left shoulder to make sure no traffic is in your blind spot, or moving into the right lane from the left.
- **Play It Safe.** In deciding whether to speed up or slow down to get around traffic when merging, remember that freeway traffic has the right of way and should not be expected to slow down to let you in. Be especially careful about merging in front of a large vehicle such as a truck. Large vehicles have a very long stopping distance and cannot stop or slow down quickly if you cut in front of them.

Changing Lanes

Follow the same merging principles when changing lanes. Allow a four-second gap, check your blind spots and your mirrors, and use your turn signal. Remember to turn off your signal after changing lanes or entering the freeway. If you have to cross several lanes, take them one lane at a time. Avoid slowing down or speeding up drastically to change lanes. Plan ahead so you have plenty of time to change lanes.

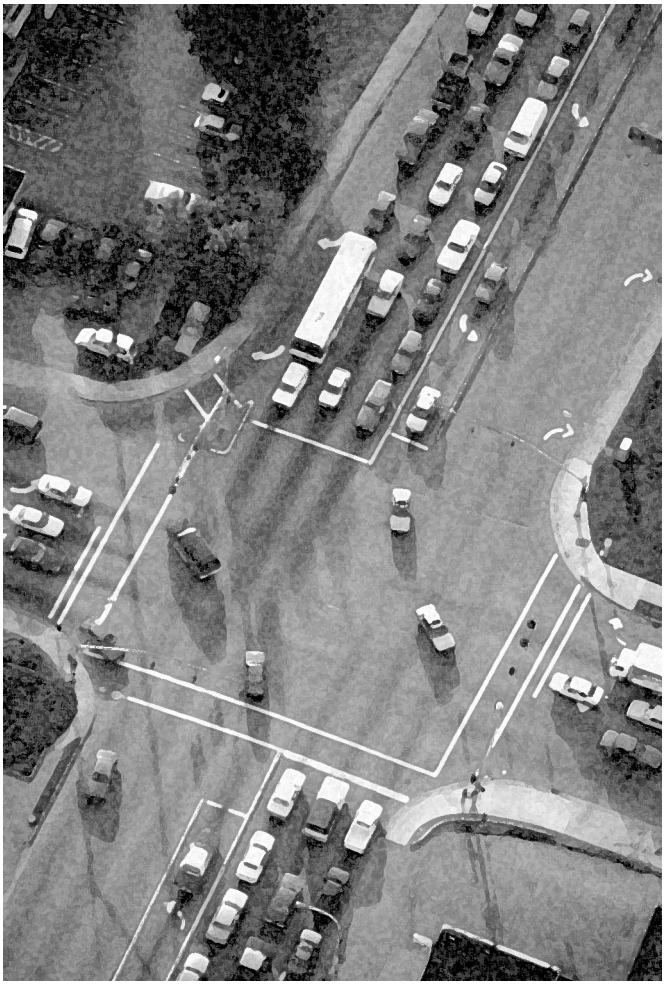
Exiting the Freeway

Read the road signs to allow plenty of time to get into your exit lane. When exiting, maintain the proper speed—fast enough not to interrupt the flow of traffic and slow enough to exit safely. Use your turn signal for at least five seconds before exiting.

Freeways are fast, efficient, and safe, but they take skill and practice to negotiate safely. If you are unnerved by driving in heavy freeway traffic, practice during hours when the traffic is light. You will soon develop the confidence to get on and off the freeway safely.

Distributed under license. © Parlay International (v.3) 1520.014
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

INTERSECTIONS



A lot goes on at an intersection. In fact, over half of all city crashes happen at intersections. Let's look at some different kinds of intersection controls and how to deal with them.

TRAFFIC LIGHTS

Everyone knows that green means go, red means stop, and yellow means speed up to get through the intersection before the light changes. Right? Wrong. In some states it is actually illegal to speed up on a yellow light. And it never makes good safety sense. The purpose of a yellow light is to allow you to stop before the light turns red.

When a light has been green for a while, approach the intersection slowly, with your foot over the brake, so that you are prepared to stop. After a light turns green, be cautious about going into an intersection. Remember that traffic lights don't stop cars. People stop cars. There may be cross traffic that continues after the light changes.

STOP SIGNS

A stop sign means just that—bring your vehicle to a full stop. A rolling stop is illegal and can get you a ticket. Remember that a flashing red light means the same as a stop sign.

KNOW THE RIGHT-OF-WAY LAWS

Misunderstandings about right-of-way are responsible for many traffic accidents in intersections. Here are some right-of-way guidelines:

- Traffic going straight has the right-of-way over traffic making a turn.
- Traffic at stop or yield signs must wait for cross traffic without signs to clear.
- At a four-way stop or uncontrolled intersection—one with no signs—always yield the right-of-way to a vehicle already in the intersection. If two cars arrive at the same time at adjacent corners, the car on the left must yield to the car on the right.
- If traffic on the other side of the intersection is backed up to the intersection, stay out of the intersection until traffic clears.
- Always yield to pedestrians.
- Never insist on the right-of-way if another driver does not yield to you. It's better to give in than to be "dead right." However, avoid giving up your right-of-way just to be polite. It confuses people and delays traffic.

TURNING

Always use your turn signal before braking for your turn. When turning, always turn to the corresponding lane: from and to the nearest right lane for a right turn, and from and to the lane nearest the center line for a left turn.

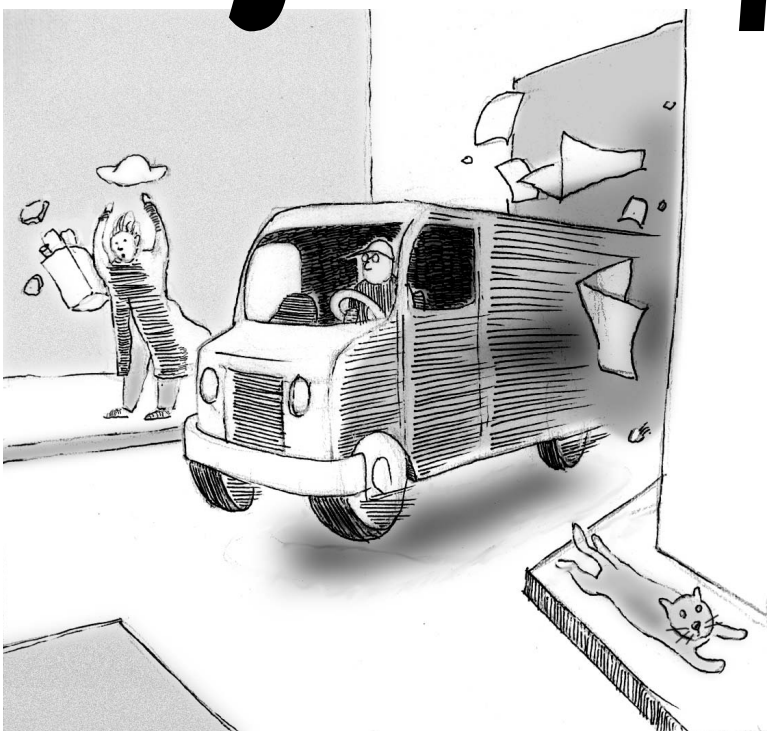
There are three keys to safety in intersections:

1. Know traffic and right-of-way laws governing intersections in your state.
2. Slow down and scan oncoming and cross traffic when approaching any intersection. Be ready for anything, including drivers who do not know the right-of-way laws.
3. Signal your intentions by your position and turn signal.

Following these three rules will guarantee your safety in any intersection.

Distributed under license. © Parlay International (v.3) 1520.015
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

The Dangers of Speed



For some, it's exhilarating to zip down the open road as fast as possible. Others think it's necessary because of poor time management before the trip began. For still others, speeding is part of a mindset that sees driving as a race with other vehicles for domination of the road.

When you speed you put others on the road in danger as well as yourself. Why is speed so dangerous? Lets look at a few facts about speed.

Speed and Stopping Distance

Remember the formula for stopping distance: Perception/reaction distance + braking distance = stopping distance. Perception/reaction time—the time it takes to see a hazard and move your foot from the accelerator to the brake—is generally the same at any speed, but the distance you cover during that reaction time depends on your speed. The faster you're going, the further you'll travel before coming to a stop. At 55 miles per hour your combined reaction distance and braking distance add up to more than 300 feet. At 65 miles per hour it can take 450 feet—half again as far—to stop even under ideal traffic conditions. Failure to stop in time is one of the major causes of fatal collisions on the road.

Speed and Impact Force

Another reason not to speed is that speed translates into force in a collision. The force of a collision at a mere 30 miles per hour is equivalent to the force of jumping off a 10-story building. Bad enough, but survivable, if you're wearing a safety belt. At 60 miles per hour this force is quadrupled. Statistics show that the risk of being killed in a collision at 65 miles per hour is twice as great as it is at 55 miles per hour. At 75 miles per hour, the risk is tripled.

Speed and Cost

Speed is not only dangerous, it's costly—both to your wallet and to the environment. The Environmental Protection Agency says that for every 5 miles per hour you drive above 60 miles per hour, you're paying an additional 10 cents per gallon of gas. It makes environmental sense to use fuel as efficiently as possible.

Give Yourself Time To Slow Down

Many people end up speeding because the time they allow for their trip is the time the trip takes under ideal conditions with no traffic. Why not start adding extra time to all your routine trips, so you don't get caught behind schedule?

It can be hard to stick to the speed limit when everyone else is speeding, but it's not impossible. You can make the decision to behave safely and lawfully, even if others don't.

Distributed under license. © Parlay International (v.3) 1520.016
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

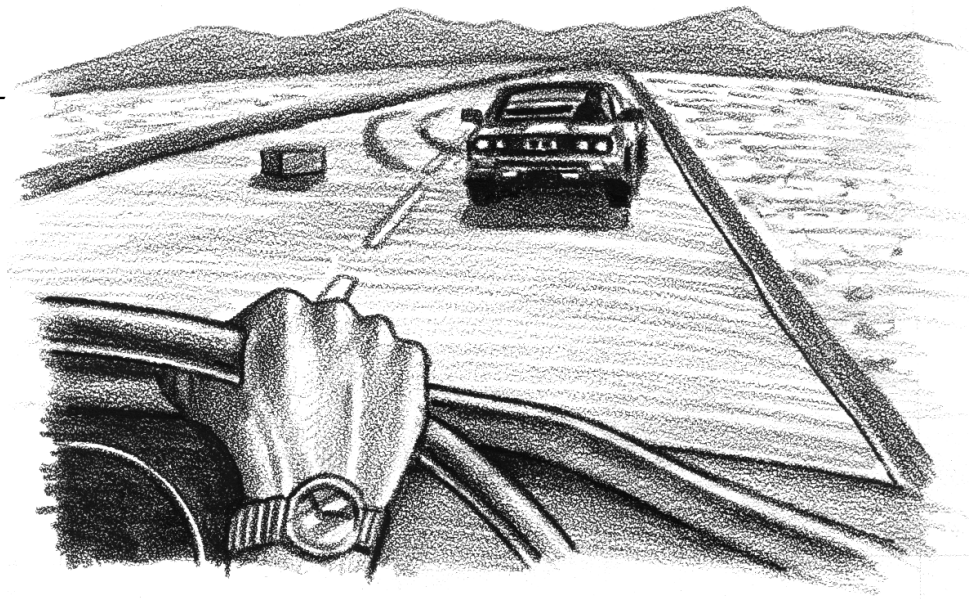
Evasive Maneuvers

A car stops suddenly in front of you...

An oncoming vehicle strays into your lane...

A frightened animal bounds onto the road...

You know you are a good driver. But are you prepared for action when the unexpected or someone else's poor driving puts you in a tight spot? Keep these principles in mind:



Maintain an Escape Route

Try not to get boxed in when driving on multi-lane roads. That way if someone makes a wrong move, you'll be able to go left or right rather than having to stop dead in your tracks. On a two-lane road, your escape route is to the right, off the roadway. Watch for roadside hazards that can make this difficult. Adjust your speed so you meet up with oncoming cars at a spot where you have room to maneuver.

Use Brakes Carefully

The impulse in a dangerous situation is to hit the brakes. If your vehicle is not equipped with anti-lock brakes, slamming on the brakes can cause you to slide completely out of control. Press the brakes evenly and smoothly, backing off the brakes slightly if the wheels start to lock up. This way you'll slow down without losing control.

If your vehicle has anti-lock brakes, hit the brakes sharply and apply firm pressure until the vehicle comes to a stop. Maintain pressure as long as necessary. Anti-lock brakes are designed to allow stability and manueverability in just these situations.

Steer, Don't Brake

Whenever possible, use your steering wheel instead of your brakes. Be prepared to steer around an unexpected obstacle. Drive with your hands on the left and right sides of the wheel (at "9 and 3 o'clock"), so you have leverage to turn it 180 degrees in either direction while keeping your hands firmly engaged. Be prepared to steer sharply and then return the wheel to its normal position as quickly as you steered. Guide your vehicle back to the path it was following before the emergency. If necessary, go right off the road to avoid hitting a vehicle head-on. Even going into a ditch is better than a head-on collision.

When It's Best to Speed Up

Sometimes you can get out of a jam by speeding up. If you're already in an intersection and someone is coming at you from the side, it's best to step on the accelerator rather than slamming on the brakes. If you did stop suddenly, you could not only lose control and swerve into oncoming traffic, but you could also be hit by the car coming from the side and the one behind you.

Making a Hard Choice

What if you can't avoid hitting something? Even then, you may have some choices.

If you have a chance to choose what you hit, the best thing to hit is something soft, like bushes or shrubs. The next best choice is a vehicle that is moving in the same direction as you. Pick a stationary object rather than one that is coming at you. A target that will absorb energy, such as a parked car, is better than one that is rigid, such as a wall. Whatever you hit, try to sideswipe it rather than hit it head-on.

You can't control all that happens on the road. But being prepared for an emergency by driving defensively, keeping an escape route open, and knowing how to handle your brakes and steering wheel in an evasive maneuver can help you avoid becoming a victim of the unexpected.

Distributed under license. © Parlay International (v.3) 1520.017
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Protecting Occupants



These days all vehicles are required to have occupant protection installed for both front-seat and back-seat passengers. And the protective devices get safer and more comfortable each year. Here are some of the choices you may encounter.

Safety Belts

Lap belts have long been available in passenger cars. Safety belts now include a lap belt and a shoulder harness. Belts should be worn with the lap belt low and snug across the hips and the shoulder strap snug across the chest. If your car has automatic shoulder belts, remember that you must still buckle the lap belt. The shoulder belt alone will not protect you in a collision.

Safety belts were not designed for small children. Use a safety seat for children weighing less than 40 pounds. To ensure a child's safety, he should ride in a booster seat until he is 8 years old, and 4'9" tall.

Air Bags

All new cars now have driver and passenger air bags. They inflate automatically in a frontal crash of 12 miles per hour or more. They deflate within one second of inflating. Air bags must be replaced once they have been used.

Many people fear that air bags will inflate accidentally. In fact this rarely happens, and if it did, the driver would probably not lose control, because the bag deflates rapidly after inflating. Furthermore, air bags do not contain harmful gas or cause injury or hearing damage.

Air bags protect the head in a frontal crash. They are not designed to be used instead of seat belts, which protect the whole body in frontal and side crashes. Remember, most injuries in accidents occur because seat belts weren't used, or were used incorrectly, even in vehicles with air bags.

Child Safety Seats

There are several kinds of child safety seats.

- A child up to 20 pounds and 1 year of age should be placed in an infant safety seat. The infant rides backward in a semi-reclining position, held in place by a built-in harness. The vehicle's lap belt holds the safety seat in place.
- Children up to 40 pounds or four years of age use a toddler safety seat. Some seats are convertible, and can be used rear-facing for infants and forward-facing for toddlers.
- A child who is over 40 pounds and 4 years of age should use a booster seat with the car's lap/shoulder belt.
- Infants and children under age 12 should never ride in the front seat of a vehicle with a passenger airbag. Whenever possible, a child should ride in the middle of the back seat—the safest seat in the car.
- Read and follow all manufacturers instructions for the installation of car safety seats.

Many people don't use safety belts because they believe they will be trapped in the vehicle after an accident. Others don't bother on short trips. But studies show that most crashes occur within seven miles of home. They also show that when you wear your safety belt, you have a 45 percent better chance of surviving a serious crash. Isn't it time you buckled up?

Distributed under license. © Parlay International (v.3) 1520.018
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com



Physical Conditions That Affect Driving

Physical and mental conditions can have a big effect on the way you drive. To protect your safety on the road, be alert to those physical states that may affect you and know what to do about them.

Eyesight conditions include poor vision, night blindness, difficulties with glare, and eye diseases (glaucoma, cataracts, etc.).

Always wear your prescribed corrective lenses. Get regular eye exams. Schedule trips during daylight hours. Don't wear sunglasses at night.

Hearing problems include difficulty hearing horns and other traffic sounds and emergency vehicle sirens.

Be more alert visually, checking the mirrors every three to five seconds and looking around frequently. Keep the radio and the level of conversation low. If a hearing aid is prescribed, always wear it while driving.

Limited mobility can make it difficult to look around and to react to emergency situations.

Install large, well-placed mirrors in your vehicle. If possible, drive vehicles with power steering and brakes for less muscle and joint discomfort.

Illness—and the medications that are taken for illness—can affect driving by lowering your attention level and concentration and slowing your response time.

Avoid driving when ill if possible. Be aware of your condition and be extra cautious. Know the side effects of medication you take, and don't drive if the prescription advises against it.

Fatigue and drowsiness may occur when you are tired, stressed or under a tight schedule. Heavy traffic or bad weather can also bring on fatigue.

Allow time for rest stops. Adjust the seat to keep your back straight, using firm support pillows if necessary. Open the window. Listen to the radio. Ask your passenger to stay awake and talk with you.

Feel like a zombie? Not sure where you are? Watch out for highway hypnosis, caused by straight, flat roads, driving alone at night, or the monotonous sound of the engine. The best solution is to stop for the night or to take a nap. Until you can do so, try these tips:

- Turn on the radio and sing along.
- Wake up Aunt Sally and talk about something.
- Look for Wyoming license plates.
- Open the window.

Age—how old you are affects the way you drive. Young drivers often are less aware of hazards. Drivers over age 55 may have changing physical capacities that affect their driving abilities.

Always stay within the speed limit and pay attention to your driving. Understand the limits of your age. Adjust driving to your physical ability, perhaps by driving more slowly or driving shorter distances.

Distributed under license. © Parlay International (v.3) 1520.019
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com



YOUR BODY, YOUR MIND & YOUR DRIVING

Mental Conditions That Affect Driving

We all know that physical conditions such as fatigue or eyesight problems can affect your ability to drive safely. Mental conditions, such as emotions, stress or attitude can also affect your driving safety.

Rx for Mental Conditions

Knowing that a condition exists is the first step toward controlling its affect on your driving. If you recognize the signs of excess stress, emotions or attitude as occasional traveling companions, ask yourself what you can do to keep mental conditions from affecting your driving.

Stress

We can't avoid some stress in our lives. But too much stress can interfere with your driving. Stress creates physical and mental fatigue, slowing your reaction time and reducing your ability to concentrate. It may cause you to behave erratically or be less tolerant of other drivers and road conditions.

Emotions

Anger, grief and worry can rob you of your concentration and your desire to drive safely. Even positive emotions, like happiness at a job promotion or an impending vacation, can result in mental distraction.

Attitude

Some attitudes make us better drivers. Others, such as aggressiveness or inattentiveness, can get in the way of our safety.

Stress creates physical and mental fatigue, slowing your reaction time.

Coping With Mental Conditions

Whenever you get behind the wheel, ask yourself if it is safe for you to drive right now.

Before you drive, sit in your vehicle and take a few deep breaths. Remind yourself that your safety depends on your being calm and rational.

Stay within the speed limit. Resist the urge to act out tensions by going too fast or too close to other vehicles.

Try to avoid driving in areas, such as those with heavy traffic, that make you tense.

Cope with stress in your daily life: do something physical, such as walking or jogging. Or take a course in stress reduction.

Ask yourself what changes you can make in your life to better cope with stress, anger or other mental states. Then start making these changes. Talking things out with a friend can help too.

Distributed under license. © Parlay International (v.3) 1520.020
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Are You a "Type A" Driver?

IF YOU LIKE TO HIT THE ROAD with the same aggressive, competitive, no-holds-barred attitude you use on the job, think again. "Type A" behavior may work in the business world, but it can be a prescription for disaster on the highway. Take this little quiz to find out if you're a "Type A" driver:

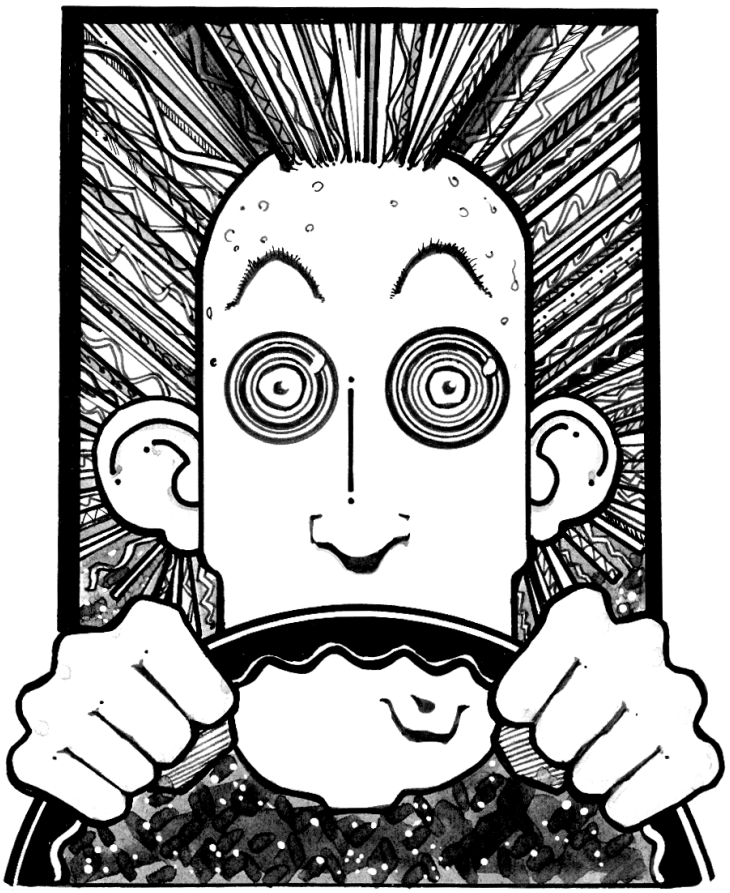
- ☐ Do you try to get where you're going in the shortest possible time?
- ☐ Do you "fight" the traffic, getting annoyed when other drivers move too slowly or block your way.
- ☐ Do you often speed up at yellow lights?
- ☐ Do you try to maximize your use of time by solving work problems, eating, applying makeup, shaving or concluding business deals while driving?
- ☐ Do you get a secret thrill out of cutting someone off at an intersection or exit?
- ☐ Do people ever tell you that you seem upset when driving?
- ☐ Do you arrive at work or home feeling keyed up, tense or drained?

If you answered "yes" to any of these questions, maybe it's time for an attitude check. Behaviors like those in the quiz are dangerous, to you and to other drivers around you.

Make That "Commute," Not "Compete"

It would be nice if you could just skip driving altogether. You'd have more time to work, right? But if that's not possible, try these approaches to drive-time competitiveness:

- Give yourself permission to just drive. In the long run you'll be happier and more productive if you get away from your work a bit. And the daily commute is a good time to do it. Don't try to read, dictate or solve problems. Just relax, enjoy being bored for a change. Think of the car as a refuge from the pressures and demands of life.
- Listen to relaxing music instead of the daily disaster news.
- Make a conscious effort to avoid tailgating, lane changes, making gestures or insulting other drivers. Settle down by taking several slow, deep breaths. Reward yourself when you succeed.
- Remember that you only have control of your own behavior, not the behavior of others.
- While you're at it, give yourself a little extra time to get where you're going, so you have one less reason to be aggressive on the road.



Try Carpooling

If you can't seem to unwind behind the wheel, why not join a carpool or take a bus to work some of the time? You'll make friends, save money, help reduce traffic congestion and, best of all, you can get work done during the commute without endangering yourself and others.

Distributed under license. © Parlay International (v.3) 1520.021
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com



The Golden Rule of Safe Driving

Wouldn't it be wonderful if everyone drove carefully and considerately and always followed the rules? In the real world we often have to put up with rudeness, ignorance and just plain stupidity on the road. Defensive drivers learn to be alert for the mistakes of others, so they can avoid collisions caused by them. They avoid acting out of anger or revenge when another driver makes a mistake. And they practice the golden rule of safe driving: Set a good driving example even if others don't.

Here are some examples of how you can put the golden rule of safe driving into daily practice:

- **Use your signals**—even when others don't. Be considerate when making lane changes and passing people.
- **Follow at a safe distance.** If others cut in front of you, keep dropping back to maintain a proper distance.
- **Don't fight tailgaters.** Get out of their way, if you can.
- **Be polite with your lights.** Remember that the person who is blinding you with their bright lights probably just forgot to turn them down. Resist the urge to turn your lights up to teach them a lesson.
- **Be respectful of drivers who are slow or hesitant.** Age or physical disability may make driving difficult for them.

The golden rule has two advantages. It makes the road safer for everyone, and it gives you that good feeling you get when you know you've done the right thing.

Distributed under license. © Parlay International (v.3) 1520.022
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Driving Under the Influence

According to the National Highway Traffic Safety Administration, in 2001 41 percent of the persons killed in traffic crashes in the U.S. died in alcohol-related crashes. Since about 60 percent of adults in our country drink alcoholic beverages at least once in a while, it's worth knowing just how alcohol affects your ability to drive safely.

The Dangers of Alcohol

Alcohol is a drug, a depressant that affects both your body and your mind. After drinking any amount of alcohol, your coordination and reaction time are slower than when sober. Alcohol can also distort your vision, make you sleepy and give you a false sense of security that results in poor judgment. In short, alcohol robs the driver of the very qualities needed for defensive driving—alertness, foresight, judgment and skill.

You May Think You're in Control…

One of the dangers of alcohol is that you may think you're in control of your driving, but you're not. If you're a habitual drinker, you may not feel drunk after a few drinks. But your blood alcohol level will show that you are. If friends tell you that you shouldn't drive, listen to them. You'll thank them when you've sobered up. Having as few as three or four drinks can double your chances of being in an accident. After seven or eight drinks, those odds increase 25 times.

Alcohol and the Law

Even if you're not involved in a collision while driving under the influence, the personal risks are high. Most states have tough laws against driving while under the influence of alcohol or other drugs. In some states you can lose your license for a year after one conviction. Or you may have to go to jail, pay heavy fines, or attend alcohol education classes. A drunk driving conviction can cost you your job and the respect of your friends and family. Is it worth the risk?

Time Is the Only Cure

How soon after drinking is it safe to drive? The answer depends on how much you weigh, how much you've had to eat, and how your body handles alcohol. But on average, your body needs at least one hour for each drink you've had, to process and get rid of the alcohol. There's no other way to do it. Black coffee won't do it, and neither will a cold shower or other so-called remedies. Only time will make you sober enough to drive.



Distributed under license. © Parlay International (v.3) 1520.023
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

When the Other Driver Is Under the Influence

Have you ever had to share the road with a driver who was under the influence of alcohol or drugs? Perhaps the car in front of you or behind you was weaving back and forth and changing speed suddenly, or ignoring traffic signals. How can you defend yourself against impaired driving?

Get Out of the Way

The first defense against drivers under the influence is to get out of the way and stay out of the way. The second is to be ready to take evasive action.

If you spot an impaired driver in front of you, maintain a safe following distance. Don't try to pass, because the driver may swerve into you.

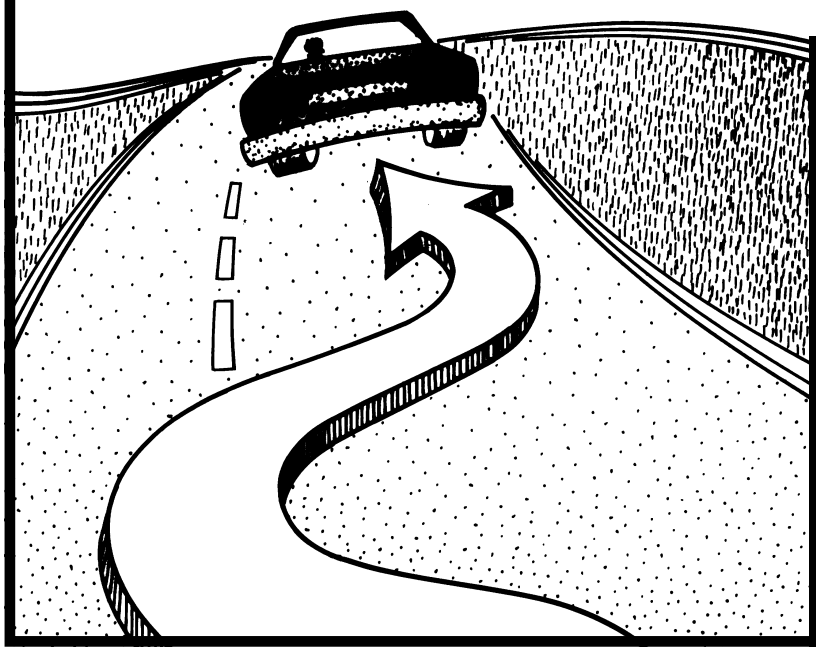
If the driver is behind you, turn right at the nearest intersection and let the driver pass.

When an impaired driver is coming toward you from the opposite direction, slow down and move right, off the road if necessary.

Be Ready for the Unexpected

Slow down at intersections, look both ways, and be ready to take evasive action. Don't assume having the right of way will protect you against a driver who is under the influence. Be especially alert late at night and on weekend evenings, when many people are drinking. Always wear your safety belt.

If you see a driver who seems to be under the influence, get the license number if you can do so safely, and report the driver to the nearest law enforcement agency as soon as possible. You'll be doing everyone, including the impaired driver, a favor.



Signs of an Impaired Driver

- Erratic speed
- Driving unreasonably fast or slow
- Jerky starts or stops
- Ignoring other traffic
- Approaching a signal too fast or too slow
- Swerving or driving too close to center or shoulders
- Improper and dangerous passing
- Driving with windows open in cold weather

Distributed under license. © Parlay International (v.3) 1520.024
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Five Basic Groups of Drugs & How They Affect Your Driving Abilities

Nowadays "driving under the influence" doesn't just mean drunk driving. Here are five common groups of drugs and how they can affect someone who uses them. Remember that any drug you take, including prescriptions and over-the-counter medications, can affect your ability to drive safely. Follow the advice of your physician or the label about mixing drugs and driving.

DEPRESSANTS

- Alcohol
- Antihistamines, including over-the-counter remedies
- Barbiturates
- Tranquilizers
- GHB

Their effect:

- *Slowed reaction time*
- *Drowsiness*
- *Depressed motor skills*
- *Poor coordination*
- *Reduced alertness*

STIMULANTS

- Amphetamines
- Cocaine
- Caffeine
- Pep pills
- Diet pills
- Ecstasy (MDMA)

Some drivers use stimulants to stay awake. But stimulants only mask natural fatigue.

Their effect:

- *Overreaction to situations*
- *A false sense of ability, causing risky behaviors*
- *Aggressive driving*
- *Impatient, impulsive driving*
- *Nervousness—the jitters*

NARCOTICS

- Heroin
- Opium
- Morphine
- Methadone

Their effect:

- *Impaired, blurred or double vision*
- *Slowed reaction time*
- *Poor concentration*
- *Impaired motor skills*
- *Risky and unpredictable behavior*

HALLUCINOGENS

- LSD
- Mescaline
- PCP

Their effect:

- *Unpredictable, aggressive, violent or high-risk behavior*
- *Visual distortion*
- *Time and distance distortion*
- *Impaired short-term memory*
- *Delayed reaction time*
- *Disorientation*

CANNABIS

- Marijuana
- Hashish

Their effect:

- *Slowed reaction time*
- *Impaired short-term memory*
- *Poor concentration*
- *Poor decision making*
- *Time and distance distortion*
- *Poor visual and depth perception*

Distributed under license. © Parlay International (v.3) 1520.025
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Can You Sober Up Someone Who Has Been Drinking?

Let's say you or someone you're with has had a little too much to drink. What's the best way to sober up?

___ 1. Strong black coffee.
___ 2. A walk in the fresh air.
___ 3. Vigorous exercise.
___ 4. A cold shower.
___ 5. A dip in the pool.
___ 6. Eating something nutritious.
___ 7. None of the above. Only time can sober up a drunk.

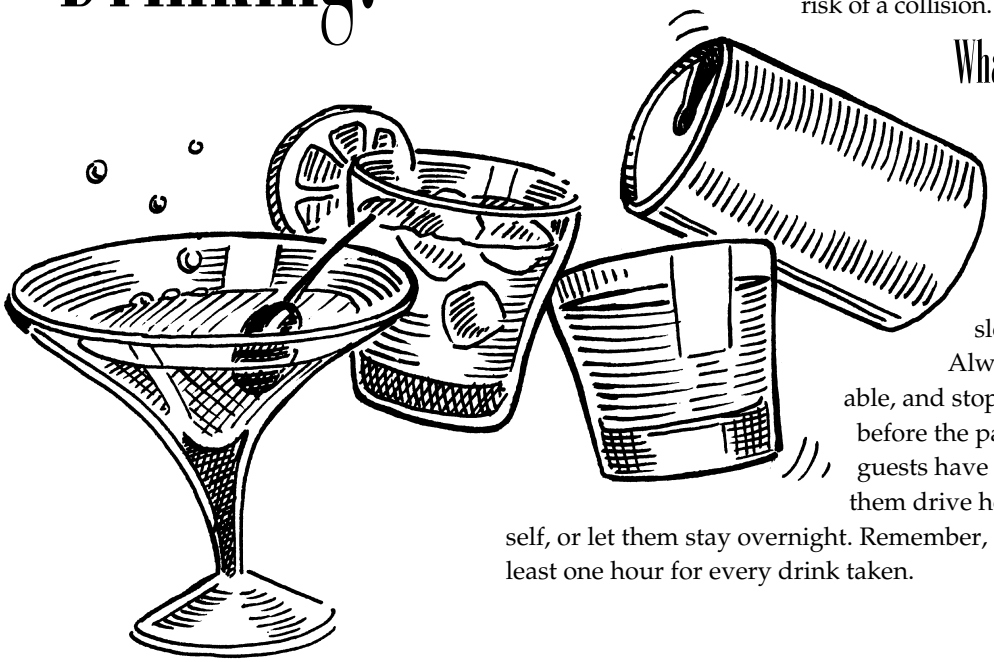
If you marked "None of the above," pat yourself on the back. While all of these techniques can make drunks think they are more sober, the only thing that can actually sober up a drunk is time—at least one hour's time for every drink, regardless of whether the drink was beer, wine, bourbon, tequila, or peppermint schnapps.

How Your Body Gets Rid of Alcohol

When you drink alcohol, it stays in your blood until it is oxidized by your liver. At its very best, the liver can only handle about one drink per hour. If you have three drinks in an hour, your liver will take about three hours to reduce your blood alcohol to what's considered a safe driving level in most states. It may take another three hours to completely eliminate the alcohol from your body.

Alcohol and the Law

Anyone who has had three drinks in an hour is legally drunk. Some have a blood alcohol level over the legal limit after only two drinks. And any alcohol at all impairs your judgment and reflexes enough to increase your risk of a collision.



What You Can Do

Giving a party? With a little planning, your guests can enjoy themselves and still get home safely. Plan on serving food. While food can't sober up a drunk, if eaten before or during the drinking, it slows down the effects of the alcohol. Always make nonalcoholic drinks available, and stop serving alcohol an hour or two before the party is to end. Finally, if any of your guests have had too much to drink, don't let them drive home. Call a cab, drive them yourself, or let them stay overnight. Remember, sobering up is a matter of time—at least one hour for every drink taken.

Distributed under license. © Parlay International (v.3) 1520.026
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

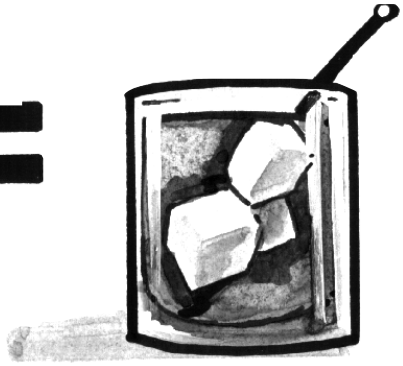
How Much Alcohol in These Drinks?

12 ounces of beer



=

1.5 ounces of 80 proof distilled spirits



=

5 ounces of wine



All contain three-fifths of an ounce of pure alcohol.

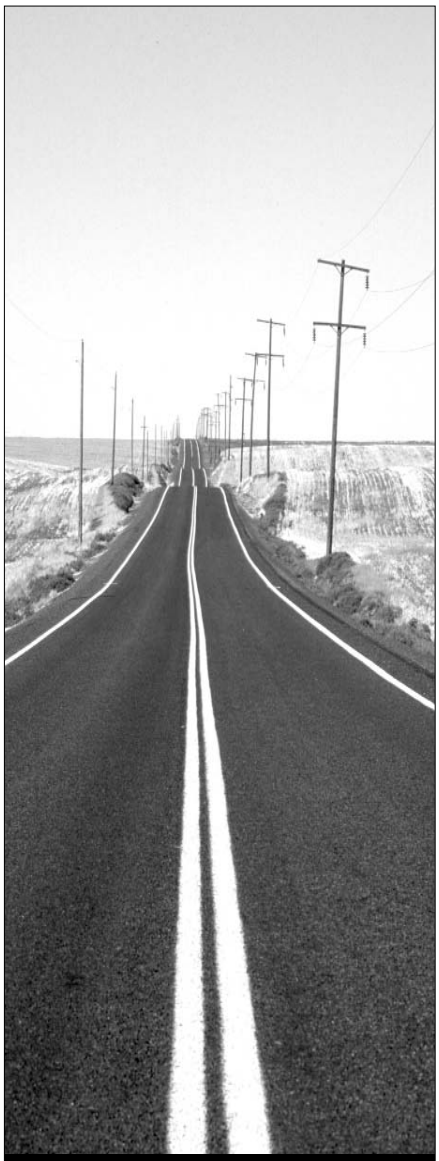
The amount of alcohol is the same.

The effect on the body is the same.

Sobering up time is the same—at least one hour per drink.

The penalty for drunk driving is the same—whether the drink is beer, wine or hard liquor.

Distributed under license. © Parlay International (v.3) 1520.027
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com



Conditions That Affect Driving

The conditions of driving are constantly changing. Light, weather, road conditions, traffic and the condition of your vehicle all have to be taken into account when driving. Consider the conditions that might affect your next road trip, and how you can respond to them.

Vehicle

- Tires in good shape and properly inflated?
- Area under engine free of leaks?
- Oil and other fluid levels adequate?
- Lights working properly?
- Brakes functioning?

Light

- Driving at night? Slow down and increase following distance.
- Driving into the sun? Reduce your speed, and use your sun visor and sunglasses. Make sure your windshield is clean, both inside and out. Take the same precautions when driving in the glare of snow.

Weather

- Rain, snow or fog causing poor visibility? Slow down and increase your following distance according to the extent of the hazard.
- Roads wet or icy? Add even more following distance. Slow down to avoid hydroplaning on wet roads or skidding on ice. Slow to a crawl if necessary and turn on your flashing lights. Avoid sudden moves or hitting the brakes hard.
- Wind? Steering and acceleration can be difficult in a headwind. Crosswinds can cause you to swerve suddenly. And tailwinds can boost your speed without your being aware of it. Slow down and take a firm grip on the steering wheel. Focus on the horizon to make smooth steering adjustments.

Road

- Narrow or winding road with blind curves and intersections? Slow down and be alert for unexpected hazards such as stalled vehicles, vehicles entering from side roads or driveways and stopped school buses.
- Road flat, wide, and straight? Watch out for “highway hypnosis.”
- Construction zone? Slow down and prepare to stop. Watch for changes in road surface. Obey instructions from road crew.

Traffic

- Heavy city traffic? Scan the road for pedestrians, stopped vehicles, turning vehicles. Be prepared to stop.
- Fast-moving traffic? Move with the flow of traffic. On the freeway, drive in the right lane to avoid exceeding the speed limit.
- Many trucks and buses? Increase your following distance. Avoid passing if possible. Allow extra leeway when passing.

There’s one other condition we haven’t discussed here: the condition of the driver. To be safe in all driving conditions, never get behind the wheel unless you’re calm, rested and sober.

Distributed under license. © Parlay International (v.3) 1520.028
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

In-Car Distractions

The things we have to watch out for on the road are complicated enough, what with changes in weather and light, unpredictable drivers, and traffic. But what about the distractions that come from inside our own vehicle? Consider these:

Passengers

Conversations with passengers can get out of hand, especially if there is an argument or emotionally heated discussion going on; if someone is trying to show you how something works or looks; or if someone is talking loudly, laughing or roughhousing. Ask your passengers to remain in their seats, with safety belts on, and to keep their voices lowered and their hands off each other and the driver.



Objects That Obstruct

Be careful about how you load your car. Objects should not be piled so high that the view from the rearview mirror is obstructed. For the same reason, don't place things on the ledge behind the rear seat. Not only do they obstruct view, but in a sudden stop they could fly forward into the front seat or the back of your head. If you must hang clothes in your car, hang them only behind the driver's seat. Make sure that objects don't obstruct your ability to steer, shift gears or look over your shoulder.

Visibility

When driving at night, keep your rearview mirror turned so it doesn't reflect the full glare of headlights behind you. Keep your windows clean inside and out so that you can see clearly even in the glare of oncoming lights. Keep your radio at a moderate pitch—loud noises impede your concentration.

Driver-Created Distractions

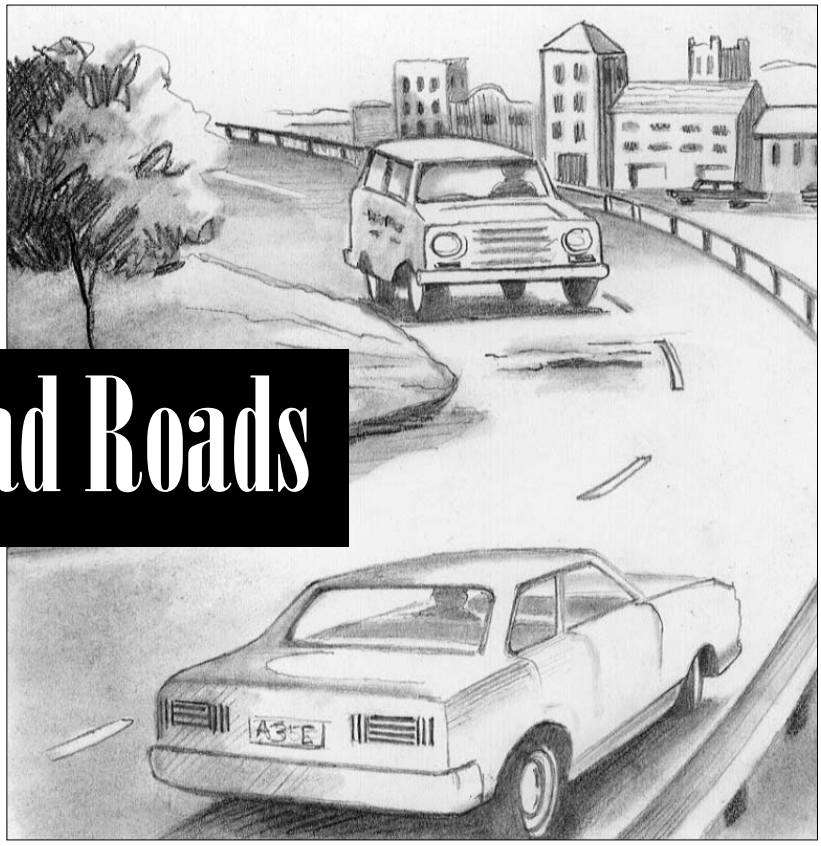
Some in-car distractions are created by the driver. Eating, drinking, especially hot drinks, reading maps or newspapers and doing other chores such as talking on the cellular phone, grooming or writing notes, can be distracting or even dangerous in themselves.

If you're driving an unfamiliar vehicle, learn where the controls and warning lights are before you start driving. Groping around for the windshield wiper control is not a safe way to negotiate a sudden rainstorm.

To be a safe driver, keep things as simple as possible in your car. You need all of your attention to focus on the distractions on the outside of your car.

Distributed under license. © Parlay International (v.3) 1520.029
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Driving on Bad Roads



We can't do all of our driving on brand new high-speed expressways. Many roads, especially older country roads, are narrow and poorly surfaced. Others have not been well maintained because of budget cuts. Some are in the midst of repair. Here are some road conditions you may encounter.

Poor Surface Conditions

Watch out for potholes and bumps in the road. They can damage your steering and cause you to lose control of your vehicle. If there is sand, dirt or oil on the road, drive more slowly. These all reduce traction and steering control. Some roads are extremely slippery, especially when wet or frosty. Overpasses freeze first. Underpasses thaw last. Expect wet leaves on the road in autumn and hot melting asphalt in summer. Both create slippery conditions.

Other Road Conditions

Some roads seem to specialize in blind curves and hills. Many rural roads are poorly marked, so that you must be ready for the unexpected—a hairpin turn, unannounced intersection, or narrow bridge. Other roads are poorly banked, making curves especially treacherous.

Country roads may be too narrow for two cars, especially around curves. Drive slowly and sound your horn when in these curves. It helps to keep your headlights on as well, even in the daytime. If you meet another car on a one-lane stretch of road with no shoulder to allow passing, the driver going downhill must back up.

If a road has a prolonged steep grade, use your low gears to prevent brake failure from overheating.

Pay attention to the side of the road. Is there a paved shoulder? Soft shoulder? Sharp dropoff? Can you drive off the road in an emergency?

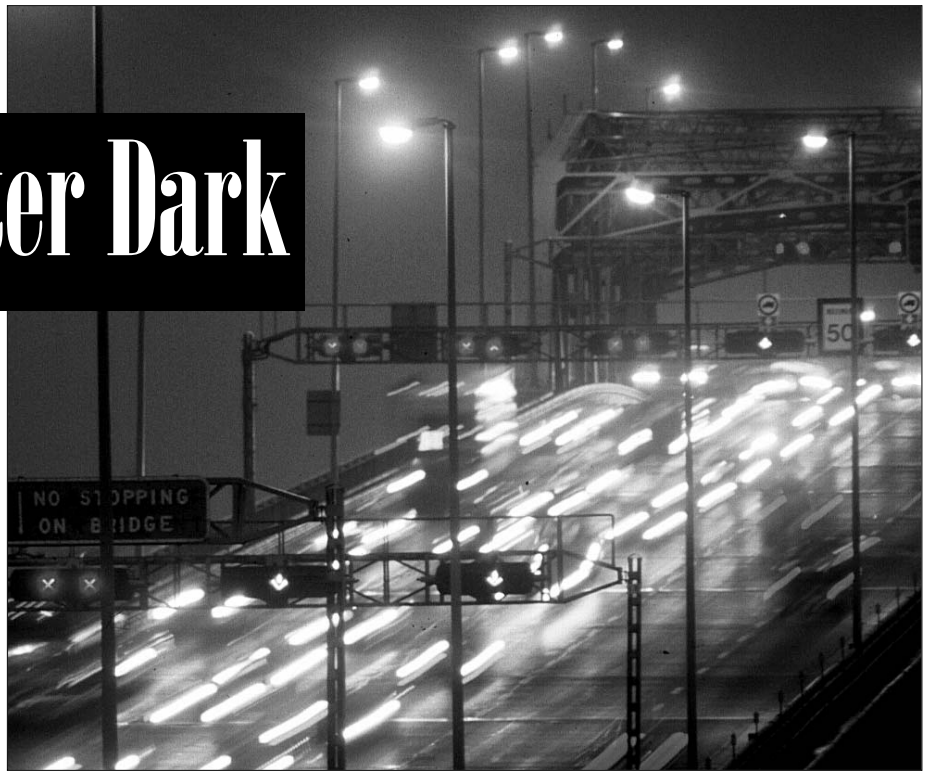
Construction Zones

If you drive into a construction zone, slow down and increase your following distance. Lane markings may be unclear or nonexistent. Traffic may be rerouted through much narrower lanes around the construction area. The shape and surface of the road may suddenly change. Be on the lookout for construction workers and equipment in the road. Get ready to come to a full stop and wait until oncoming traffic has passed, should traffic be reduced to one lane.

Drive carefully when on unfamiliar roads, especially those in poor condition. But avoid being overconfident on roads you drive every day. There may be sudden, unexpected changes in the surface caused by recent bad weather or construction. Many states have doubled fines for speeding in construction zones.

Distributed under license. © Parlay International (v.3) 1520.030
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Driving After Dark



When you drive after dark your chances of being involved in a fatal traffic accident are doubled. But there is plenty you can do to boost your safety on the road after dark.

Before You Drive

Before you start out at night check your headlights, taillights and turn signals. Have your headlights checked for proper aim if you haven't done so or if you've replaced a bulb. Clean your windows—both inside and out. The inside of a car often collects a greasy film that shows up in the glare of oncoming headlights.

Protect Your Eyes

Staying outdoors in bright sunlight all day can affect your night vision. Protect your eyes in the daytime with sunglasses. (But don't wear any kind of sunglasses at night.) When you leave a lighted building at night to get in your car, allow a few minutes for your eyes to adjust to the dark before driving off. Better yet, use your lights whenever you drive.

Don't smoke while driving at night. The nicotine and carbon monoxide in cigarette smoke can reduce your night vision.

If you have difficulty seeing clearly at night, get your eyes checked. Almost everyone has some loss of night vision as they age. If you wear glasses, keep your prescription up to date and your glasses clean.

When to Use Your Lights

If you're wondering whether it's dark enough to turn on your lights, turn them on. Even if you don't yet need them to see, other drivers can see you better with them on. Better yet, use your lights whenever you drive.

If you're using your high beams, switch to low when you get within 500 feet of an oncoming car, or within 300 feet of the rear of the vehicle you're following. Avoid "reminding" an approaching car to switch to low beams. Simply avoid the approaching lights by looking to the right side of the road as a steering guide. Use your low beams in fog or snow.

Be Extra Cautious

Since you can't see as well at night, protect yourself by driving more slowly than you would in the daytime, especially around curves. Increase your following distance from three seconds to four seconds or more. Scan the road ahead, beyond the limits of your headlights. Drive at a speed that will allow you to stop in about half the distance you can see ahead.

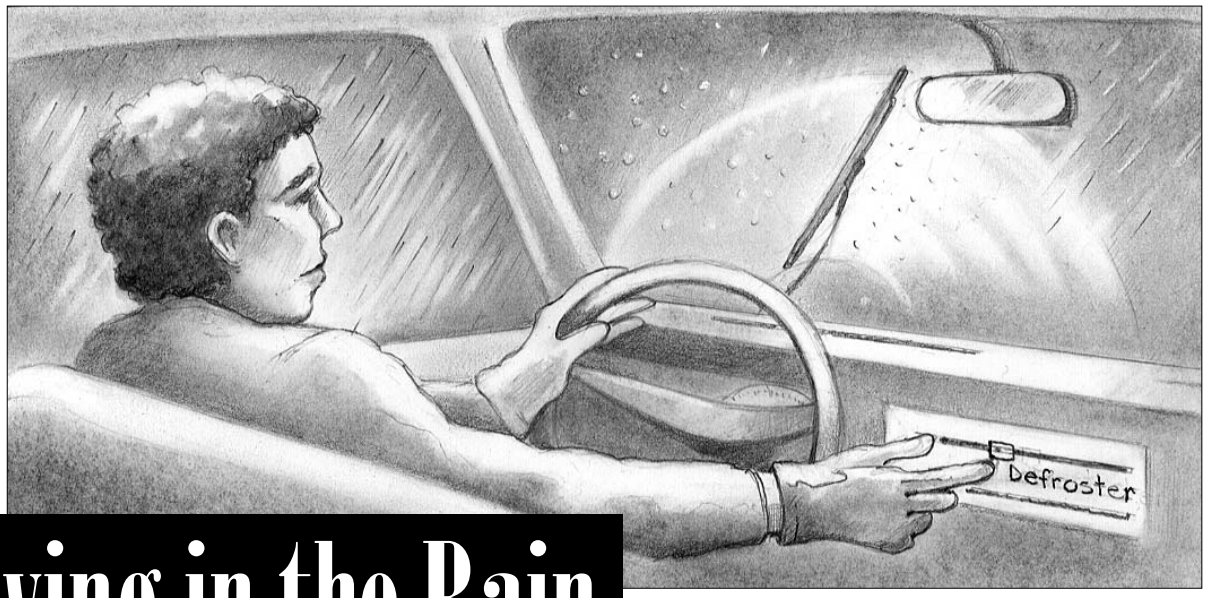
Stopping in the road at night is dangerous. Approaching drivers can't tell you're not moving until it's too late. If you must stop, try to pull well off the road. Use your flashing lights, and place a warning device such as an illuminated triangle behind the vehicle. If the location is hazardous, get passengers out of the car.

The best night-driving practice is to avoid driving at night whenever possible.

Stay Awake

Look for onramps and offramps. Scan ahead to see when an all-night restaurant or bar is coming up. There may be traffic coming out of the parking lot.

Distributed under license. © Parlay International (v.3) 1520.031
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com



Driving in the Rain

It's no surprise that the accident rate always goes up during the rain. Because wet roads are slippery roads, it pays to slow down and increase your following distance by one or two seconds, as soon as it starts to rain.

A Light Rain Is All It Takes

Most people assume that the wetter a road is, the more dangerous it is. But in fact, roads are often at their slipperiest just at the beginning of the first storm after a long dry spell. This is because the rain hasn't yet washed the road free of accumulated dust and oil. Summer rains can be even worse because the oil is warm and rises to the surface of the water easily.

Puddles Can Hide Hazards

Avoid driving through puddles or flooded roads. Water on the road can hide dangerous debris or potholes. It can also flood your brakes so that they don't work just when you need them the most. If your brakes do get wet, dry them out by driving while holding the brake pedal down with very light pressure—just until the brakes begin to work again.

When there is water on the road, check the road ahead and behind frequently for large vehicles that can send a blinding spray of water across your windshield. If you get caught in such a spray, remember these steps:

- Grip the wheel firmly.
- Stay off the brake.
- Be ready to brake when the view clears.

Hydroplaning

When cars travel at high speeds—50 mph or more—on wet and/or oily roads, the tires are not in full contact with the road. They are riding on a layer of water and/or oil. Because there is no contact with the road, it's impossible to brake or steer.

You can tell your car is hydroplaning when you notice a decrease in steering or braking ability, or the absence of the sound of your tires against the road. To prevent hydroplaning:

- Slow down to less than 50 mph, as soon as it starts to rain.
- Keep tires properly inflated. Replace tires with worn tread.
- Drive in the tracks of the vehicle ahead of you.

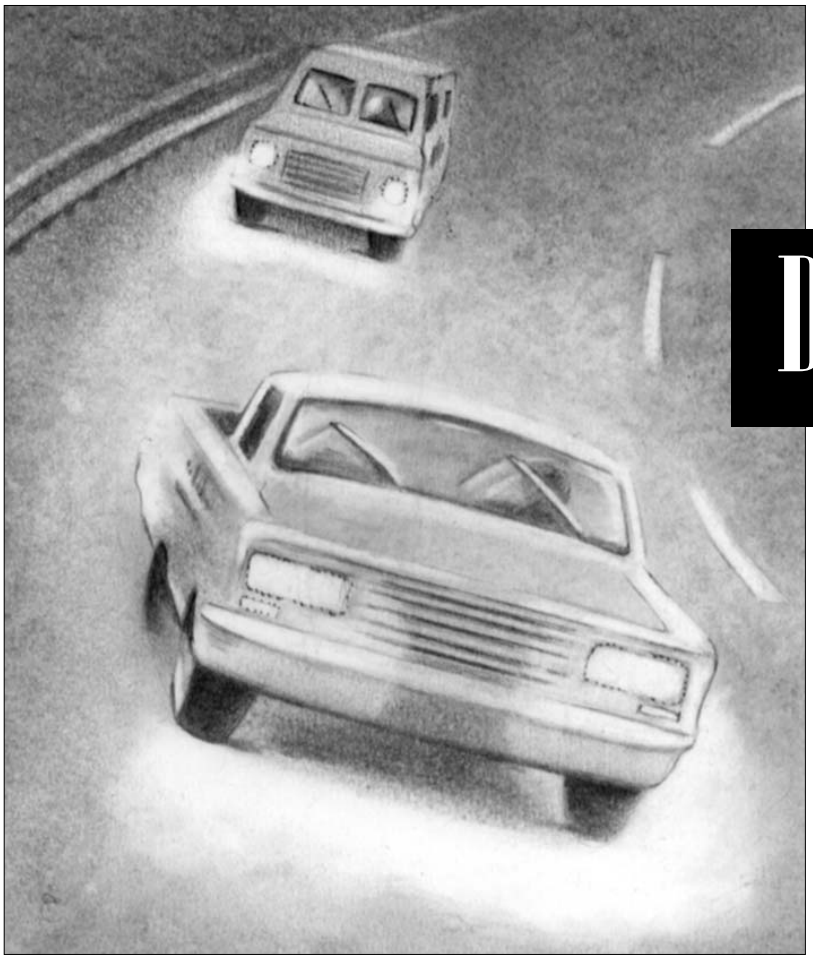
If you start to hydroplane, treat it like a skid. Don't hit the brakes. Slow down immediately, by easing your foot off the accelerator. Avoid sudden turns that could cause you to skid.

Visibility Is Important

With rain pounding on your windshield and the road around you, you need all the visibility you can get. Use your defroster as well as your wipers, to keep your windows as clear as possible. The time to replace your wiper blades, incidentally, is before the rainy season starts. To keep the blades in good shape, wash them when you wash your windshield. Turn on your low-beam headlights to make yourself more visible to other drivers whenever you use your wipers. In some states this is the law. If your vehicle has daytime running lights, turn them on so those behind can see you too.

Treat the rain like most traffic hazards: slow down, increase your following distance and pay attention.

Distributed under license. © Parlay International (v.3) 1520.032
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com



Driving in Fog

Fog can be every bit as treacherous as rain and snow. Here are some tips to make your drive in the fog as safe as possible.

Slow Down

No matter how careful you are, poor visibility is treacherous. If you must drive, reduce your speed according to how far ahead you can see. If you can see only 75 feet ahead, slow to 20–30 miles per hour. If visibility is reduced to 25 feet, slow to 10 miles per hour. The idea is to drive slowly enough so you can stop in about half the distance you can see ahead. If this means driving more than 15 miles per hour below the posted speed limit, turn on your emergency flashers.

If you can see a vehicle in front of you, increase your following distance to four or five seconds, depending on conditions. Distances are hard to judge in fog, so give yourself extra time to respond to any road hazards. Be on the lookout for pedestrians, animals or stopped cars. Remember that the road is wet, so it will take you longer to stop.

Make the Most of Limited Visibility

Turn your low-beam lights on in the fog. Light from high beams tends to scatter on the water droplets in the air and make visibility more difficult.

Heavy fog causes mist on the windshield that you might not notice. Keep your wipers and defroster going, making sure there are no objects on the dashboard that might block the heat from the defroster.

Don't Take Chances

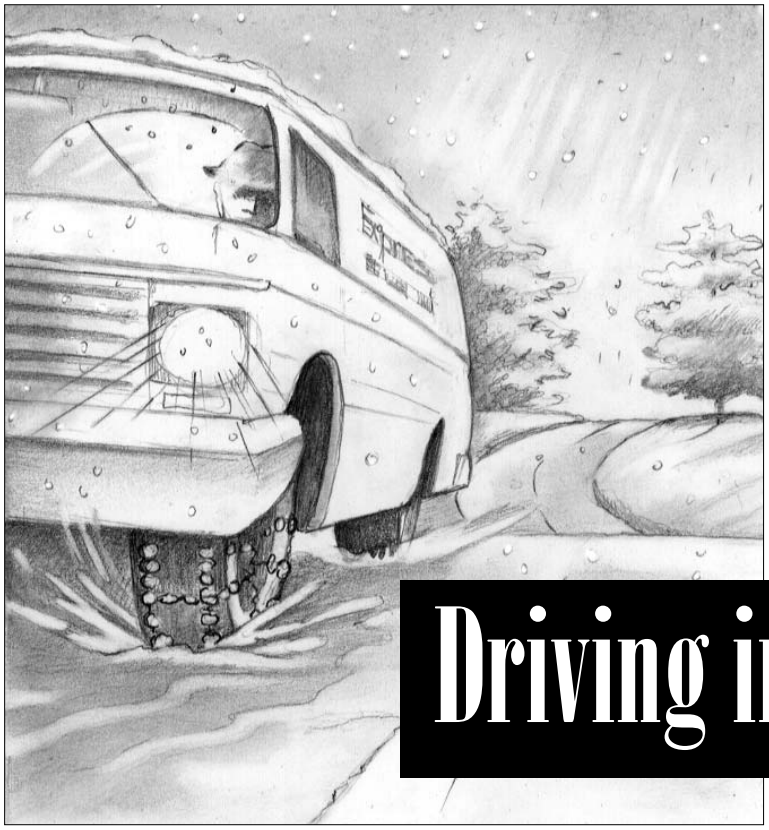
Fog can get so dense that you can't see the road. Stopping on the shoulder is hazardous, however; stopped cars, even with the flashers on, tend to get hit by other motorists. The best thing to do is keep moving slowly. Look for taillights of vehicles up ahead, and roll down your window and listen for traffic. Check your mirrors for lights of vehicles coming from behind. If you are moving, you'll be able to steer out of their way if they cannot stop in time. If you are stopped, you can't steer.

If you must top, move your vehicle as far off the road as possible, turn off the lights, and get out and move away from your car.

Be Prepared

You can't control the weather, but you can make sure you're in the best position to cope with poor visibility. Keep your eyesight at its best by getting regular eye exams and always wearing your prescription eyeglasses if you need them. Keep your eyeglasses clean. And while you're at it, clean your windshield—both inside and outside—regularly.

Distributed under license. © Parlay International (v.3) 1520.033
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com



Driving in Snow and Ice

Winter driving takes some special preparation. Get your car ready for the season by getting a winter tune-up, adding antifreeze, and switching to winter weight oil. Keep your gas tank over half full during winter months, and carry emergency supplies such as blankets, a shovel, flares, and sand. If you don't have winter tires, carry snow chains and learn how to use them before you need them (in states where they are legal.)

Before You Start

Before you set out into winter weather, check the weather forecast and be prepared to postpone your trip if a storm is brewing. Clear snow and frost completely off your car—you'll need all the visibility you can get. When you set out into stormy weather, let your friends know where you're going and when you expect to arrive. Don't drive if you're tired or intoxicated.

Skid Control

Your worst problem in snow and ice is poor traction on the road. Follow these tips to protect yourself from skids:

- Obey speed limits.
- Stay four seconds or more behind the car in front of you.
- Slow down at a turn or bend.
- Avoid braking heavily on icy roads, and stay alert so you will have time to begin stopping well in advance.
- Watch out for icy patches, especially on bridges and shady spots.
- If you skid, take your foot off the gas and turn in the direction you want the car to go. Don't use the brake during the skid. Keep looking at a target on the horizon 15–30 seconds ahead that is in the direction you want to go. Steer toward that target.

Improve Visibility

Boost your visibility by keeping your wipers in good order. Consider using winter wipers for snow. Keep your wiper fluid reservoir full of winterized wiper fluid. If necessary, stop to clear snow off your windshield, headlights and taillights.. Where there is glare from snow, wear sunglasses during the day, and use your low beams at all times to make your car more visible, even in daytime.

If You Get Stranded

If bad visibility or car trouble forces you off the road, try to park in a high spot well out of traffic. Tie a bandanna to your antenna to alert motorists of your presence. Turn on your flashing lights. Keep warm by using blankets and keeping your hands and feet close to your body. If you must run the heater, make sure the tail pipe is clear first. Then run the heater no more than 10 minutes per hour.

Though you may be tempted to go for help, it's almost always safer to stay inside the car, unless you know for sure that you can get to help within a few minutes.

Distributed under license. © Parlay International (v.3) 1520.034
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Defensive Driving

Table of Contents
Defensive Driving Basics
More Defensive Driving Basics
Case Studies
Fleet Safety Management
Awards and Posters
Index





Urban Driving Hazards

Driving in the city can be confusing because there is so much happening at once. And there are so many vehicles, pedestrians and directions to keep track of. All this is made worse when bad weather or darkness decreases your visibility. But you can survive the hazards of urban driving if you follow these tips:

- Scan the road ahead for obstacles such as double-parked cars, cars coming out of alleys and parking lots, and pedestrians. By planning ahead, you have plenty of time to change lanes safely.
- Avoid darting into another lane. Check your mirror for traffic, scan the lane for traffic, use your signal, do a shoulder check, look ahead to a 15–30 second distant target, steer smoothly and move into the lane gradually.
- Stop far enough behind the vehicle in front of you so that you have space to go around the vehicle if it stalls. Also, if someone hits you from behind, you won't be pushed into the vehicle ahead. Keep checking your mirror when stopped.
- If you're driving in the left lane and a double-parked vehicle or bus is in the right lane, watch out for cars that may pull into your lane from behind these obstacles.
- Keep calm. Driving in the city is frustrating, especially after a long day at work. But getting worked up about it won't do your health or your safety any good.
- Be prepared for inconsiderate behavior from other drivers. React by taking the safe course of action, rather than the one that will teach the other driver a lesson.
- Know the rules for driving in intersections. Scan the road ahead as well as cross traffic before entering an intersection, even if you have the right-of-way. More than half of all city collisions occur in intersections.
- When scanning intersections, pay attention to the direction of traffic. One-way streets are common in cities.
- Plan your route in advance. If you still have to consult a map, get off the road before doing so.

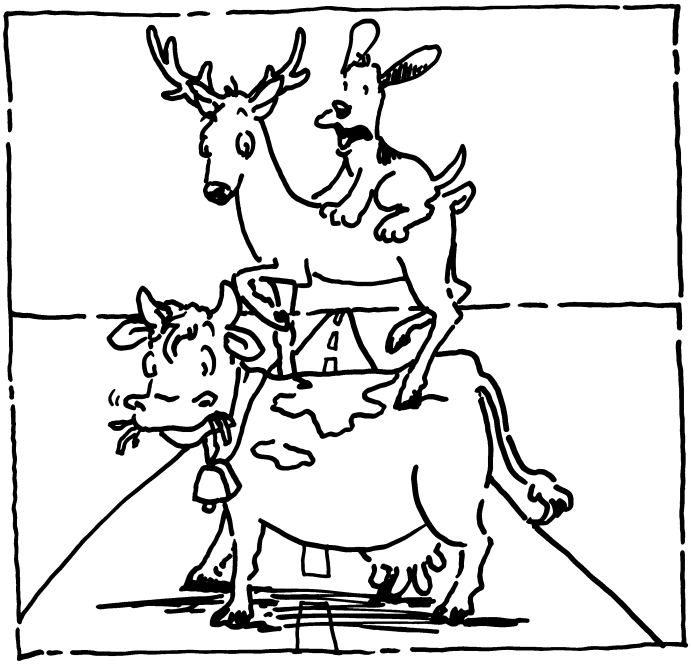
Take Care of Your Vehicle

Remember that city driving is hard on your vehicle, especially the tires, clutch and brakes. Check your tire pressure weekly. If you drive mainly in the city, consult your vehicle's owner's manual to find out if you need to follow a more frequent maintenance schedule.

Distributed under license. © Parlay International (v.3) 1520.035
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Rural Driving Hazards

There's no doubt about it. Rural driving is easier and more relaxing than driving in the city. But it's also more dangerous. While city drivers are involved in more collisions than rural drivers, far more people die in rural collisions. The reason for this is simple: People drive faster in the country. Other rural hazards include poor lighting—or no lighting—animals on the road and poor road conditions.



Speed Is the Biggest Hazard

The higher speeds of rural driving greatly increase the dangers of oncoming traffic, blind curves and hills, and people entering the road at lower speeds. To drive safely in the country, make sure your stopping distance is never greater than half the distance you can see ahead. This means you must slow down when approaching a curve or hill, not just so you can stay in control of your vehicle, but so you can stop in time if there is an obstacle, such as a stalled car or an animal, in the road around the curve or over the hill.

When Roads Are Dark

Rural roads are usually not lighted. When driving on dark roads, never overdrive your headlights. This means you drive at a speed that allows you to stop in the area lit by your headlights. Look up the road beyond the halo of light on the roadway. Look for taillights, roadsigns and reflectors which are visible much farther ahead.

Dim your high beams when you get within 500 feet of an oncoming car or 300 feet of a car in front of you. If a car approaches you with its high beams on, look to the right side of the road to avoid being blinded by the light. Avoid turning on your high beams to signal the other driver.

Slow-Moving Vehicles

Be on the lookout for slow-moving vehicles such as tractors and horse-drawn vehicles. Watch out for bicyclists enjoying a ride in the country. All these vehicles have a right to use the road. Avoid crowding them or scaring animals.

When the Nearest Gas Station Isn't

The country is a wonderful place to get away from it all—unless your car breaks down. If you frequently drive in the country, keep your car in good working order, with your gas tank at least half full. Carry emergency supplies in case you have a breakdown.

Distributed under license. © Parlay International (v.3) 1520.036
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Surviving Rush Hour and Commute Traffic

Life would be so much more pleasant if it weren't for the daily commute—and the fact that everyone else is commuting at the same time you are. Rush hour traffic is not only frustrating; it can be downright dangerous.

Stay Alert

It's easy to become inattentive when we travel the same route day in and day out. But when traffic is moving close together at high speeds, things can change suddenly. Be alert to what other drivers are doing, and be ready to react quickly. Be prepared for sudden stops, cars moving into and out of lanes or passing from any side. Watch out for potholes, debris, construction or stalled cars. Such road conditions can cause abrupt traffic slowdowns, made worse by rubberneckers. Scan the road to the horizon, or 15–30 seconds ahead. Plan what to do if someone ahead makes a mistake. If the car in front of you stops suddenly, can you avoid hitting it?

Do Your Part

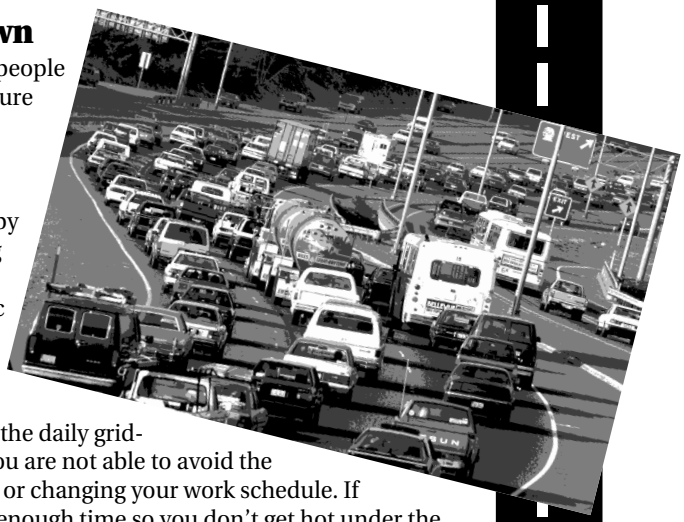
You can help make the rush hour better for everyone by avoiding the actions that slow traffic down—unnecessary lane changes, speed changes and rubbernecking.

Tailgating is the number one cause of rush hour collisions. Keep a safe distance behind the car in front of you by following the three-second rule. Maintain this distance even if cars cut in front of you to take advantage of the extra space.

If you're not sure where you're going, consult a map before you start, not while you're driving down the road at 60 mph. Memorize the exit you must take and the one before it.

Your Breakdown Is Everyone's Breakdown

To avoid rush hour breakdowns that can make hundreds of people late, do regular maintenance checks on your vehicle. Make sure you have plenty of fuel.



Keep It Simple: Just Drive

Resist the temptation to get more out of the daily commute by doing your morning routine on the road: shaving, answering telephone calls, eating and drinking, putting on makeup, writing or reading. If you need to do these things, take public transportation.

Rush Hour Is No Time to Rush

It's easy to get angry or stressed when we feel imprisoned in the daily gridlock. But anger is not a safe traveling companion. Perhaps you are not able to avoid the rush hour drive by using public transportation, ride sharing, or changing your work schedule. If driving in commute traffic is your only option, give yourself enough time so you don't get hot under the collar when there's a slowdown. Do some deep breathing or listen to your favorite music. Make this your goal: turning commute time into quality time.

Distributed under license. © Parlay International (v.3) 1520.037
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

You Can't Beat That Train



Each year some 400 people are killed and over 1,000 are injured in railroad crossings. Most of these injuries occur in familiar territory less than 25 miles from home. The reason for this is simple—when people cross the same track hundreds of times without seeing a train, they become careless.

Why Train Crossings Are Dangerous

Another reason for train injuries is that people misjudge a train's distance and speed. This is not surprising, since their large size makes trains appear at a distance to be traveling slower than they are. The parallel tracks also make an approaching train look farther away than it is. It all adds up to increased risk-taking by drivers.

Play It Safe

To avoid train accidents, follow these precautions:

- Look ahead for the round yellow warning sign and white pavement markings of a train crossing.
- Slow down and be prepared to stop at all train crossings.
- Be prepared to stop if you are following commercial vehicles that are required to stop at all railroad tracks whether a train is coming or not.
- Use both your eyes and ears to detect trains coming from both directions.
- Stop if you see a train coming, or hear the whistle of a train close by.
- Stop at least 15 feet from the first track.
- After a train passes, don't go ahead until you can see clearly in both directions, because a second train may be coming from the other direction.
- In heavy traffic, wait until there is room for you on the other side of the tracks before crossing.
- Once you start across a track, keep going, especially if you see a train approaching. Never shift gears on the track.
- Never try to outrun a train, or go around a closed railroad gate.
- Don't overdrive your headlights. The most common nighttime train accidents occur when motorists drive into trains. Look up and out in the distance, looking for reflectors and road signs.

If Your Vehicle Stalls

What if the unthinkable happens and your car stalls on the railroad track? First, get everyone out of the car and off the tracks immediately. Since it takes a train a full mile to stop at 65 miles per hour, it's unlikely the train will be able to stop in time to avoid hitting your vehicle. If a train is coming, get far away from the tracks and run toward the oncoming train to avoid being hit by debris from the vehicle and to warn the train conductor.

If there is no train coming, post lookouts while you try to start the vehicle or push it off the tracks. Be ready to give up if a train approaches.

A collision with a train means almost certain death. With odds like that, it pays to be careful and alert every time you approach a crossing, even if you cross it every day.

Distributed under license. © Parlay International (v.3) 1520.038
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

You've already circled the block twice and can't find a legal parking space. You know you shouldn't double-park, but what else can you do when there's no loading dock or delivery area and you have a tight schedule to keep? The following pointers may make your next delivery easier—without endangering yourself and others, exasperating drivers or breaking traffic laws.

PLAN AHEAD

Get familiar with a map of the neighborhood. Could you use an alley or side street? Know which streets are one-way or have restricted parking zones or times. If possible, call the delivery site first to let them know when you expect to be there. They may not accept deliveries at certain peak hours or may inform you that their street is inaccessible that day due to construction. Allow extra time for periods of traditionally heavy traffic. Have any paperwork ready for required signatures. Will a hand truck be needed? If you'll have multiple drops, load the last delivery first. Put heavier items on the bottom and make sure items won't shift en route.

ONCE YOU'VE ARRIVED

Try not to block traffic. This includes foot traffic, sidewalk ramps for the disabled and bus stops. Know time limits, if any, for curb colors in your state. Be sure to leave enough room for other parked vehicles to get out. Whenever possible, avoid having to back your vehicle up to make a delivery. Once you've parked, turn on your flashers, check outside before opening your door and stay alert to your surroundings. Turn off your motor, pocket the keys and keep all doors on your vehicle locked before leaving it, no matter how brief your stop. Check with the person authorized to accept a delivery before unloading any heavy items, but take easily portable items with you. You can move quickly while remaining safety-conscious.

MISSION ACCOMPLISHED

Once you've completed your delivery, make sure any items remaining in your vehicle, including your hand truck, are securely fastened. If you anticipate difficulty getting out of a tight loading area or parking space, ask someone to guide you. Approach your vehicle with keys in hand. Fasten your safety belt, turn off the flashers and signal before re-entering traffic. Remember that moving traffic and pedestrians always have the right of way over parked vehicles.

By observing these tips, it is possible to keep deliveries both efficient and safe.

Parking and Delivering SAFELY

Distributed under license. © Parlay International (v.3) 1520.039
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

It's your last delivery of the day. You've backed into a loading bay that doesn't allow much clearance. You don't have a lot of time either, if you want to avoid a massive traffic tie-up getting back to your company. How can you unload your heavy cargo without injury? By keeping these safe handling tips in mind.

- If the sides of a loading area are narrow, try to park closer to one side and far enough away from the back wall to allow sufficient maneuvering room.
- Before lifting or moving something, survey the intended route from your vehicle to the deposit site. Make sure your path is clear of obstructions, that doors are held open and that you know where any steps are.
- Take the time to use any work-saving tools at your disposal: a hand truck, motorized liftgate, conveyor rollers, cart or forklift. Wear heavy gloves and slip-resistant shoes or boots.
- Whenever you can, push instead of pull. Stay close to the dolly or cart and use both arms.
- In addition to using proper lifting and moving techniques, wear a back support belt. Whether made of leather, nylon or other materials, such belts not only provide support for the lower back, they also help prevent abdominal strain that could aggravate a hernia.
- You won't always remember the weight of every item you loaded in your vehicle when you go to unload it. Before lifting, test the weight of an object by tipping one corner. Split large loads into smaller, more manageable ones.

THE MECHANICS OF SAFE LIFTING

These steps to safe lifting have one goal in common: keeping your back in balance. Forcing your back to go out of alignment to support the combined weight of your body and of the object you're lifting can result in "overload," which, in turn, can lead to back strain, a hernia or even spinal injury.



1. Stand close to the object you want to lift with your feet positioned a shoulder-width apart.
2. Bend your knees and lower yourself into a squatting position while keeping your head and back upright.
3. Get a good grip on the object using your full palm, not just your fingers.
4. Move slowly into a standing position relying as much as possible on your abdominal, buttock and especially leg muscles.
5. Carry objects close to your body with your elbows close to your torso. Avoid twisting or turning your torso while carrying something.
6. Again, keep your head, neck and spine as aligned as possible and rely on your abdominal, buttock and leg muscles when putting an object down again.

One final suggestion: A regular program of exercise will strengthen key muscle groups and increase your flexibility. A strong, flexible back and abdominal muscles will not only make you feel better but also reduce your risk of injury.

Loading and Unloading SAFELY

Distributed under license. © Parlay International (v.3) 1520.040
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Driving Large Vehicles

Pre-Trip Inspections

Car trouble is no fun. When car trouble happens to a large vehicle, your aggravation and expense can be doubled. Whether your vehicle is a commercial truck, delivery van or family recreation vehicle, take time for a pre-trip inspection to assure a trouble-free—and safe—trip.

Before you get in your vehicle, take a walk completely around it, checking all sides as well as the ground underneath. Check under the hood. Finally, inspect the condition of the interior. Follow this checklist:

Tires and Wheels

- ☐ Correct air pressure.
- ☐ Tire free of wear, high and low spots, damage.
- ☐ Rims free of damage.
- ☐ All lugs present and tight.
- ☐ Properly matched tires.

Lights

- ☐ Turn on lights—use low beams.
- ☐ Check high beams, left and right turn signals, break lights, and parking lights.

Brakes

- ☐ Parking brake: apply parking brake with vehicle moving slowly. Vehicle should stop.
- ☐ Service brake: push brake pedal firmly with vehicle going about 5 miles per hour. Vehicle should stop with no pulling to one side or delayed stopping action.
- ☐ Test steering with vehicle moving. Steering should be smooth and consistent with no play in the steering wheel.

Emergency Equipment

- ☐ Flags, jack, flares or other warning devices, flashlight, fire extinguisher, wheel blocks, etc. Check to see that supplies are in good working order.
- ☐ Spare tire properly inflated.

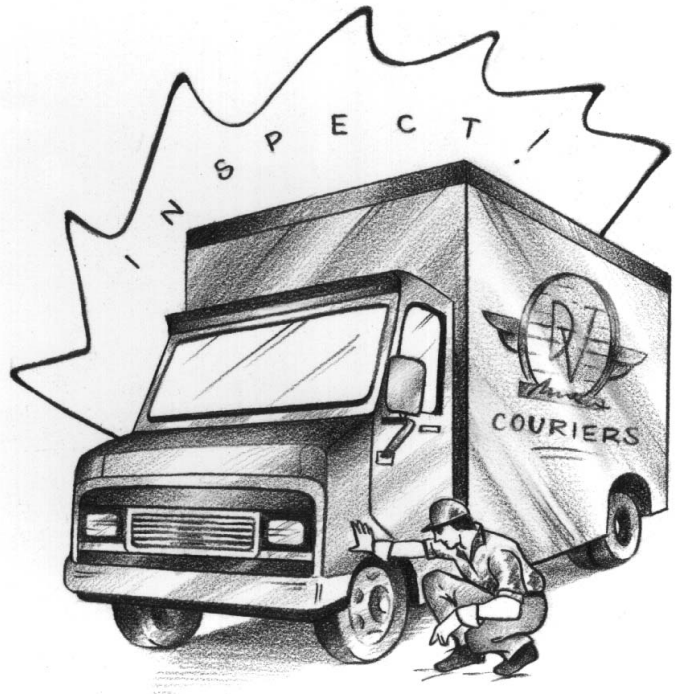
Inside of Vehicle

- ☐ Check mirrors, windshield wipers, panel gauges, horn.
- ☐ Adjust seat for comfort.
- ☐ Adjust side mirrors.
- ☐ Make sure cargo is properly secured.

Under Hood

- ☐ Fluid levels: oil, water, brake fluid, window fluid, battery fluid.
- ☐ Condition of belts. Look for loose or frayed belts.
- ☐ Hoses: check for loose or disconnected hoses.
- ☐ Check under vehicle for leaking fluids.

The open road offers enough surprises without adding unexpected vehicle problems. Your pre-trip inspection is your best guarantee that your trip won't be interrupted by the unpleasant surprise of a breakdown.



Distributed under license. © Parlay International (v.3) 1520.041
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Driving Large Vehicles

Following Distance

How closely can you follow the vehicle in front of you and still be safe? The answer depends on road, traffic and weather conditions—and on the size of your vehicle.

Large Vehicles Need More Time to Stop

Ordinary cars on good roads need to allow at least three seconds following time in dry, daytime conditions. The time should be increased at night, in heavy traffic or in bad weather. But large vehicles need to start out with more following time—at least four seconds—even under perfect conditions. Here's why.

It's a Matter of Momentum

A vehicle's stopping distance is simply the distance the vehicle travels before it comes to a full stop. It's a combination of the driver's reaction distance and the vehicle's braking distance. While a driver's reaction distance is the same no matter what size the vehicle is, the braking distance depends on the size of the vehicle. The bigger the vehicle, the more momentum it carries, and the harder it is to stop. The greater stopping distance of a large vehicle translates into a need for greater following time in which to stop.

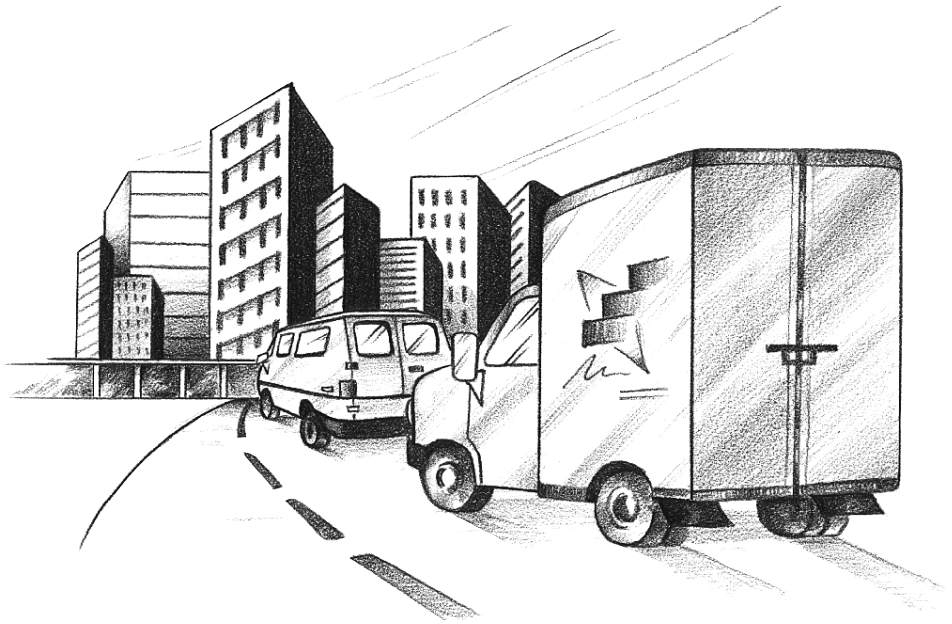
Allow one second for each 10 feet of vehicle length, plus one second if you're traveling over 40 miles per hour. For example, a 50-foot vehicle going 65mph should allow 6 seconds.

When the Going Gets Tough

Under adverse conditions, add extra time. Add one second each for such conditions as rain, snow, darkness and heavy traffic. Thus, a safe following time for you at night in the fog may be six seconds or more.

Safety Takes Practice

Until you get used to driving with an increased following time, check yourself from time to time. Start counting seconds when the vehicle in front of you passes a landmark such as a telephone pole or milepost. How far did you count? Remember, allow at least four seconds under ideal conditions, more if road or weather aren't perfect.



Distributed under license. © Parlay International (v.3) 1520.042
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Driving Large Vehicles

Turns

You can't drive very far in this world without making a turn. They're such an everyday part of life that you may take them for granted. But the wide turning radius of a large vehicle makes turning it trickier than turning a car. Know how to turn safely and you won't get caught in a crunch.

Know Your Blind Spots

Every vehicle has blind spots. For most, there is a blind spot on the left just to the rear of the driver's seat, and one on the right a little farther back. The larger the vehicle, the larger the blind spots. Thus it becomes crucial to check those blind spots carefully during a turn.

Give Plenty of Warning

Signal before braking to turn—and up to 500 feet on the highway. Watch your mirrors closely for any vehicles, pedestrians or bicycles that might be in your path when you turn. Remember that they're harder to see from a large vehicle. Be prepared to stop until you're sure that any potential hazard has cleared out of the way.

Allow a Larger Turning Radius

In a large vehicle you have to drive farther past the corner, allowing about half the length of your vehicle to pass the corner, before beginning your turn. Otherwise, your rear wheels may run over the curb in a right turn, or crowd the lane going the opposite direction in a left turn.

Right Turns—The Trickiest

Of the two directions you normally turn in, right turns are the riskiest. The main reason is that you're turning into your blind side, where you can't see a thing except with your outside mirrors, and that still leaves plenty of blind spots.

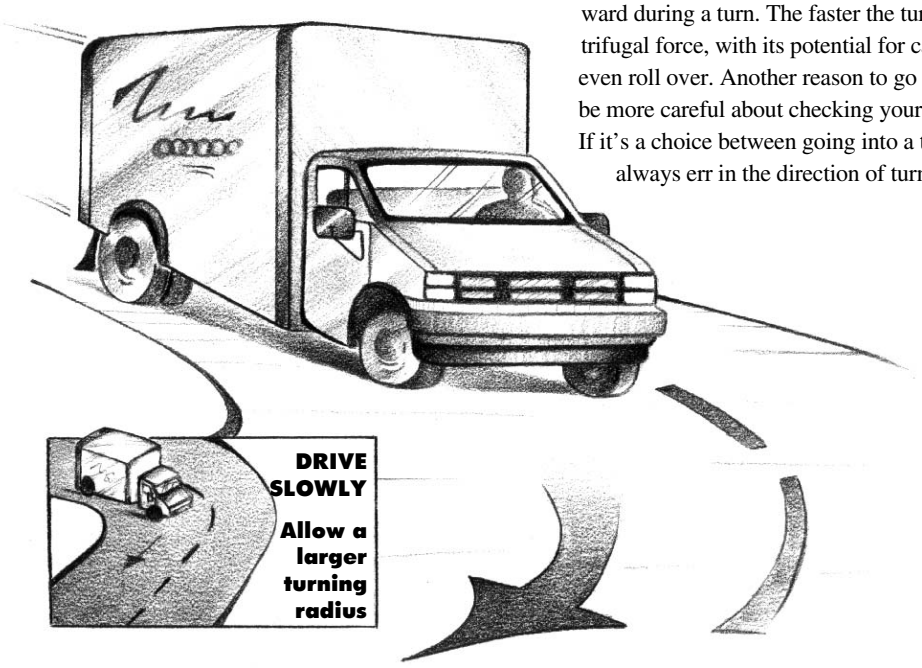
When you turn, stay as close to the right-hand edge of the road as you can. Get into a gear that will carry you through the turn without shifting, since you need both hands on the wheel. Continue to check your blind spots as you turn. Drive slowly enough that you don't need to brake during the turn.

Left Turns Are Easier

In a left turn you usually have more room to maneuver without getting into another lane. Also, you're turning from the side where you can see. Start your turn from the lane next to the center line, but stay as far to the right in that lane as you safely can. It gives you more room to maneuver. Keep your eye on the outside mirror so you can be sure you're not crowding the lane next to the one you're turning into. If you're driving a tractor-trailer, shoulder check to make sure the trailer arc is not crowding the lane next to the one you're turning into.

Easy Does It

Drive slowly enough that you don't need to brake during a turn. There are two reasons for this. One is that large vehicles tend to have a higher center of gravity. The weight of your vehicle is pulled outward during a turn. The faster the turn, the greater the centrifugal force, with its potential for causing you to skid or even roll over. Another reason to go slow is it allows you to be more careful about checking your blind spots as you turn. If it's a choice between going into a turn too fast or too slow, always err in the direction of turning too slowly.



Distributed under license. © Parlay International (v.3) 1520.043
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Driving Large Vehicles

Backing Up

The first rule of backing up a large vehicle is "don't do it if you don't have to." The larger the vehicle is the more difficult it is to maneuver even going forward. Backing up is twice as hard. More important, it's impossible to see what's behind you in a large vehicle. But if you must back up, follow these suggestions.

- Whenever possible, position your vehicle to back up straight, not on a curve.
- If you must back on a curve, back toward the driver's side if possible. It's the side you can see best.
- Position your vehicle to back up out of traffic, not into it. This means it's better to back into a driveway and drive forward out of it than the reverse.
- Never begin backing up until you know you are clear. The best way is to use a spotter using an agreed-upon hand signal for stop, who can then guide you into place. If you don't have a spotter, get out and look. Check not only behind your vehicle, but on the sides as well. Don't forget to check for overhead clearance. Many garages and loading areas were not designed for the increased height of larger vehicles. Get out again midway through the backing up process if you're at all unsure about what's behind you.
- Use your mirrors to help you back up safely.

Backing Up Trailers

Backing up is more complicated if you're towing a trailer. The towing vehicle has to follow an S curve. First you turn the front in the opposite direction from where you want the rear end to go. (If you place one hand on the bottom of your steering wheel, the trailer will move in the same direction as your hand.) Then you straighten out and follow in the same direction as your trailer. Don't oversteer; you could jackknife. Better yet, position yourself so you can back up straight.

Mastering the techniques of backing up will eliminate one of the major headaches of driving large vehicles. But the best technique still remains: plan ahead and avoid backing up whenever possible.



Distributed under license. © Parlay International (v.3) 1520.044
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

SHARING THE ROAD WITH...

Pedestrians



Everyone's a pedestrian some of the time. Treat pedestrians the way you'd like to be treated if you were on foot in traffic. Here are some guidelines for sharing the road with pedestrians:

- ✓ Remember that pedestrians have the right-of-way at all intersections, whether crosswalks are marked or not.
- ✓ Wait until the pedestrian is completely across the street before going ahead.
- ✓ Where there are many pedestrians, slow down and be prepared to stop at any time.
- ✓ When turning a corner, check for pedestrians crossing both the street you're on and the one you're turning into.
- ✓ Do not pass a vehicle that is stopped at a crosswalk. There may be a pedestrian hidden from your view in the crosswalk.
- ✓ Always give pedestrians with white canes or assistance dogs the right-of-way. These people are disabled.
- ✓ Always stop and check in both directions for pedestrians before crossing a sidewalk at a driveway or alley. Pedestrians have the right-of-way on the sidewalk.
- ✓ Stop for anyone crossing the street on foot.

Certain pedestrians require extra caution. Seniors and disabled people may not hear or see well, and can't always move fast to get out of the way of hazards. Children are unpredictable and could run into the street at any time; drive slowly when they are present on the sidewalks. Finally, a pedestrian who is drunk may be unaware of traffic lights or oncoming vehicles. Give such a person a wide berth.

Distributed under license. © Parlay International (v.3) 1520.045
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

SHARING THE ROAD WITH...



Cyclists and Motorcyclists

Bicyclists and motorcyclists have the same rights and responsibilities on the road as other drivers. Because cyclists are much less protected from injury than other traffic, the careful driver must take extra precautions to avoid colliding with them.

Motorcycles

Follow these tips to share the road safely with motorcyclists:

- Motorcycles, because they are lighter than cars, can stop in much shorter distances than cars.
- When driving behind a motorcycle, allow a four-second following distance. The extra time also gives you extra leeway in case the motorcyclist falls.
- When changing lanes or turning, check your blind spots carefully. Being small, motorcycles are often completely missed.
- Remember that in some states motorcycles can legally travel between lanes. Be extra alert for fast-moving motorcycles between lanes when you switch lanes in heavy, slow traffic.
- Be aware of the road hazards, such as potholes, loose gravel or slippery surfaces, that can cause motorcycles to change speed and direction suddenly.

Bicycles

Because bicyclists are slow-moving, hard to see and extremely likely to be injured in a collision, we must take special care in driving around them. Follow these safety tips for sharing the road with bicyclists:

- Remember that bicyclists have the same rights to the roadway as other drivers. Be ready for a bicyclist to move into the flow of traffic if necessary to turn left, pass another bicycle, or avoid an obstacle.
- When passing a bicycle, wait until it is safe to do so without crowding the bicycle.
- When parked by the road, do not open the car door without looking for other vehicles, including bicycles and motorcycles.
- Know the cyclist's signals: left hand out for a left turn, left hand down for a stop, and left hand up or right hand out for a right turn.
- Be especially alert for bicycles on winding rural roads that may attract recreational cyclists.

Distributed under license. © Parlay International (v.3) 1520.046
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

SHARING THE ROAD WITH...



Older Drivers

Older drivers are usually courteous, careful, experienced drivers. But they often face physical limitations such as poor mobility, eyesight and hearing, and slower reflexes.

A Slower, Safer Pace

Older drivers are at their best when driving on familiar roads a short distance from home. In less familiar territory, they often wisely compensate for their physical limitations by driving more slowly and cautiously. Yet many older drivers tell of being reduced to tears by people tailgating, honking their horns, or making rude gestures as they pass. When you get behind older people who are driving slowly, remember that they are not doing it to annoy you, but to protect their safety and that of others on the road. Be patient. You will feel better and the older driver will certainly be grateful.

Mistakes to Watch Out For

The most common driving mistakes made by older drivers are related to their physical limitations. They include failure to yield the right-of-way, overly wide turns, and backing up without looking sufficiently.

Use Extra Caution

When driving around an older driver, keep in mind that the driver may have difficulty seeing you because of poor eyesight or inability to turn the head easily.

Stay well away from an older driver's blind spot. Drive as though the older driver cannot see you. Avoid putting an older driver in a position that requires quick reflexes to avoid danger.

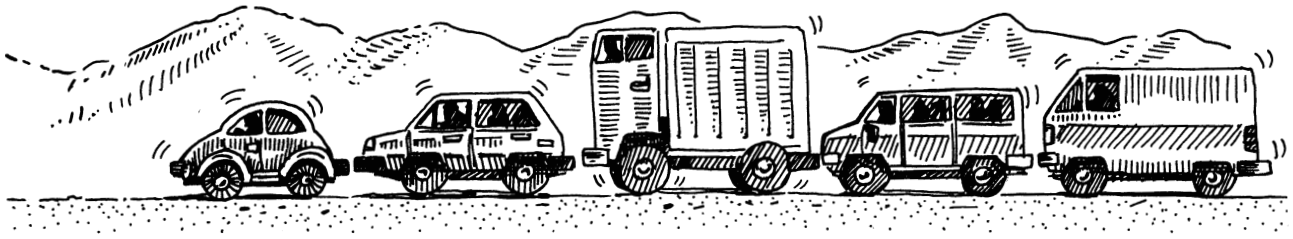
Most older people know their limitations and can be counted on to give up driving when it is no longer safe for them.

Your courteous and defensive driving practices will help them remain independent as long as possible. After all, sooner or later, we're all older drivers.

Distributed under license. © Parlay International (v.3) 1520.047
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

SHARING THE ROAD WITH...

Slow-Moving Vehicles



When driving on fast highways, be on the lookout for slow vehicles. If unexpected, these can be just as much of a hazard as speeding vehicles.

Large trucks and small, underpowered cars often lose speed on long uphill grades. When entering traffic, they take longer to build up speed. Other vehicles, such as construction equipment and road maintenance vehicles usually travel at 25 miles per hour or less. The orange triangle displayed on the back of many slow-moving vehicles means that the vehicle cannot travel faster than 25 miles per hour.

Take It Easy

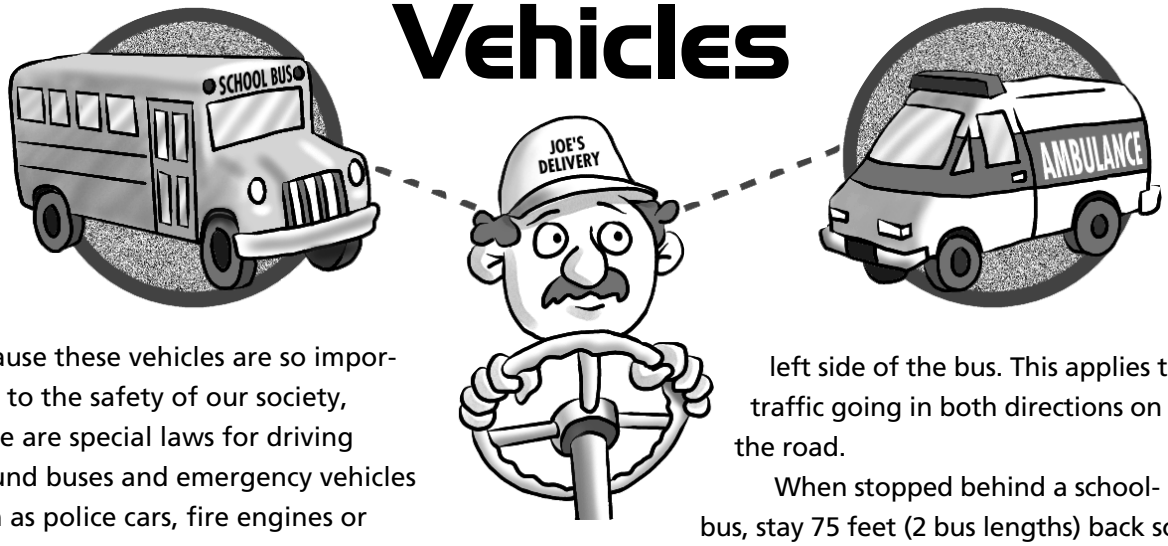
If you encounter a slow-moving vehicle, keep your cool. There is nothing you or the vehicle driver can do to speed up your trip. Stay far enough back so you can see around the vehicle. If you find that it is safe, legal, and necessary to pass the vehicle, allow plenty of room when passing. If you cannot pass, relax. Eventually the vehicle will pull over and let traffic by.

Slow-moving vehicles are usually involved in work that benefits us all in some way. Their presence on the road is one more reason to always allow extra travel time to get to your destination.

Distributed under license. © Parlay International (v.3) 1520.048
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

SHARING THE ROAD WITH...

Buses and Emergency Vehicles



Because these vehicles are so important to the safety of our society, there are special laws for driving around buses and emergency vehicles such as police cars, fire engines or ambulances. While it's important to get to know the laws as they apply in your state, the following safety procedures apply in most cases.

Buses

When approaching a stopped bus from behind, slow down and pass at no more than 10 miles per hour. If you must move into another lane to pass the bus, do so only when the lane is clear. Watch for pedestrians who may be trying to cross the street after getting off the bus.

School Buses—A Special Case

Children and traffic are an especially dangerous mix. That's why many states have special laws for driving around school buses. When approaching a school bus, slow down. If the bus's amber lights are flashing, the bus is about to stop. When the bus is stopped, the red lights are flashing. Most states require you to stop if the red lights are flashing or the stop arm is extended out from the left side of the bus. This applies to traffic going in both directions on the road.

When stopped behind a school-bus, stay 75 feet (2 bus lengths) back so the driver can see you and to provide a safety margin for the children.

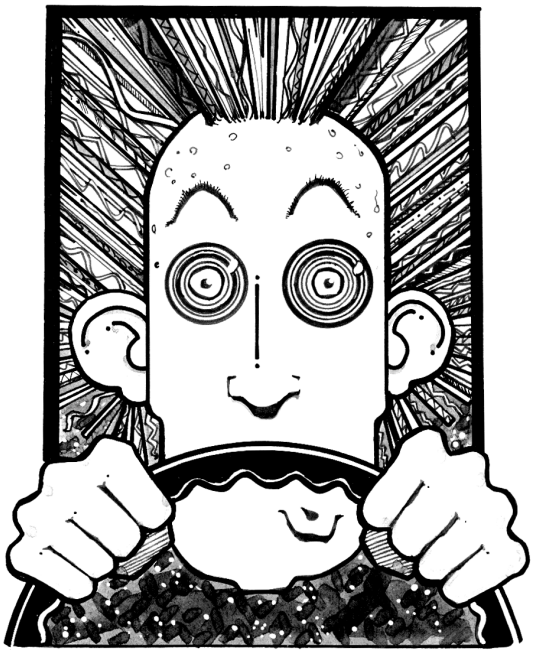
Emergency Vehicles

You must yield the right of way to emergency vehicles. If you hear a siren or see a flashing light, pull over as far as possible to the right, and stop until the vehicle has passed. Don't stop in an intersection. If you're blocked from moving right, stay where you are. Usually the emergency vehicle can pass you on the left. If necessary, the vehicle's driver may give you instructions by loudspeaker.

Many states prohibit following within 300 feet of an emergency vehicle when its siren and lights are on. It may also be illegal to deliberately go to the scene of an emergency. If you find yourself on the scene of a disaster, get away as quickly as possible, being careful not to run over unprotected fire hoses.

Distributed under license. © Parlay International (v.3) 1520.049
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Are You Driving Yourself Crazy?



Nobody would compare the effects of driving in traffic to those of a massage and hot bath, but there are ways you can keep the stress of the daily commute from getting out of hand. Take this little quiz to find out if you're "driving" yourself crazy.

- Do you find yourself getting angry at other drivers?
- Have you had close calls or minor accidents lately?
- Do you arrive at work feeling stressed out?
- Does it take you an hour or more to unwind after the daily commute?
- Do you cope with rush-hour stress by drinking more coffee or alcohol than you would otherwise?
- Do you sometimes feel like the road is a battleground?
- Have you found yourself "taking it personally" when someone else drives too slowly or cuts in front of you?
- Do others tell you that you seem upset while driving or after driving?

If you answered yes to any of these questions, maybe it's time for a little driver stress therapy. It's not just a matter of arriving at work or home to your family relaxed and refreshed instead of all wound up like an alarm clock. It could make the difference between arriving and not arriving at all. Unresolved stress can affect both your health and your driving safety.

Rush-Hour Stress-Busters

Commuters who successfully manage the rush hour have developed ways to cope with the daily grind. They are a mixture of relaxation techniques and self-talk, the message being that it's a lot easier to work with something you can't change than to fight it. Try these approaches:

- Listen to relaxing music instead of the daily disaster digest.
- Notice how your body reacts to stress such as tense neck and shoulder muscles, white knuckles or facial tics. Make a conscious effort to relax these areas one at a time.
- Every few minutes, take a series of deep, slow breaths, inhaling slowly through the nose and letting it all out through the mouth. Picture the tension and aggravation going out with your breath. (Try saying "Aaaaaaaahhhhhhhh...." as you breathe out. Nobody but you will know.)
- Try to remember that the road, other drivers, and obstacles in the road do not exist just to make your life hard. In fact, the other drivers are facing the same difficulties as you are.
- Allow more time to get to work so you don't have to rush. Take the scenic route and give yourself extra time to do it.

Consider Your Alternatives

Why not join a carpool or take a bus to work, even if it's only some of the time? Or see if you can change your hours to avoid the rush.

If rush-hour driving is your only choice, make a conscious effort to accept it. People who say, "There's nothing I can do about it, so I might as well make the most of it" often achieve a surprising measure of peace and even discover unexpected benefits in a stressful situation.

What's Causing That Stress?

Stress on the road may be a symptom of deeper anxieties. Take time to resolve conflicts in your life. Exercise, meditate, practice yoga or take up another activity that you find relaxing. Taking charge of your behavior on the road is what defensive driving is all about.

Distributed under license. © Parlay International (v.3) 1520.050
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Coaching the New Driver



According to traffic and safety experts, good driving involves these key elements: knowledge, alertness, foresight, judgment and skill. It's easy to cover the rules of the road and driver etiquette in the classroom, but foresight, skill and good judgment can only be learned through practice. And this is where your help comes in.

Tips for Teaching a New Driver

If you're helping teach someone to drive, keep these tips in mind:

- Start training with a professional; it is often more effective than working with a friend or family member. Check the Yellow Pages under "driving" for courses. The professional can gauge the student's progress, and you can help the student practice the material covered by the instructor.
- Encourage the new driver to anticipate trouble. If he or she is about to make a left turn at a two-way stop sign and an oncoming vehicle is traveling very fast, ask: "Are you sure this vehicle is really going to stop?" Advise your student to wait and see before turning.
- Have the new driver practice difficult moves. If he or she is having a hard time merging into traffic, find a quiet road and practice.
- Show your student how to drive a safe distance behind other vehicles by following the three-second rule. Remind your student to check this distance frequently at different speeds.
- Teach your student to be wary of blind spots—both the student's and those of other vehicles. Have your student speed up or slow down to get out of other vehicles' blind spots.
- Buckle up. Let your student know that most of the brain injuries caused by highway crashes each year could have been prevented by wearing safety belts.
- Teach your student what to do in case of a collision, reviewing the steps suggested by the family's insurance company.
- Does your student know to carry a driver's license, insurance card and vehicle registration whenever driving? Does he or she know what to do if stopped by a police officer? Discuss these matters thoroughly.
- Stress the importance of attitude when behind the wheel. If your student recognizes the importance of protecting everyone's safety when on the road, he or she will be more likely to exercise good judgment in road decisions.
- Of course, learning to drive doesn't begin with a learner's permit. Children learn attitude and judgment from their parents throughout their lives. Set a good example for them with your own courteous driving.

Hands-On Experience Is Critical

Every year millions of new drivers will venture out on our roads and highways. Many of them are teenagers, who in spite of required driver's education in many states, are often unprepared for the realities of driving.

Most educators believe teens and other new drivers need far more than the six hours of hands-of experience required by the National Highway Traffic Safety Administration, especially since young drivers are responsible for more than twice their share of fatal accidents. Your careful and patient coaching can help your student beat the odds and become a seasoned, skillful driver.

Distributed under license. © Parlay International (v.3) 1520.051
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Older Drivers Have Special Needs



As our population grows older, more and more drivers between the ages of 70 and 84 are on the road. These drivers have the second highest traffic fatality rate, surpassed only by drivers between the ages of 16 and 24.

Age Means Change

Unlike many younger drivers, older drivers are by and large careful, safety-minded and considerate on the road. But the physical problems of aging that many experience, such as poor vision and hearing, slower reflexes, and shorter attention spans, can cause a number of driving errors. For example, the elderly are more likely to fail to yield the right-of-way, make overly wide left turns and back up into other cars.

Keeping Up Skills

For many elderly people, the car is a vital link to the outside world. There are several things the elderly—and their families—can do to maintain the driving skills necessary for independence.

Every state offers economical driving courses geared to people over 50. A typical course covers such topics as night driving, city driving, parking, signs and new traffic rules. Many states offer insurance discounts to those who complete an approved course. One well-known course is 55 Alive/Mature Driving, developed by the American Association of Retired Persons. Another is Coaching the Mature Driver, developed by the National Safety Council. To find out about these or other course offerings in your area, contact the state department of motor vehicles or an insurance agent.

Medications and Driving

Many prescription drugs impair driving ability by causing drowsiness. Others interact with each other and/or alcohol to alter blood pressure and blood sugar level. Seniors who take a combination of medications should ask their doctors if it's safe for them to drive. If a combination of medications does impair driving, find out if a different combination would work better.

When the Time Comes

At some point, a senior may need to give up driving, for his or her safety and the safety of others on the road. A physician or clergyman may be able to persuade a stubborn driver to relinquish the keys when no one else can.

Seniors are more willing to give up driving if they know family and friends will be there to take them to church, shopping and meetings. Family members can also assist the senior in learning to take public transportation or taxis. A book of prepaid taxi vouchers makes a thoughtful gift.

Ultimately, the older person has to make the decision to put down the car keys, choosing safety considerations over the natural desire for independence. But it may make a difference if friends and relatives show a willingness to help during this transition.

For More Information…

55 Alive/Mature Driving
AARP
601 E St., NW
Washington, DC 20049
http://www.aarp.org/55alive

Coaching the Mature Driver
National Safety Council
1121 Spring Lake Dr.
Itasca, IL 60143
http://www.nsc.org

Distributed under license. © Parlay International (v.3) 1520.052
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Safety Checklist for Automobiles



How often do you check your vehicle for safety and maintenance? The following checklists for daily, weekly, monthly and seasonal checks will help you drive with more confidence and will extend the life and safety of your vehicle.

Daily

- ☐ Check the outside of the vehicle for body or trim damage, cracked lights or windows, and worn tires.
- ☐ Check under the vehicle for spots under the radiator, oil pan or transmission. Be sure to put on the emergency brake and block the tires before getting under the vehicle.
- ☐ Check inside the vehicle. Are mirrors, safety belts, lights, door latches and dashboard gauges functioning properly? Adjust mirrors as needed.

Weekly

Be sure to do this check with the engine off and cool and the car on level ground. Or you can have it done at a service station with every other fill-up.

- ☐ Check the oil. When adding oil, use the type recommended in your owner's manual.
- ☐ Check the coolant in the radiator reservoir, or in the radiator itself if your vehicle has no overflow reservoir. Remove the radiator cap only when the engine is cool.
- ☐ Look under the hood for anything cracked, loose or leaking.
- ☐ Keep track of your fuel consumption. If miles per gallon goes down significantly, it's time for a tune-up or repairs.
- ☐ Check tire pressure before driving, while tires are cold. For safety and better gas mileage, keep tires—including the spare—inflated to the pressure recommended in your owner's manual.
- ☐ Check brake lights by looking at reflections in store windows or against a wall.

Monthly

Do this every month or every 1,000 miles, when the engine is off and cool.

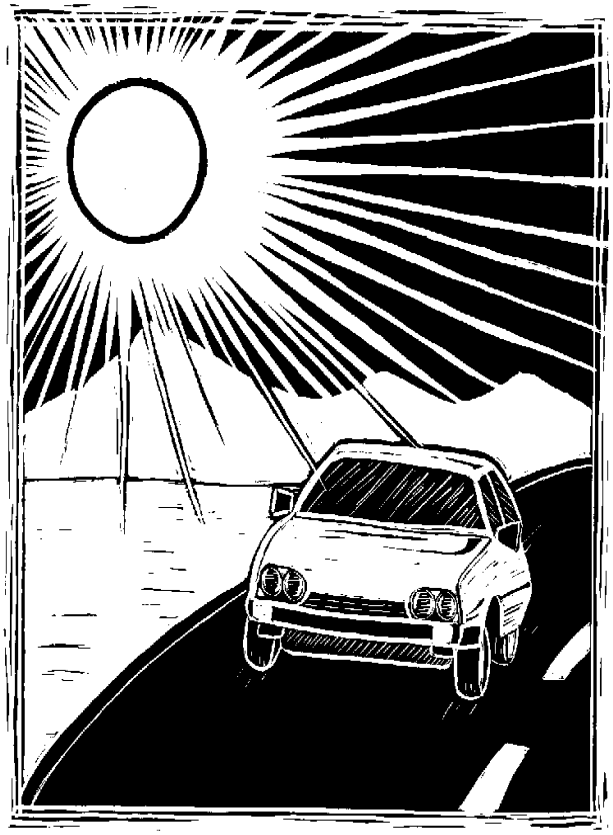
- ☐ Check all fluid levels—oil, coolant, brake fluid, power steering fluid and windshield washer fluid. Check automatic transmission fluid with the engine running at normal temperature and the transmission in "Park."
- ☐ Look for cracks, loose connections and signs of wear in the radiator, heater and air conditioner hoses, as well as the vacuum hoses and fuel lines.
- ☐ Check belts for frayed edges, cracks, splits or looseness.
- ☐ Check the battery fluid level. See if battery cables are clean and tight.
- ☐ Look for loose wire connections or worn insulation.
- ☐ Be sure all lights and gauges are functioning properly, inside the vehicle and out.
- ☐ Recharge the air conditioner by running it for a few minutes, in the months when you aren't normally using it.

Seasonal

Have a professional make the following checks in spring and fall:

- ☐ Look for abnormal or excessive wear in tires. Align wheels or replace tires if needed. Rotate tires. Mount or remove snow tires. Make sure the jack works.
- ☐ Check coolant and hoses. Drain and flush the radiator.
- ☐ Test the battery charge and fluid level.
- ☐ Check windshield wipers and replace worn blades. In the fall, start using winter blades.
- ☐ Make sure the heater and defroster operate properly.

Distributed under license. © Parlay International (v.3) 1520.053
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com



Summerizing Your Car

We all know that winter is hard on automobiles, but the burning sun and heat of summer can also take their toll. Here are some ways to keep your vehicle in tiptop shape during the summer months.

PREVENT OVERHEATING

Hot days can put a strain on a vehicle's cooling system. Check the coolant level often, refilling it with water and coolant when necessary. Replace cracked or leaking hoses and check the fan belt.

If your vehicle starts to overheat while you're driving, try these steps:

1. Turn off the air conditioner to relieve the engine and allow it to run cooler.
2. Turn on the heater and fan. This draws heat from the engine compartment.
3. If the engine still doesn't cool down, turn it off and raise the hood. Try starting the engine again in 15 or 20 minutes. If it's still overheated, call for help. Never check coolant in an overheated car by unscrewing the radiator cap—most cars have a reservoir to the side that can be safely checked. Keep hands and clothing away from the fan. If it is thermostatically controlled, it may start without warning even if the engine is off.

SUMMER MAINTENANCE CHORES

Tires take their worst beating during late winter and early spring. So early summer is an ideal time to align your wheels. Check your tires at this time, too. Check tire pressure when they are cold, as pressure will rise as the tire warms up during driving. If you check them warm, make sure that all the tires have risen by the same amount over the recommended cold inflation pressure. Ask a tire dealer or check your owner's manual for advice on air pressure levels during hot weather. Always keep tires properly inflated to the recommended pressure. Never deflate tires when they're hot.

Temperature changes cause metal to contract and expand, loosening nuts and bolts. Tighten any nuts that seem loose.

CLEAN, CLEAN, CLEAN

Cold weather often prevents people from giving proper care to paint and chrome. Now's the time to get out the degreasing agents, power wash and wax. Clean the undercarriage too—engine, transmission and braking system.

Summer brings swarms of bugs. Bugs may be small, but they can cause major problems. Moths have been known to plug up radiators. Clean any area where bugs have accumulated. Protect your paint job from baked-on bugs by keeping it well-waxed.

Now is the time to check the air filter. If you can't see light when you hold the air filter up to the sun, it needs to be replaced.

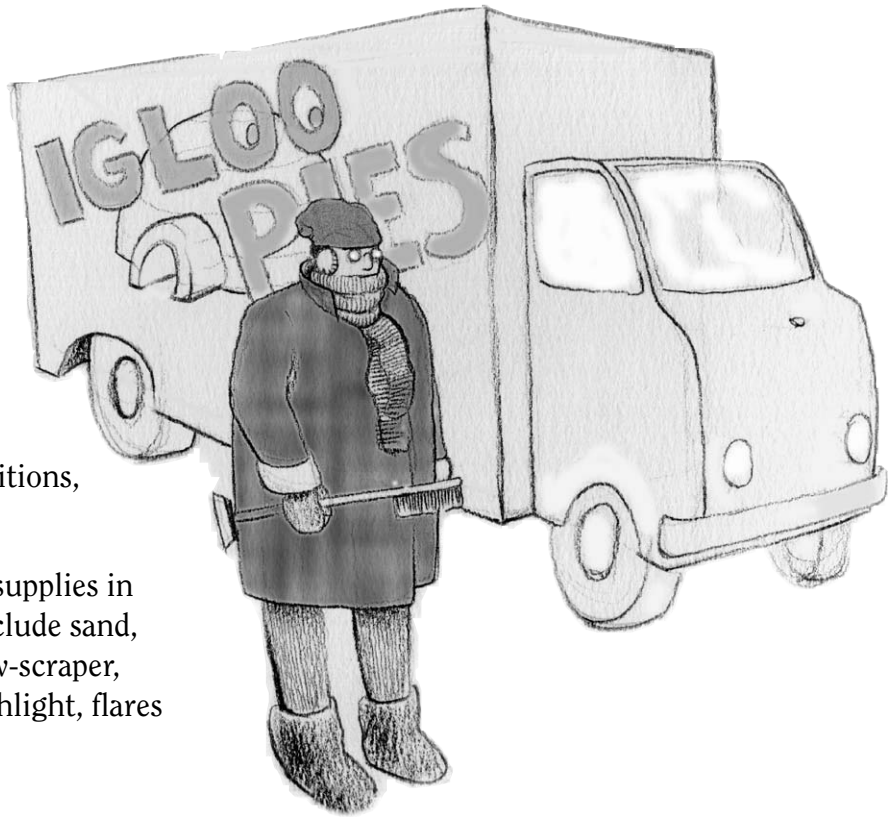
With a little extra care and maintenance, summer driving can be a breeze.

Distributed under license. © Parlay International (v.3) 1520.054
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Winterizing Your Car

Are you ready for winter? Making sure your car runs at its best and being prepared for emergencies take extra thought, especially if you live where winters are likely to include snow and ice. Use this checklist to help you prepare:

- Start the season with a complete tune-up.
- Check brakes, battery and exhaust system.
- If the battery terminals have a layer of corrosion, clean them with a paste of baking soda and water. Let it foam, then rinse with water. Apply a thin coating of petroleum jelly to the posts, and reconnect them.
- Check all fluid levels.
- Add anti-freeze and switch to winter weight oil.
- Replace wiper blades. Consider using winter wiper blades if you drive where it snows.
- Install snow tires on all wheels. Replace any worn tires. Snow tires provide less traction in dry or rainy conditions, so drive accordingly.
- Be sure to carry emergency supplies in your trunk. These should include sand, salt, shovel, tire chains, snow-scraper, booster cables, blankets, flashlight, flares and nonperishable food.



Distributed under license. © Parlay International (v.3) 1520.055
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

What Every Motorist Should Carry

Your defensive driving skills help you be prepared for emergency driving situations, but what about emergency breakdowns? Even with regular maintenance, emergencies happen behind the wheel. A well-stocked emergency kit can be a lifesaver.

Your Basic List

Carry these items in your vehicle at all times:

- ✓ Flashlight with good batteries
- ✓ Night flares or reflectors
- ✓ Tool kit: Screwdrivers (standard, Phillips and five-point "trox," used on newer cars), pliers (lockjaw and standard), wrenches (adjustable or sizes), penknife and small hammer
- ✓ Tire change kit: Spare tire, jack, wheel lug wrench, tire blocks
- ✓ Jumper cables
- ✓ Oil (two quarts)
- ✓ Coins for the phone
- ✓ Your owner's manual
- ✓ Rags
- ✓ Work gloves
- ✓ Flag or "help" sign that can be seen from a safe distance down the road
- ✓ First aid kit: Bandages, gauze, scissors, antiseptic, pain reliever

Other Useful Items

In addition to the basic list, it's wise to carry these as well:

- ✓ Tire pump
- ✓ Extra water
- ✓ One-gallon gasoline can
- ✓ Complete set of extra belts, fluids and fuses
- ✓ Fire extinguisher
- ✓ Duct tape for patching radiator hose or taping door, hood or trunk shut
- ✓ Funnel
- ✓ Spare radiator hoses
- ✓ Paper towels
- ✓ Wire to replace lost or broken clamps
- ✓ Window cleaner
- ✓ Extra light bulbs
- ✓ Silicone spray or demoisturizer
- ✓ Insulated wire
- ✓ Cell phone or CB radio

For Winter Safety

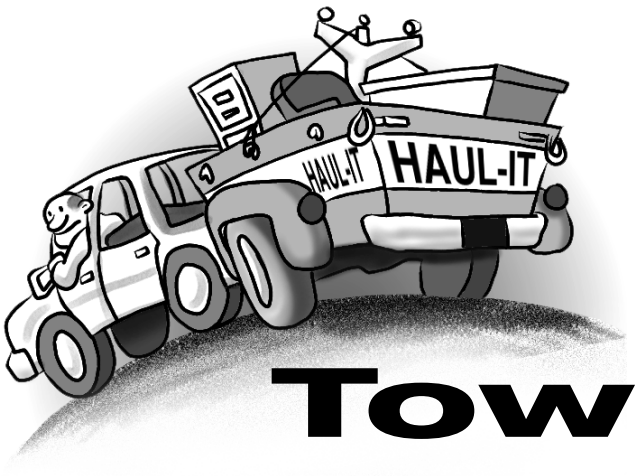
If you get stuck in freezing weather, stay in your car with the hood up and the flashers blinking, unless you know shelter is a short distance away. Turn off your engine. Only run it for 10 minutes per hour and only if the exhaust pipe is clear. Your emergency winter kit should include:

- ✓ Tire chains
- ✓ Shovel to help dig out your tires
- ✓ Bag of cat litter to provide traction for your wheels
- ✓ Windshield scraper and brush
- ✓ Blankets
- ✓ Nonperishable foods for energy, and can opener if necessary
- ✓ Coffee can, candle and matches. You can light the candle, melt snow in the can for drinking water and then put the candle in the can to keep you warm

Be Prepared

Carry these basic items with you and know what to do when you get in an emergency. If you keep your car in good working order with regular maintenance service, and avoid driving in bad weather if the car is not running well, chances are you will never need your emergency kit. But it's wise to have it, just in case.

Distributed under license. © Parlay International (v.3) 1520.056
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com



Towing Tips

More and more of us are on the roads these days with something in tow: a boat, mobile home or utility trailer. Towing trailers safely is not difficult, provided you take a few precautions.

Allow Extra Time and Space

Because a vehicle and trailer are longer and heavier than a car, you need more time to accelerate and brake, and more space when changing lanes, passing, entering the freeway and turning corners. Increase your following distance to at least four seconds. On the freeway, stay in the right lane except when passing. Avoid sudden turns and sudden stops, which can cause jackknifing.

Braking: Easy Does It

Good braking habits are crucial when towing a trailer. Make sure your trailer brakes are adjusted to go on when you apply the tow vehicle's brakes. Allow yourself time to brake slowly. Sudden braking with a trailer can have disastrous results. This means that you must be extra alert to the conditions on the road well ahead of you.

Turn Wide

When turning, move farther into the intersection before starting the turn and adjust your lane position to increase the turning radius. It may be necessary to use part of the lane next to the turning lane, after checking carefully for traffic in that lane. When exiting the freeway, stay on the outside of the exit curve.

Use Your Mirrors

Large vehicles have large blind spots. The extra large mirrors mounted on both sides of your towing vehicle, with a convex mirror mounted below each side mirror, are necessary for safe operation. The mirrors should be angled so you can see the rear wheels of the trailer. Remember that convex mirrors make things look farther away than they are.

Watch Out for Swaying

If your car/trailer combination starts to sway or fishtail, slow down gradually. Speeding up will only make it worse. If your vehicle has an independent trailer braking system you can stop the swaying by applying only the trailer brakes. Once the swaying has stopped, apply the tow brakes to stop the combination.

Crosswinds, slippery corners, sudden swerves, low tire pressure or improper loading can all cause the trailer to sway. Anti-sway devices can be fitted to most trailers to help reduce swaying.

Backing Up

Backing a trailer can be unnerving at first. It helps to have an assistant guiding you as you do it. Whenever possible, position the trailer so that you can back up straight. If you must back up on a curve, back toward the driver's side.

When you back up, it helps to place one hand on the bottom of the steering wheel. The trailer will move in the same direction as your hand. Make small adjustments in the steering as the tow vehicle begins to "follow" the trailer. Oversteering will cause the trailer to jackknife.

Remember: Before you back up, know what's behind you. Even if it means getting out and looking yourself.

Load It Right

Improper loading can cause serious safety problems, including tire fires, brake failure, and suspension system failure. Take time to read your owner's manual, so that you always load and drive your trailer according to the manufacturer's instructions.

Distributed under license. © Parlay International (v.3) 1520.057
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Protecting Your Car from Theft



Are you doing everything you can to protect your car from thieves? Automobile thefts are on the rise. Here's what you can do so you won't become a victim of car thieves.

ALARM SYSTEMS

You can fight car theft with a battery of gadgets ranging from locks that attach to the steering wheel to alarms activated by touching the vehicle. These devices range in cost from as little as $50 to $600 or more plus installation costs.

There are two basic kinds of alarm. One has to be activated manually each time you get out of the vehicle. The other activates itself automatically. Most include remote control, warn sirens and beepers that alert you to burglary attempts. You might consult with your insurance company for advice on which type or brand is most effective for your needs.

REMOVABLE RADIOS

Car radios are frequently a target of auto break-in artists. Many newer radios feature a removable cartridge that you can take in hand when you leave the vehicle. Other radios have a removable face plate, without which the radio is less attractive to thieves.

STEPS TOWARD SECURITY

Follow these steps to minimize your chances of vehicle theft:

- Don't leave valuables where they can be seen. Always hide them before you park so you won't be observed.
- Park in well-lighted, busy areas.
- Turn your wheels sharply to one side to make it harder for thieves to tow your vehicle.
- If you have an alarm system or steering wheel blocking device, use it. Visible devices discourage thieves.
- Avoid leaving any identification papers in your car. Unless your state or province requires you to keep your registration papers in the glove compartment, carry them in your wallet or purse. If your vehicle is stolen, a thief can use such papers to impersonate you.
- For the same reason, never leave a spare house key or anything with your address on it in the vehicle.
- Remember, the single most effective way to discourage car thieves is to lock your car and take the key—even in your own driveway. In fact, about a third of all car thefts occur while the car is parked at home.

PROTECT YOUR INVESTMENT

Whether you have a late model, import or second-hand domestic, your car is valuable to you. Security devices and the steps you take to protect your investment are more than worth the time and money spent.

Distributed under license. © Parlay International (v.3) 1520.058
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Defending Yourself
Against Vehicle-Related Crime

Drivers and their cars can be easy marks for criminals. Every year countless drivers are victims of robbery, rape and even murder.

Getting to Your Car

You are most vulnerable on your way to and from your car, and while getting into your car. Always lock your car and roll up the windows when you get out. Check the back seat and glance under the car before you get in. If someone is in the back of your car, or if someone suspicious follows you to your car, walk right past your car and go for help.

Try to park in a lighted area close to where you're going. Leave enough space around your vehicle when parking and park with the front end pointed out, so you can drive away easily. When parking in public garages, try to arrive and leave at popular times, such as right after the movie lets out, or the office opens. Returning to your car, have your keys out and ready. At night, carry a small flashlight on your key chain to help you find the lock more quickly. Lock your car as soon as you get in, before putting on the safety belt.

In a group, try to arrange to return to one car and drive together to the others' cars.

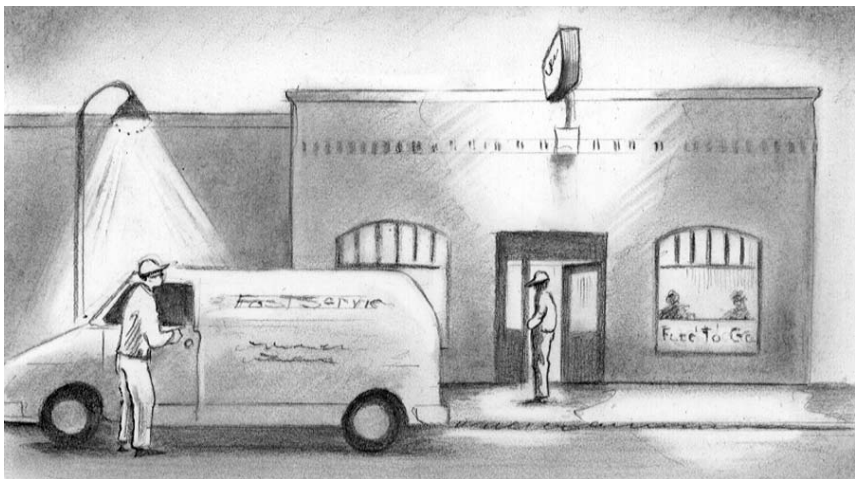
Protecting Your Valuables

Thieves are adept at detecting valuables. If you must carry valuables in your car, keep them out of sight. Never put valuables in your trunk after you arrive at the parking place. This action is a red flag for anyone lurking nearby.

Staying Safe in Your Car

You are usually safe in your car—if you keep moving. Keep your car in good shape, following a regular maintenance schedule, and don't let your gas get low. Take a course in car maintenance, so you know the danger signals of car failure.

Carry a map, phone numbers of friends, and phone money in your car at all times. Carry a cell phone and keep the battery charged.



If you must stop because of a breakdown or flat tire, stay in your car with the windows rolled up, unless you are in an area you know to be safe. If someone stops to help, unroll the window only enough to give them a quarter and ask them to call a friend for help. Open the car door only for a uniformed police officer. If you feel threatened, lean on the horn. Drive away if you can, even if it means further damaging your car or wheel rims.

Never pick up hitchhikers or get in a car with a stranger.

Bump-and-Rob

Criminals sometimes deliberately bump into cars. When the driver gets out to exchange information, the thief may pull a gun and rob the driver or take the driver's car. If you don't feel safe getting out after a fender-bender, don't. Drive straight to the nearest hospital or police station. If the other person involved is honest, he or she will follow you there.

If Accosted

If someone accosts you with a weapon and demands your wallet or valuables, don't resist. Your life is more important than your valuables. Notice as much as you can about the assailant and get a license number if the assailant has a car.

Alertness Pays Off

Since we cannot assume we are safe even in our own cars, wise drivers take precautions to protect themselves. The most important crime prevention technique is to stay alert and aware of your surroundings at all times.

Distributed under license. © Parlay International (v.3) 1520.059
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Defending Yourself

Against Carjacking

A sad fact of modern life is that carjackings are becoming increasingly common in both large and small cities. While some people think that only expensive cars are carjacked, the facts show that carjackers are also interested in other cars for their parts, and some carjackers simply want any available car. Carjacking is not limited to "certain neighborhoods." It can happen anywhere, at any time.

How They Operate

Carjackers may approach with a weapon while you are stopped at an intersection and take the car by force. Or they may stage a "bump and run," a minor rear-end accident. When you get out to inspect the damage, you are robbed by one accomplice while the other drives off in your car.



Stay Alert

The key to avoiding crime is to be aware of your surroundings. Know the route you must travel and areas where you must stop. You don't want to get lost in an unfamiliar neighborhood. Be on the lookout for suspicious people near intersections and be prepared to change your route to avoid them if you can do so without getting lost.

To protect yourself:

- Keep your car well maintained and your gas tank full.
- Drive with your windows rolled up and your doors locked.
- Position yourself in traffic so you are not pinned in.
- Try to stay in the middle lane in areas where you don't feel safe.
- If you're approached while at an intersection, sound your horn.
- Whenever possible, park in well-lighted, highly visible areas. Park with the front end pointed out so you can drive away easily.
- Keep your valuables out of sight.
- Stop only in places that are well lit and well traveled.
- In case of danger, stay in your car with the doors locked.
- Don't drive late at night or other times when the streets are deserted. If you must drive at these times, try to avoid routes that include stoplights. Carry a cell phone with a charged battery.
- If you are involved in a minor accident and don't feel safe leaving your car, drive to the nearest safe place, such as a police station or hospital. The same goes for a flat tire. A damaged rim is less costly than being carjacked.

Being aware and knowing how to respond in a dangerous situation will give you the greatest possible control over your own safety.

Don't Risk Your Life

All these tips are to help you avoid meeting up with a carjacker. But if an armed person approaches you and demands your car, purse, wallet or other valuables, don't resist. Better to lose your property than your life. Notice as much as you can about the thief and report the incident to the police immediately.

There is no way to guarantee you won't be a victim of a crime. But being aware and knowing how to respond in a dangerous situation will give you the greatest possible control over your own safety.

Distributed under license. © Parlay International (v.3) 1520.060
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

AUTO EMERGENCIES

If You're Involved in a Collision

A collision is serious business in the eyes of the law. If you're involved in a collision, you must stop. If you don't, you could be convicted of "hit and run" and be severely punished. Here's what you should do if you're involved in a collision.

Get Off the Road

If possible, get your vehicle out of traffic and park safely. Place reflecting triangles or other warning devices 200 to 300 feet behind the vehicles to warn approaching motorists. Do not use flares if there is a chance of spilled gasoline nearby.

Being prepared

can save lives

and money.

First Aid

Give your first attention to anyone who appears injured. If you know how, use emergency first aid where needed, and notify the police or highway patrol as soon as possible. The police should be told what kinds of injuries there are, such as bleeding, unconsciousness, stopped breathing, as well as if there are fire hazards such as spilled gasoline.

Exchange Identification

Exchange your driver's license number, insurance policy number, registration information and address with anyone else involved in the collision, or give this information to the police. If you are driving a company vehicle, notify your employer. If any media arrive on the scene, do not talk to them.

Avoid arguing with other participants or discussing who's to blame.

Get the Facts Down

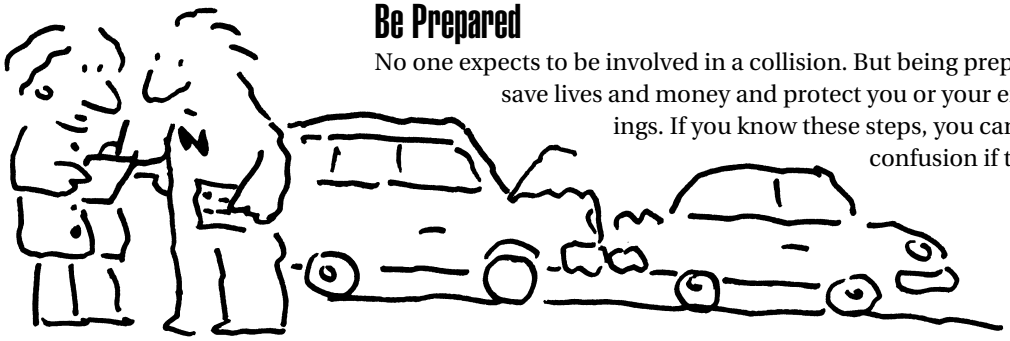
If there are witnesses to the collision, get their names, addresses, and phone numbers if possible, as well as their vehicle license numbers. With the events still fresh in your mind, make a written record of the accident. Try sketching a diagram of the accident. Include this information in your report to the police and your employer or insurance company. Take photographs if you have a camera available.

If You Hit a Parked Vehicle

Try to locate the owner of any unattended vehicle involved in the collision. If you can't, leave a note in an obvious but secure place on the vehicle. Give only your cell phone number or the office number of your insurance agent or lawyer. Report the collision to the appropriate police at the first opportunity.

Be Prepared

No one expects to be involved in a collision. But being prepared for the unthinkable can save lives and money and protect you or your employer from legal proceedings. If you know these steps, you can respond safely and without confusion if the need arises.



Distributed under license. © Parlay International (v.3) 1520.061
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

AUTO EMERGENCIES

If You Witness a Collision

If you are the first person on the scene after a collision, your quick action could save lives. And your description of the accident is important for police records. Here's the course of action recommended in many states:

Stop and Help

If you are the first person at the scene of a collision, pull completely off the road beyond the collision. Turn on your emergency lights, and place reflective triangles or other warning devices 200 to 300 feet behind the collision to warn other motorists. Do not use flares if there is a chance of spilled gasoline nearby. Do not smoke near the collision.

Your quick action could save lives.

Find Out If There Are Injuries

Turn off the ignition of all vehicles involved. Check to see if anyone is injured. Do not move injured people unless their safety demands it. Moving can make injuries worse. If you are trained in first aid, rescue breathing or CPR, use these techniques if needed.

Inform the Police

Ask the next person who stops to notify the police. They should be prepared to give this information:

- Location of the collision, including cross streets, freeway entrance/exit information, and the number of the phone being used.
- What injuries need attention—is anyone bleeding, unconscious, without a pulse? Is first aid being given?
- Don't hang up until the emergency dispatcher hangs up.

Wait for the Police

Remain at the scene of the accident until the police arrive and you can tell them what happened. Meanwhile move the vehicle involved out of traffic if it is not disabled. Search the area for victims thrown from the vehicle. They could be hidden in grass or bushes.

If you see an accident where emergency help is already present, keep moving unless police or emergency responders at the scene direct you to stop. Stopping or slowing down to view an accident can result in another collision.



Basic First Aid

- If victim is not breathing do rescue breathing.
- If there is no pulse, start CPR, if trained to do so.
- To stop bleeding, cover the wound with a compress, handkerchief or other piece of clean clothing. Press hard and elevate the wound above the heart unless this movement causes the victim pain.
- Don't move an injured person unless you are absolutely sure there is no spinal injury.
- Treat shock by keeping the victim lying down and warm. Shock victims have pale or bluish skin cold to the touch. They may feel weak and disoriented and have a rapid pulse.

Contact the American Heart Association or the American Red Cross for classes in first aid and CPR.

Distributed under license. © Parlay International (v.3) 1520.062
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

If You Have a Blowout

With improvements in tire design and materials, blowouts are becoming rare. But they can still happen in faulty or badly worn tires, particularly in an overloaded vehicle.

How to Handle a Blowout

Sometimes, a blowout begins with a loud report, like a gunshot. More often, however, blowouts happen gradually. The tire slowly deflates until the sidewall shreds or the tread comes off. If a front wheel deflates, the car will suddenly pull to the side. If a rear tire deflates, it can cause the car to skid.

The first thing to remember in a blowout is to keep a firm grip on the wheel. If the road is slippery, you may skid, but don't step on the brakes. Remain calm and carefully steer in the direction you want the vehicle to go. This will bring the back end into alignment with the front. Look ahead where you'd like to be and keep steering for it.

As your vehicle slows down it will begin to respond to your direction. At that point, gently apply the brakes. Slowly brake to a stop on a solid, level surface far enough off the road to change the tire without interfering with traffic. If you're in a spot where there's no safe place to stop, such as a bridge or tunnel, turn on your four-way flashers and move forward slowly until you find a safe place.

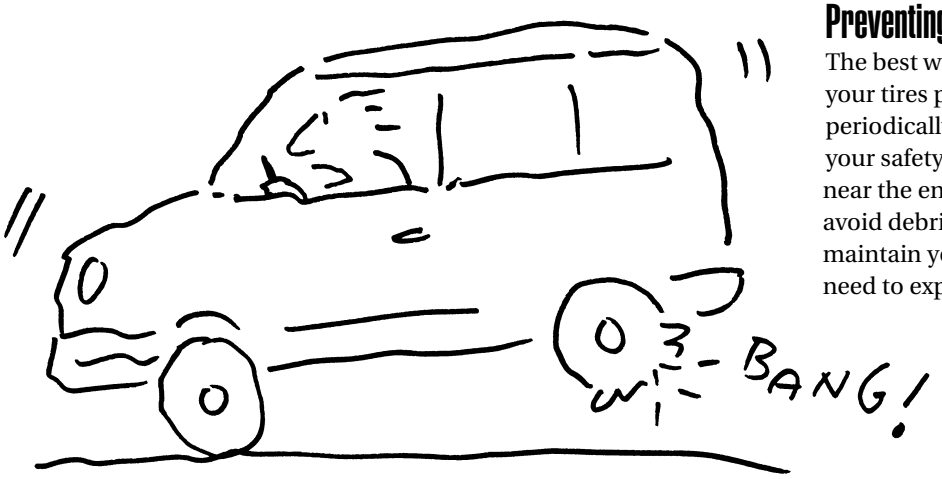
Do you know how to change a tire?

Just in Case

Don't wait until you have a blowout to make certain your trunk contains everything you need to change a tire:

- Spare tire. Be sure it's inflated.
- A jack that fits your vehicle, with jack handle and attachments.
- Wheel block.
- Lug-nut wrench.
- Aerosol tire inflator/sealer.

Do you know how to change a tire? Now's the time to learn, and even do a practice run, before you actually need to on the road.



Preventing Blowouts

The best way to prevent a blowout is to keep your tires properly inflated and check them periodically for bruises or abnormal wear. For your safety, replace them promptly when they near the end of their rated tread life. Also, try to avoid debris that can puncture a tire. If you maintain your tires properly, you may never need to experience a blowout.

Distributed under license. © Parlay International (v.3) 1520.063
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

If Your Brakes Fail

What if you hit the brake and nothing happens? Now's the time to think about what to do if your brakes fail. You certainly won't have time when it happens. Memorize these steps to take in case of brake failure:

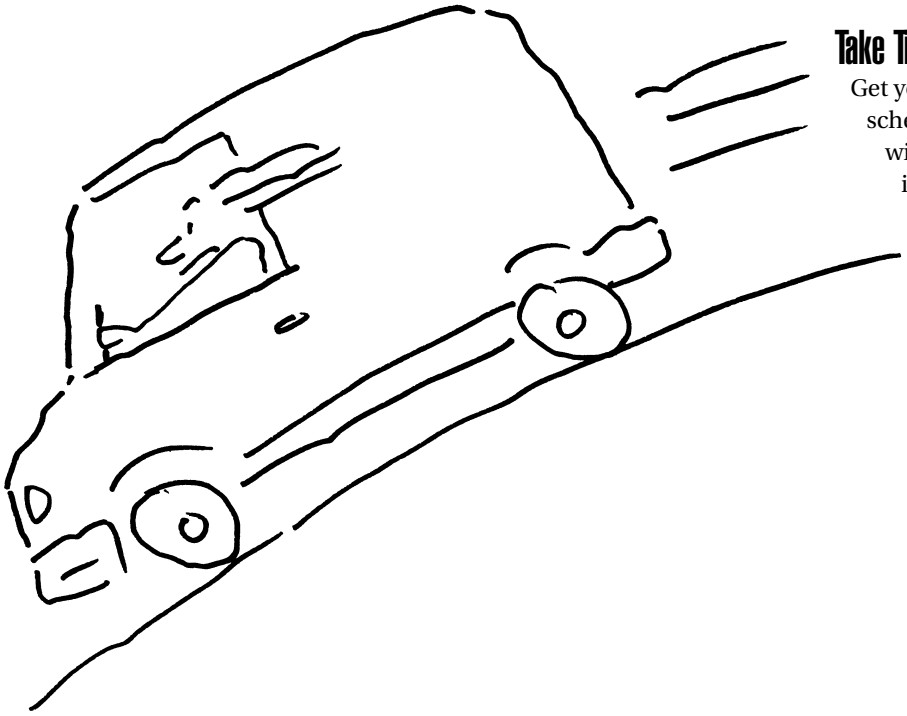
1. Downshift to low gear.
2. Pump the brake pedal fast and hard to build up brake fluid pressure. It should take three or four pumps to do this.
3. Apply the emergency brake, but release it if the car begins to skid.
4. You can still steer. If you can't stop, try to steer into something soft, such as bushes.
5. Sound your horn and flash your lights to warn other drivers.

Get your brakes examined regularly.

Use Brakes Right to Prevent Failure

Keep your brakes from overheating on a long downhill grade by using low gears and driving slowly. If braking becomes difficult because of overheating, pull over and let your brakes cool.

In wet weather, try to avoid deep puddles, which can momentarily rob you of your braking power. If your brakes do get wet, dry them by pressing the gas pedal and brake pedal at the same time. Lightly apply brake for 5 to 10 seconds at a time. Do this only until the brakes begin working.



Take Time for Prevention

Get your brakes examined on a regular schedule. Check your brake fluid along with your other fluids. See a mechanic immediately if your brake warning light comes on. Take good care of your brakes and use them properly and chances are you will never have a brake failure.

Distributed under license. © Parlay International (v.3) 1520.064
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com



If You Have a Breakdown

Two of the most common causes of vehicle breakdown are battery failure and overheating. Here's what you can do about them.

Getting a Jump-Start

If you leave your lights on and your battery runs down, you'll soon be rolling again if you have a pair of jumper cables and someone nearby has a vehicle with a healthy battery. Position your vehicle and the other vehicle so that they aren't touching, but the batteries are close enough for the jumper cables to reach from one to another. Set an automatic transmission in park, standard transmission in neutral. Set the parking brake.

1. Attach one of the positive (usually red) jaws to the positive terminal of the healthy battery.
2. Attach the other positive jaw (at the other end of the same cable) to the positive terminal of the dead battery.
3. Connect the negative jaw to the negative terminal of the good battery, making sure the other negative jaw is not touching either vehicle.
4. Finally, attach the second negative jaw to a solid grounding point on your vehicle. This could be on the chassis or engine, some distance from the battery. Avoid attaching the second negative jaw to your battery. A spark could cause your battery to explode when you disconnect the cables.
5. Start the healthy vehicle. Let its engine fast-idle for a minute or two to build up a charge in the dead battery.
6. Start your vehicle. If it won't start, wait a few minutes and let the healthy vehicle recharge the battery.
7. As soon as your vehicle starts, remove the cables in the reverse order to the way in which they were installed. Allow your engine to run for a time to fully recharge your battery.

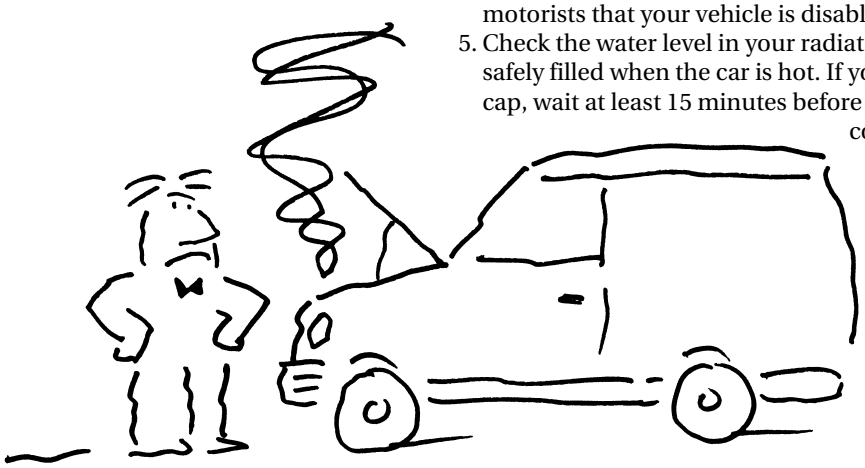
If your battery dies frequently, you may need a new battery.

The most common summer driving problem is overheating.

If the Engine Overheats

The most common driving complaint in the summer months involves an overheated engine. Before you call a tow truck, try this procedure:

1. Turn off the air conditioner to relieve the engine and allow it to run cooler.
2. Turn on the heater and fan. This draws heat from the engine compartment.
3. If the engine still doesn't cool down, pull off the road and turn off the engine.
4. Raise the hood. This allows the heat to rise away from the engine. It also alerts other motorists that your vehicle is disabled.
5. Check the water level in your radiator. Many cars have a separate reservoir that can be safely filled when the car is hot. If yours doesn't and you must unscrew the radiator cap, wait at least 15 minutes before doing so. An overheated radiator is like a pressure cooker; scalding water can spray wildly when the cap is unscrewed.
6. When unscrewing the cap, wear gloves or protect your hand with a rag. Unscrew the cap slowly, allowing pressure to seep out gradually.
7. Fill the radiator, if necessary, with anti-freeze. Use water if antifreeze is unavailable.
8. Replace the radiator cap if there are no signs of steam or fluid leakage. Drive to the nearest service station, but keep your eye on the temperature light. If the engine gets hot, pull over again and call for service.



Have your car serviced if it frequently overheats, especially on a cool day.

Distributed under license. © Parlay International (v.3) 1520.065
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Defensive Driving

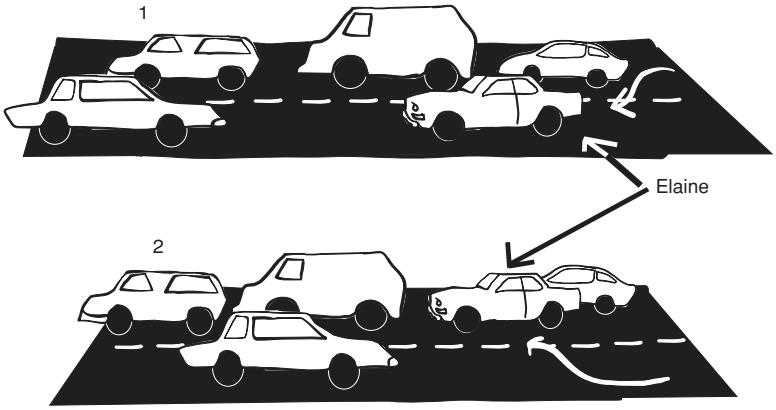
Table of Contents
Defensive Driving Basics
More Defensive Driving Basics
Case Studies
Fleet Safety Management
Awards and Posters
Index



Pass Performance

Elaine had a job interview in the next town. Due to unexpectedly heavy traffic she was running late. "Just the time to end up behind a slow truck," she grumbled to herself as she surveyed the long line of vehicles ahead of her. Hoping to gain some time, she pulled out to pass the car in front of her. She had almost passed when a car came in sight over the hill. Traveling at the speed limit, the car was approaching much too fast for her to complete her pass safely.

Elaine tried to cut in front of the car she was trying to pass. But the driver would not let her in. To avoid a head-on collision, she veered into the car she was passing, forcing it off the road and damaging both cars. No one was injured, but the job interview suddenly seemed far less important than before.



Three drivers were involved in this incident: Elaine, the driver of the car in front of her, and the driver of the oncoming car. What, if anything, could each have done to prevent the collision?

1. Elaine _____

_____

_____

2. The driver in front of her _____

_____

_____

3. The driver of the oncoming car _____

_____

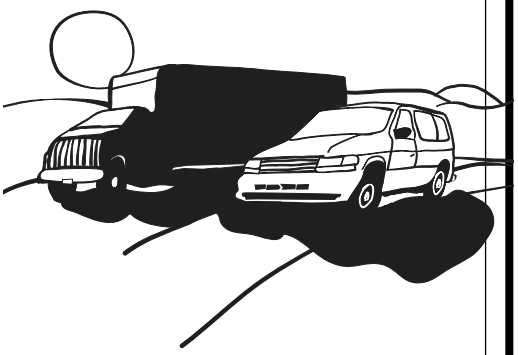
_____

Answers:

1. Elaine should have waited until she had a clear view of the road far enough ahead to allow her to pass safely. More important, Elaine should have allowed extra time to get to this crucial appointment, so she wouldn't be tempted to make an unsafe move. It is never safe to be in a hurry on the road.
2. The driver in front of Elaine should have slowed down to let her in. Although Elaine's poor judgment wasn't his fault, using defensive driving might have prevented the collision.
3. The driver of the oncoming car should have scanned the road ahead for hazards and slowed down as soon as Elaine's car came in sight.

Distributed under license. © Parlay International (v.3) 1520.066
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Southbound Smashup



Hal was driving south on the interstate on a scorchingly hot afternoon. How he wished he'd shelled out the extra dough for air conditioning. If only there was a little shade! Suddenly, as he was passing a moving van in the lane to his right, a shadow loomed up, easing the heat and the blinding sun. "Hey!" thought Hal, "If I stay right next to this van, I can keep out of the sun." For several miles Hal happily traveled in the shadow of the van. There were only two southbound lanes on this interstate, but it didn't bother him at all that traffic was piling up behind him in what was supposed to be the passing lane.

Hal's happiness changed to catastrophe in the blink of an eye, when the moving van veered into his lane, shoving him into the divider and demolishing the left side of his car. As the two vehicles skidded to a stop, the van was rear-ended by the car behind it. The driver of the van had attempted to pass a slow car in front of the van, and had no idea the left lane wasn't clear. Hal was driving in his blind spot.

1. What, if anything, could Hal have done to prevent this collision? _____

_____

2. What did the van driver forget to do before beginning the pass? _____

_____

3. The driver of the car behind Hal broke a basic safe driving rule. What is the rule?_____

_____

4. Courtesy on the road is a basic rule of defensive driving. How did Hal break this rule? _____

_____

Answers:

1. First, Hal should not have been driving continuously in the passing lane. And he should not have been driving in the van driver's blind spot. Defensive drivers know that this is an unsafe place to be and either stay out of it or move quickly through it. It is never wise to put personal comfort over safety.
2. The van driver forgot to look over his shoulder before passing. No matter how good your mirrors are, it's always best to take a direct look, especially if you're driving a large vehicle.
3. The driver of the car behind Hal broke the Three-Second Plus Rule for following distance at speeds above 40 miles per hour. In her impatience with Hal's slow driving in the fast lane, she had moved too close to Hal to be able to avoid a collision after his sudden stop.
4. By driving in the passing lane, Hal obstructed the flow of traffic and put his own comfort ahead of the needs of other drivers.

Distributed under license. © Parlay International (v.3) 1520.067
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Don't Look Down

It was morning rush hour. Carmen sighed, knowing that she would be in stop-and-go traffic for the next hour. It wasn't much to look forward to. But at least she had hot coffee and a donut to help her wake up. After that she would have to think about the agenda for the sales meeting later that morning.



Carmen placed the donut in a napkin in her lap, held the coffee cup in her left hand and attempted to pull the plastic tab on the lid while steering with her right elbow. The tab came loose with a jerk, causing her to dump hot coffee in her lap. She gave a cry of disgust, and slapped the soaked napkin off her lap. She didn't even see the stopped car in front of her until she hit it.

1. It's obvious from this story that Carmen shouldn't have been trying to manipulate coffee while driving. What general principles of defensive driving does this story show that Carmen needs to learn? _____

_____

_____

_____

_____

2. How could this collision have been prevented? _____

_____

_____

_____

_____

Answers:

1. Stay alert, scanning the road ahead for hazards, including stopped traffic. Eliminate in-car distractions. Focus on the task of driving; leave other activities for when you're not behind the wheel. Be especially alert in stop-and-go commute traffic.

2. If Carmen had not been distracted by spilled coffee, she might have been scanning the road ahead. She would have noticed brake lights going on several cars ahead, and she would have been prepared to brake. The stopped traffic wouldn't have taken her by surprise.

Distributed under license. © Parlay International (v.3) 1520.068
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Slippin' and Slidin'

It was late, and the weather was vile. Exhausted from a long day's drive, Dave peered through the windshield wipers at a seeming wall of rain. He could barely see the car 200 feet ahead of him.

Suddenly Dave realized the car in front of him was slowing down to turn. He hit the brakes and tried to steer to one side. But the car did not obey either brakes or steering wheel. It felt like he was trying to steer a boat. In what seemed like slow motion, the car gradually turned sideways and, luckily, drifted off onto the shoulder. A telephone pole put a stop to Dave's journey.



1. What rainy weather phenomenon was responsible for the strange behavior of Dave's car? _____

_____

_____

2. What three things could Dave have done differently that might have prevented the collision?

(1) _____

_____

(2) _____

_____

(3) _____

_____

Answers:

1. Hydroplaning, in which the car's wheels literally lose contact with the road and ride on the surface of the water.

2. He should have:
   (1) driven more slowly.

   (2) allowed extra following distance for the rain, darkness and poor visibility. At least four seconds following distance was called for here.

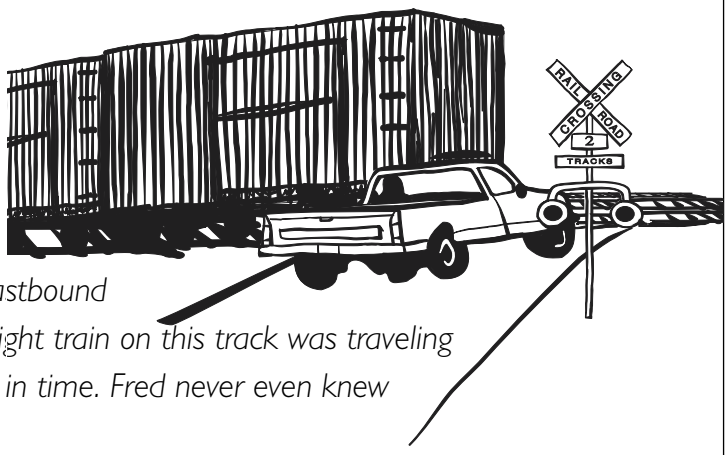
   (3) stopped to rest; his exhaustion probably contributed to his poor reaction time to the hazard ahead.

Distributed under license. © Parlay International (v.3) 1520.069
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Patience Is a Lifesaver

Fred tapped his fingers impatiently on the steering wheel. This had to be the longest train in six states. It was so long he could not see the end of it in either direction.

Fred was not a patient man. Though he was young, he had big plans for his life, and he was always in a hurry to put them into action. This train seemed almost like it was deliberately trying to thwart his plans.



At last he saw the end of the train. Before the red lights had even stopped flashing, he shifted into gear and peeled into the ungated crossing as soon as the last car cleared. It was the last move Fred ever made. He had forgotten about the eastbound track behind the one he could see. The freight train on this track was traveling at 60 miles per hour and it could not stop in time. Fred never even knew what hit him.

1. Could this collision have been prevented? If so, how?

_____

_____

_____

2. People's personality traits often affect their driving. How could Fred have benefited from knowing this?

_____

_____

_____

3. Take a guess: What is a typical stopping distance for a train traveling at 60 miles per hour?

(a) 3 miles

(b) .6 miles

(c) 1.4 miles

Answers:

1. If Fred had paid attention to the railroad crossing sign indicating that there were two tracks, he might have suspected a second train. If he had waited until the red lights stopped flashing, he certainly would have been safe.
2. If Fred understood that he was an impatient driver, he might have been alert to his tendency to let impatience put him in unsafe situations. Perhaps he would have made a conscious choice to keep impatience out of his driving decisions.
3. 1.4 miles, farther than most train engineers can even see. Modern high-speed train engineers have a saying: "If I can see it, it's dead."

Distributed under license. © Parlay International (v.3) 1520.070
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Sunday Drive



It was a pleasant Sunday afternoon and traffic was moderate on the two-lane country road. Lenore was enjoying the scenery and the fresh air as she rounded a gentle curve. Suddenly an oncoming car veered into her lane. Panicking, she hit the brakes and swerved to the left to get out of the car's path, just as the driver of the oncoming car regained control and moved back into the oncoming lane.

The resulting head-on collision left Lenore critically injured. The other driver, who was not wearing a safety belt, was killed instantly. Later lab tests revealed the other driver had a blood alcohol level of .05—not enough to be considered "under the influence" in most states.

1. What could Lenore have done to prevent this collision? _____

_____

_____

_____

2. What is a driver's best defenses against this kind of situation? _____

_____

_____

_____

_____

3. Was alcohol a factor in this collision? _____

_____

_____

Answers:

1. Lenore should have swerved to the right. When drivers regain control, they usually go back into the proper lane. Even if the other driver hadn't done so, Lenore took a chance with oncoming traffic. Going off the road is safer than a head-on collision.
2. Always scan the road ahead for hazards. Drive at a speed that allows you to stop in half the distance you can see ahead, which means slowing down on curves. Learn how to take evasive action to avoid a collision.
3. Alcohol may have been a factor in this collision, even though the driver was not legally impaired. Just one drink impairs judgment and reaction time and increases your chances of being in a collision.

Distributed under license. © Parlay International (v.3) 1520.071
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Blowout!

Bang! It sounded like a gun going off, but it was Jack's left front tire blowing out—the one he'd been putting off replacing until he paid off his new stereo system. The car lurched, jerking the wheel out of Jack's hands. He hit the brakes and tried to regain control, but the car didn't respond. Instead, it lurched sideways into the left lane, where it was sideswiped by another car.

Jack escaped with minor injuries, but the other driver is suing him. He had to take out a loan to pay his deductible and to buy new tires. And he's worried that his insurance will be canceled.



1. What's the best way to respond to a blowout? _____

_____

_____

_____

2. What's the first thing Jack could have done to prevent this collision? _____

_____

_____

_____

3. Many good drivers forget that preventive maintenance is an important aspect of safe driving. What maintenance chores do you consider crucial for safety? _____

_____

_____

_____

Answers:

1. Keep a firm grip on the wheel. If you are holding the steering wheel at 9:00 and 3:00, then you should have the strength and stability needed to control the car. Carefully steer in the direction you want the car to go. Don't step on the brakes until the vehicle slows down enough to begin to respond to your steering. Slowly brake to a stop on a level surface well off the road. Warn other drivers by using your flashing lights as soon as you are free to turn them on.
2. He could have replaced his worn tires. To prevent future blowouts, he should keep his tires properly inflated and check them regularly for abnormal wear.
3. Follow the maintenance schedule recommended in your owner's manual. Service brakes regularly. Get brake and steering problems checked immediately. Before each trip, inspect tires and lights, and check under the car for fluid leaks.

Distributed under license. © Parlay International (v.3) 1520.072
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Without Warning



Sally was on her way home from her evening class when her right front wheel gave unmistakable signs of being flat. Sally groaned. Why did these things have to happen at night? It was a good thing she'd practiced changing a flat in her driveway. The shoulder was narrow, but she found a level spot and pulled over. She quickly removed jack, wheel blocks, spare tire and lug wrench from the trunk. As she paused to pull the hood of her jacket farther over her forehead, she heard a screech of brakes, followed by the thunderous crash of metal on metal. Her car was shoved sideways and forward, narrowly missing knocking her down.

The driver of the RV that had smashed into her car managed to steer off the road ahead of her. He turned on his flashing lights, jumped out and ran to her. "Are you hurt?" he asked. While she shook her head dazedly, a passenger emerged from the RV with two reflective triangles, and quickly placed them at the edge of the road, one right behind Sally's car, and one 300 feet further behind. "I'm so sorry," said the driver. "I didn't see you until it was too late."

1. What should Sally have done differently? _____

_____

_____

_____

2. What defensive driving skills did Sally show? _____

_____

_____

_____

3. What emergency equipment do you carry in your vehicle? _____

_____

_____

_____

Answers:

1. Sally should have alerted traffic to her presence by using warning devices such as reflective triangles or flares. At the very least she should have used her flashing lights.
2. Sally demonstrated knowledge and foresight when she chose to learn how to fix a flat before she actually needed to do so.
3. Recommended emergency equipment for summer weather includes a spare tire, jack, wheel blocks, lug wrench, flashlight, warning devices, a tool kit, extra oil, coins for the phone, owner's manual, first aid kit and jumper cables.

Distributed under license. © Parlay International (v.3) 1520.073
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Into the Sun

Squinting in the afternoon glare, Eddie neared the top of the final hill on the way home. He crested the hill into the blinding light of the low-lying sun. Suddenly he couldn't seem to see anything, least of all the car down the road waiting to turn left into a driveway. He hit the brakes and swerved, but it was too late to miss.



1. What three actions can improve visibility when facing the sun? _____

_____

_____

_____

2. Foresight is an important characteristic of defensive drivers. How would it have helped Eddie to prevent this collision? _____

_____

_____

_____

3. What defensive action could the other driver have taken?

_____

_____

_____

Answers:

1. Wearing sunglasses, using the sun visor, and keeping the windshield clean both inside and out. Many drivers neglect to clean the film that develops on the inside because it doesn't show up until they're driving into the sun.
2. Eddie knew there were driveways just over the hill. He probably knew that glare would be a problem at that time and location. He should have used this knowledge to anticipate hazards and drive more cautiously.
3. The driver could have gone past the driveway to a safe spot, turned around and come back to it. Or if road space and visibility permitted, the driver could have pulled over to the side of the road to wait for traffic to clear.

Distributed under license. © Parlay International (v.3) 1520.074
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

No Left Turn

It was a left turn off a busy road onto a narrow driveway, so Amie began slowing and signaling well ahead of time. She was just beginning her turn when she heard the screaming of tires braking at high speed, followed by a sickening, crunching jolt that spun her car in a half circle before it came to a stop. The other vehicle had just managed to swerve to the right to avoid hitting her directly, but the damage was still substantial. In a daze, Amie tried to understand what had gone wrong. Later she found out that her turn signal had not been working.



1. Amie showed safe and conscientious driving skills. But she forgot one thing that could have prevented this collision. What was that?_____

_____

_____

_____

2. What could the other motorist have done to prevent this collision? _____

_____

_____

_____

3. What else could Amie have done to prevent this collision? _____

_____

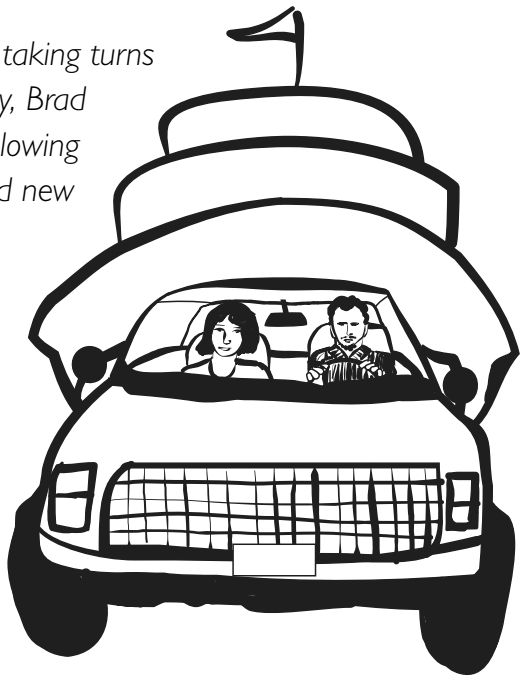
_____

Answers:

1. Amie forgot the pre-trip inspection. Before getting in your car, check your tires and lights. Check under the vehicle for fluid leaks. Preventive maintenance is an important part of defensive driving.
2. The other motorist should have been scanning ahead, alert to the fact that Amie was slowing down. He or she should have been driving at a speed that made it possible to evade any hazard that might occur on the road ahead.
3. Amie needed to check one of her mirrors every 5 seconds, or to go around the block to make a right hand turn from such a busy street.

Distributed under license. © Parlay International (v.3) 1520.075
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Tow Tricks



Brad and Ilene were on their way to their lakeside cabin, taking turns driving down the busy interstate. Though traffic was heavy, Brad was careful to follow the Three-Second Rule for a safe following distance. He didn't want anything to happen to the brand new boat they were towing.

Brad didn't really understand what happened next until much later. There was a sudden slowdown at the Highway 12 junction, where a stalled car was just being towed away. When the brake lights went on in front of him, Brad hit his own brakes, confident he had time to stop. And he almost did. He was still traveling about 10 miles per hour when he hit the car in front of him. Brad and Ilene's car was badly damaged. It could have been worse: They managed to save the boat. But a weekend fishing trip ended up costing more than a week at a resort.

1. What important rule did Brad forget? _____

_____

2. What is the Three-Second Rule? _____

_____

_____

_____

3. What other defensive driving techniques might have helped Brad? _____

_____

_____

_____

_____

Answers:

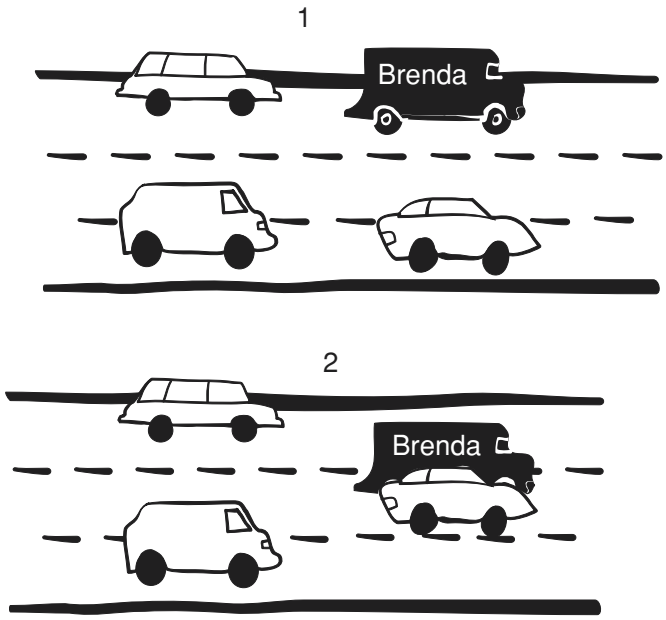
1. The Three-Second-Plus Rule. The Three-Second Rule is fine for ordinary driving conditions. But the load Brad was towing increased his total weight and momentum, giving him a longer stopping distance. Brad should have been at least four seconds behind the vehicle in front of him.
2. The Three-Second Rule means you allow three seconds to cover the distance from your car to the car in front of you. To apply the Three-Second Rule on the road, start counting when the vehicle in front of you clears a landmark such as a milepost. Count one-thousand-and-one, one-thousand-and-two, one-thousand-and-three. You should finish counting before your car reaches that landmark.
3. He could have scanned the road ahead as far as he could see, noticing that brake lights were going on and traffic was bunching up ahead of him. He could then have begun braking even before the car in front of him did.

Distributed under license. © Parlay International (v.3) 1520.076
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

The Value of Foresight

It was a clear day and traffic was moving swiftly on the six-lane interstate. Brenda was in the far left lane. Nearing her exit, she switched on her turn signal, checked over her shoulder for traffic in the middle lane, and eased over.

Suddenly a horn blared to her right, followed by the impact of metal on metal. Even though the middle lane had been clear, Brenda's car and another vehicle had come together in a narrow-angle collision.



1. What went wrong here? _____

_____

_____

_____

2. What would have prevented this collision?

_____

_____

_____

3. Can you list the steps of a safe lane change?

_____

_____

_____

Answers:

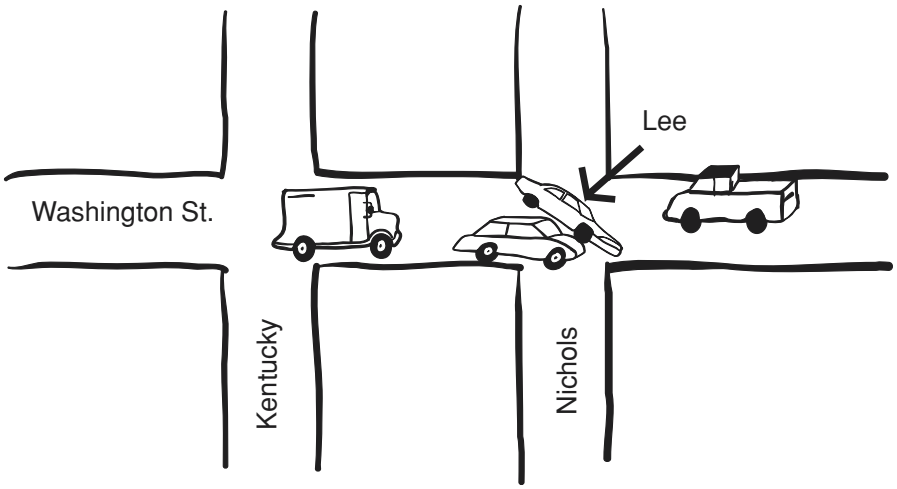
1. The other driver had decided to move from the right lane to the middle lane at the same time Brenda moved to the right. Both had checked only the lane they were moving into.
2. If either Brenda or the other driver had remembered to check for cars moving into the center from the other lane, the collision probably wouldn't have occurred. This collision illustrates the value of foresight, an important characteristic of defensive driving.
3. Use your turn signal. Allow a four-second gap where you enter the lane. Check your mirrors, and your blind spot, and look over your shoulder. Cross only one lane at a time. Avoid slowing down or speeding up drastically to change lanes. Plan ahead so you have plenty of time to change lanes. Finally, remember to turn off your turn signal.

Distributed under license. © Parlay International (v.3) 1520.077
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Faulty Assumption

Turning left onto Washington Street was always a challenge. Lee was at a stop sign, so he had to yield right-of-way to traffic on Washington Street. Often Lee would go right, then do a U-turn at the next light. But this time he was in a hurry, and there was a gap in the traffic from the right, and only one car, signaling to turn right, from the left.

Lee pulled out quickly, to catch the gap in the traffic. Inexplicably, instead of turning, the car from the left plowed right into Lee, catching his left rear fender and spinning his vehicle completely around.



1. Both drivers made errors here. What were they?

_____

_____

_____

2. Can you think of other situations where making assumptions might get you in trouble? _____

_____

_____

_____

3. Good judgment is an important characteristic of defensive driving. What might have caused Lee's lapse in judgment? _____

_____

_____

_____

Answers:

1. The driver of the other car forgot to turn off her turn signal when she decided not to turn. Lee forgot an important rule of defensive driving: Never assume a vehicle is going to stop, slow or turn until it does. He should have waited until the other vehicle was beginning its turn or had passed by.
2. You can also get into trouble by assuming cross traffic will stop at an intersection where you have the right-of-way, especially just after the light turns green. It's dangerous to assume there's no one behind you when you back up. Never assume there's no obstacle just out of sight around a curve or over a hill.
3. Lee was in a hurry and that affected his judgment. We'd all be safer on the road if we allowed a little extra time to get to our destinations.

Distributed under license. © Parlay International (v.3) 1520.078
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Defensive Driving

Table of Contents
Defensive Driving Basics
More Defensive Driving Basics
Case Studies
Fleet Safety Management
Awards and Posters
Index



Driver Application

Name _____ **Phone Number** (_____) _____

Social Security Number _____

Present Address _____

How long have you lived at your present address? _____

Previous Address _____

Years of formal education completed: Grade School _____ H.S. _____ College _____

Now employed? ☐ Yes ☐ No ☐ Self-employed

List all employers for past 10 years, dates of employment and reasons for leaving each job:

_____

_____

_____

_____

Number of years experience: driving a car: _____ driving a truck: _____ driving a bus: _____

Type license now held?

☐ Class A, Class B or Class C license: Number _____ Expires _____

☐ Commercial Drivers license (CDL): Number _____ Expires _____

Are you willing to attend a driver's training course? ☐ Yes ☐ No

Have you had any type of vehicle collision in the last 3 years? ☐ Yes ☐ No

If "Yes," give approximate dates and explanation _____

_____

Have you been convicted of a moving traffic violation in the last 3 years? ☐ Yes ☐ No

If "Yes," give approximate dates _____

_____

Have your driving privileges ever been suspended, revoked or denied? ☐ Yes ☐ No

(Applicants may be cleared through the State Department of Motor Vehicle Division regarding vehicle code violations.)

Have you ever been convicted of any crime? ☐ Yes ☐ No

(Criminal convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements.)

References: *Do not use relatives. Include at least one business and one professional person.*

	Name	Address	Telephone Number	Occupation
1.				
2.				
3.				
4.				
5.				

PLEASE CAREFULLY READ THE FOLLOWING BEFORE SIGNING

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize persons, schools, my current employer (if applicable), previous employers and organizations named in this application to provide the company with any relevant information that may be required to arrive at an employment decision.

Fair Credit Reporting Act Pre-notification

It is my understanding that in processing my application, investigative reports may be obtained. It is my further understanding that I may make a written request within a reasonable period of time for a complete disclosure of additional information concerning the nature and scope of the investigation.

Date _____ SIGNED _____

Distributed under license. © Parlay International (v.3) 1520.079
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Driver's Interview Checklist

Name _____ **Social Security Number** _____

Interviewed by _____ **Date** _____

1. Driving Experience:
   Car_____ Truck _____ School Bus_____ Other _____
2. Number of jobs held in last 3 years _____
3. Attitude towards former employers..... ☐ Good ☐ Fair ☐ Poor
4. Any collisions? ..... ☐ Yes ☐ No
5. Is explanation logical?..... ☐ Yes ☐ No
6. Does applicant "talk big" or act "cocky"?..... ☐ Yes ☐ No
7. License? What type? (Ask to see it.)..... ☐ Yes ☐ No
8. Training or related study? ..... ☐ Yes ☐ No
9. Military service? ..... ☐ Yes ☐ No
10. If required, will you undergo a pre-placement physical and drug testing?..... ☐ Yes ☐ No
11. Have you previously worked for this company? ..... ☐ Yes ☐ No
12. Ever been in trouble with the law? (Explain) ..... ☐ Yes ☐ No
13. Alert and responsive to questions?..... ☐ Yes ☐ No
14. Communication skills: ..... ☐ Good ☐ Fair ☐ Poor
15. Personal appearance: ..... ☐ Good ☐ Fair ☐ Poor

Areas requiring special attention if hired _____

_____

_____

_____

Remarks: _____

_____

_____

_____

Reminder: Explain hours, pay, overtime, territory, any unusual work conditions to the applicant.

Signed _____

Distributed under license. © Parlay International (v.3) 1520.080
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Driver's Reference Check Sheet

Applicant's Name _____

Telephone Number (_____) _____ Social Security No. _____

Name of Reference _____

Address _____

I authorize my current employer (if applicable), previous employers and references listed to provide the company with any relevant information concerning me. *(Signature)* _____ *(Date)* _____

1. **If applicant was employed by you, dates of employment?** _____

   Title or Job Classification _____

   What type of work was performed? _____

   Why did applicant leave your employment? _____

   _____

   Would you rehire this person? ☐ Yes ☐ No

   If not, why? _____

2. **What type of person is applicant?** (check)

   Good relationship with other workers? ☐ Yes ☐ No

   Please explain if "No" _____

   Regular attendance on job? ☐ Yes ☐ No

   Punctual? ☐ Yes ☐ No

   Honest? ☐ Yes ☐ No

   Please explain if "No" _____

   Sober and industrious? ☐ Yes ☐ No

   Please explain if "No" _____

   Ever involved with the law? ☐ Yes ☐ No

   Please explain if "Yes" _____

   Any knowledge of automotive equipment? ☐ Yes ☐ No

   Please explain if "Yes" _____

3. **Could applicant get along with general public?** ☐ Yes ☐ No

4. **What kind of driver do you think this person would make?** ☐ Good ☐ Fair ☐ Indifferent

5. **Would you want this person to drive one of your vehicles?** ☐ Yes ☐ No

   Please explain if "No" _____

6. **Number of days absent within last full year?** _____

7. **Any injuries on the job?** If so, please state date, nature, lost time _____

   _____

8. **Additional information** _____

   _____

☐ Check if information obtained by telephone.

Signature of Investigator/Respondent

Date _____

Distributed under license. © Parlay International (v.3) 1520.081
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

PHYSICAL EXAMINATION FORM

DRIVER COMPLETES THIS SECTION

DRIVER LICENSE NO.	CLASS APPLYING FOR ☐ Original Certification ☐ Renewal	SOCIAL SECURITY NO.
BIRTH DATE *(Month, day, year)*	WORK TELEPHONE NO. ( )	HOME TELEPHONE NO. ( )

NAME *(First, middle, last)*

ADDRESS | CITY | STATE | ZIP CODE

HEALTH HISTORY

Head, neck or spinal injuries	☐ Yes ☐ No	Psychiatric disorder	☐ Yes ☐ No
Seizures, convulsions or fainting	☐ Yes ☐ No	Any other nervous disorder	☐ Yes ☐ No
Dizziness or frequent headaches	☐ Yes ☐ No	Problems with the use of alcohol or drugs	☐ Yes ☐ No
Eye problem *(except corrective lenses)*	☐ Yes ☐ No	Syphillis or gonorrhea	☐ Yes ☐ No
Cardiovascular (heart or blood vessel) disease	☐ Yes ☐ No	Rheumatic fever	☐ Yes ☐ No
Lung disease *(include TB and asthma)*	☐ Yes ☐ No	Suffering from any other disease	☐ Yes ☐ No
Nervous stomach or ulcer	☐ Yes ☐ No	Any major illness last 5 years	☐ Yes ☐ No
Diabetes	☐ Yes ☐ No	Any operations last 5 years	☐ Yes ☐ No
Kidney disease *(including stones or blood in urine)*	☐ Yes ☐ No	Currently taking medicine	☐ Yes ☐ No
Muscular disease	☐ Yes ☐ No	Explain any yes answers _____	
Extensive confinement by illness or injury	☐ Yes ☐ No	_____	
Permanent defect	☐ Yes ☐ No	_____	

I certify that the information I have provided is true and correct and is complete information concerning my health.

DRIVER'S SIGNATURE | DATE

MEDICAL EXAMINER COMPLETES THIS SECTION

	QUALIFIED	NOT QUALIFIED
General Appearance and Development: Note marked overweight and any defects that could be caused by alcoholism, thyroid intoxication, or other illnesses.	☐	☐
Visual Acuity UNCORRECTED / CORRECTED / CONTACTS? Both 20/_____ 20/_____ ☐ Yes ☐ No Left 20/_____ 20/_____ Are the lenses well-adapted Right 20/_____ 20/_____ and tolerated? ☐ Yes ☐ No	☐	☐
Peripheral Vision: Express in degrees Left_____ Right_____	☐	☐
Color Vision: Can distinguish red, amber, green as used in traffic signals.	☐	☐
Pupillary Reflex: Light check both eyes.	☐	☐
Accommodation: Check both eyes.	☐	☐
Eyes: Note any evidence of disease or injury	☐	☐
Hearing: Forced whisper heard in right ear ____ft. Left ear ____ft. If audiometer used, hearing loss in decibels: Right ear: ____at 500 Hz ____1,0000 Hz. ____2,000 Hz Left ear: ____at 500 Hz ____1,0000 Hz. ____2,000 Hz	☐	☐
Ears: Note any evidence of disease or injury	☐	☐
Romberg: ☐ Normal ☐ Abnormal	☐	☐
Lungs/chest	☐	☐
X-ray Results: If indicated. Check qualified if x-rays unnecessary.	☐	☐
Heart: Stethoscope exam required. Note murmurs, arrhythmias, and any evidence of cardiovascular disease. Electrocardiogram results if indicated: If organic disease is present, is it fully compensated? ☐ Yes ☐ No	☐	☐

	QUALIFIED	NOT QUALIFIED
Blood Pressure: If consistently above 160/90 mm. Hg., further tests may be necessary to determine if driver is qualified Systolic_____ Diastolic_____	☐	☐
Pulse: Before exercise_____ Immediately after 2 min. exercise_____	☐	☐
Abdomen: Note any defects or injuries that could interfere with normal function. Note scars, abnormal masses, tenderness. Hernia? ☐ Yes ☐ No If so, where_____ Truss worn? ☐ Yes ☐ No	☐	☐
Gastrointestinal: Ulceration or other disease.	☐	☐
Genitourinary: Note scars, urethal discharge. Urinalysis is required. Urine: Spec. Gr_____Alb_____Sugar_____	☐	☐
Upper and lower extremities: Record the loss or impairment of leg, foot, toe, arm, hand, or fingers.	☐	☐
Spine: Note any disease or injury.	☐	☐
Knee jerk reflex: Right: ____Normal ____Increased ____Absent Left: ____Normal ____Increased ____Absent	☐	☐
Results of any other laboratory tests: Note any evidence of disease or injury indicated. (Attach extra sheets, if needed.)	☐	☐
Mental condition: Note any condition requiring medication or therapy	☐	☐
Controlled substances testing: ☐ In accordance with subpart H ☐ Not in accordance with subpart H ☐ Not performed	☐	☐

MEDICAL EXAMINER'S SIGNATURE | DATE

MEDICAL EXAMINER'S ADDRESS | PHONE NUMBER ( )

Distributed under license. © Parlay International (v.3) 1520.082
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Doctor's Certificate

This is to certify that I have this day examined _____ in accordance with Section 391.2 and the physical examination procedure prescribed by the Motor Carrier Safety Regulations of the Federal Highway Administration, and that I find him or her qualified under said rules.

.....

Date_____

Signature of Driver _____

Address of Driver _____

Signature of Medical Examiner_____

Medical Examiner's Name/Title _____

Address/Phone Number of Medical Examiner_____

_____

.....

Qualified only when wearing:

- ☐ Corrective lenses.
- ☐ A hearing aid.

Signature of (check one)

☐ Doctor ☐ Optometrist _____

Address _____

Distributed under license. © Parlay International (v.3) 1520.083
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Driver Information Test

Name _____ **Date** _____

Address _____

If contract driver, name of contractor: _____

	Possible Score	Test Score
Section I		
Section II		
Section III		
Totals		

Comments: _____

_____

_____

Part I — True or False

Directions: If the statement is True, circle the T: if False, circle the F.

1.	The oil gauge on the instrument panel indicates the amount of oil in the crankcase.	**T**	**F**
2.	When driving a vehicle, you can readily recognize carbon monoxide because it smells like leaded gasoline.	**T**	**F**
3.	The ammeter on the instrument panel indicates rate of battery charging or discharging.	**T**	**F**
4.	Preventive maintenance means to wait until some part of the vehicle breaks down, then have it repaired.	**T**	**F**
5.	"Pumping the brakes" means to push the pedal gently to the floor and hold it there until the vehicle stops.	**T**	**F**
6.	Tailgating is never safe.	**T**	**F**
7.	A "slipping clutch" is desirable because it saves gasoline.	**T**	**F**
8.	To prevent spring breakage, it is necessary to drive at a speed suitable for road conditions and to develop the habit of releasing the brake before crossing a rough place.	**T**	**F**
9.	When driving, it is wise not to pass another vehicle at an intersection unless you can see at least 600 yards ahead.	**T**	**F**
10.	In case of an accident, an injured person should be kept lying down to prevent fainting or shock.	**T**	**F**
11.	It would be wise for a driver to check the vehicle both before and after each trip.	**T**	**F**
12.	When turning a vehicle, a driver should begin flashing the turn signal 60 feet before turning.	**T**	**F**
13.	A driver must be satisfied that service and parking brakes, tires, lights and reflectors, mirrors, coupling and other devices are in order only when the driver considers it necessary.	**T**	**F**
14.	When lights are necessary, a driver should use low beam headlights during fog, a snow storm, heavy rain or other such conditions.	**T**	**F**
15.	If a vehicle has a breakdown on or very near the roadway, emergency signals must be placed at two rear locations.	**T**	**F**

continued on next page

Distributed under license. © Parlay International (v.3) 1520.084
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

PART II — MULTIPLE CHOICE

Directions: Place an "X" in front of the correct answer for each of the following.

1. **When driving down a long hill or grade, it is best to:**
   - ☐ a. Apply brakes in an "on and off" manner.
   - ☐ b. Pull hand brake back part of the way and set it there until the vehicle reaches the bottom of the hill.
   - ☐ c. Push in on the clutch pedal in order to save wear on the clutch disc.

2. **When a vehicle goes into a skid, it is best to:**
   - ☐ a. Quickly push the foot brake to the floor and hold it there until the vehicle stops.
   - ☐ b. Aim the front wheels at the intended path of travel up the road.
   - ☐ c. Turn the front wheels in the direction opposite to that in which the rear wheels are skidding.

3. **The chief cause of skidding is:**
   - ☐ a. Snow and ice on the road.
   - ☐ b. Brakes improperly adjusted.
   - ☐ c. Tires too smooth.
   - ☐ d. Driving too fast for conditions.

4. **When you park your vehicle headed downhill, you should:**
   - ☐ a. Lock the vehicle.
   - ☐ b. Leave the gears in neutral; set the hand brake.
   - ☐ c. Leave in the lowest gear or in park; set the hand brake, and turn the front wheels toward curbing.
   - ☐ d. Set the hand brake; turn the front wheels away from the side of the road or curbing.

5. **Most collisions are caused by:**
   - ☐ a. Mechanical failure in the equipment.
   - ☐ b. The other driver.
   - ☐ c. Wet or slippery roads or pavement.
   - ☐ d. Poor lighting.
   - ☐ e. Driver error.

6. **The shape of a traffic sign:**
   - ☐ a. Has a definite meaning.
   - ☐ b. Has nothing whatsoever to do with meaning.
   - ☐ c. Means nothing, colors only vary as to meaning.

7. **When driving a vehicle across a railroad crossing:**
   - ☐ a. Always try to cross in high gear.
   - ☐ b. Never shift gears while crossing the track.
   - ☐ c. It doesn't matter what gear you start in as long as you don't exceed 10 miles per hour.
   - ☐ d. Always start to cross in a lower gear, but then shift to a higher gear while crossing.

8. **In order to be a good driver, one must:**
   - ☐ a. Have previous experience driving big vehicles.
   - ☐ b. Have mechanical knowledge as well as experience.
   - ☐ c. Have the ability to learn and be willing to accept suggestions.
   - ☐ d. Have spent at least a week riding with and observing a driver who is to be replaced.

9. **When preparing to make a right turn, it is best to:**
   - ☐ a. Get as close as possible to the center of the road.
   - ☐ b. Swing wide to the left, crossing the center if necessary in order to turn right.
   - ☐ c. Keep close to the right curb or the edge of the road so that vehicles cannot attempt to pass on your right side.

10. **You are driving 50 miles per hour on a two-way highway and following another vehicle. What is the proper following distance?**
    - ☐ a. 75 feet.
    - ☐ b. Three (3) vehicle lengths.
    - ☐ c. One (1) second rule for each 10 feet of vehicle length plus one second for driving over 40 mph.
    - ☐ d. None of the above.

11. **At an intersection, who has the right-of-way?**
    - ☐ a. Vehicle on the right.
    - ☐ b. Vehicle on the left.
    - ☐ c. Vehicle that has green light.
    - ☐ d. Pedestrian in the crosswalk.

12. **The stopping distance of a vehicle is ordinarily affected the most by:**
    - ☐ a. Condition of the brakes.
    - ☐ b. Tread on the tires.
    - ☐ c. Roadway surface.
    - ☐ d. Weather conditions.

continued on next page

Distributed under license. © Parlay International (v.3) 1520.085
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Driver Information Test (continued)

Part II — Multiple Choice (continued)

Directions: Place an "X" in front of the correct answer for each of the following.

13. Which winter condition is the most dangerous:

- ☐ a. Packed wet snow.
- ☐ b. Freshly fallen dry snow.
- ☐ c. Ice when the air temperature is near freezing or when the road is in bright sunlight.

14. Upon coming to a street intersection with a stop sign, which of the following should a driver do?

- ☐ a. Slow down and blow the horn.
- ☐ b. Slow down, shift gears and keep on going.
- ☐ c. Come to a complete stop.
- ☐ d. Slow down, look in both directions, and keep on going if no other vehicle is coming on the other street.

15. The traits "careful" and "reckless" are:

- ☐ a. The same.
- ☐ b. Opposite.
- ☐ c. Unrelated.

16. An alert driver is one who is:

- ☐ a. Attentive.
- ☐ b. Courteous.
- ☐ c. Quiet.
- ☐ d. Patient.

17. In dealing with the public, which of the following traits would be least desirable?

- ☐ a. Courtesy.
- ☐ b. Patience.
- ☐ c. Silence.
- ☐ d. Attentiveness.
- ☐ e. Sense of humor.

18. An intoxicating drink most seriously affects a driver's:

- ☐ a. Judgment.
- ☐ b. Strength of grip.
- ☐ c. Sight.
- ☐ d. Reaction time.

Part III — Essay

Directions: Write a short paragraph telling what you would do in each of the following situations.

1. You are involved in a collision with another vehicle on a state highway one mile outside of town.

_____

_____

_____

_____

_____

_____

2. Midway through the day you notice the right front tire going soft.

_____

_____

_____

_____

_____

_____

Distributed under license. © Parlay International (v.3) 1520.086
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Driver Information Test Answer Sheet

Part I — True or False

1—T	6—T	11—T
2—F	7—F	12—F
3—T	8—T	13—F
4—F	9—F	14—T
5—F	10—T	15—T

Part II — Multiple Choice

1—A	7—B	13—C
2—B	8—C	14—C
3—D	9—C	15—B
4—C	10—C	16—A
5—E	11—D	17—C
6—A	12—A	18—A

Part II — Essay

(NOTE: The following answers may be modified to comply with your company regulations.)

#1
- Protect the scene.
- Help the injured or call for an ambulance.
- Call police if someone is injured or damage is extensive.
- Notify employer.
- Protect cargo if necessary.
- Provide necessary identification for police or other party.
- Complete company accident report at the scene.
- Remain until everything is done.
-
-

#2
- Check for tire puncture, bent rim or damage.
- Stop at a service station and have the tire inflated to proper pressure.
- Call the office for further instructions.
- Frequently check the tire throughout remainder of the day.
-
-

Distributed under license. © Parlay International (v.3) 1520.087
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Simplified Road Test Instructions

Purpose

The road test is given to measure a driver's skill and general attitude toward traffic. The results of the test may be used for several purposes:

1. To determine a person's driving ability.
2. To determine in what areas additional training should be given.
3. To point out errors which need correction.
4. To emphasize to the driver the many elements involved in safe and skillful driving.

Selection of Test Route

The longer the test route the more thorough will be the examination. However, for some situations, such as a rural setting, the distance between traffic environments will affect the length of the test. The route should include as many traffic situations as possible in the limited time available, such as right and left turns, stop signs, traffic lights, a hill, curves, and railroad crossing. The instructor should be thoroughly familiar with the route and the checklist so that he or she will know in advance the driving errors likely to be committed during each part of the test.

Equipment

A clipboard is desirable for holding score sheets. The vehicle should be of the same type vehicle the driver will operate on the job. The driver should complete a pre-trip inspection of the vehicle using the appropriate inspection form.

Procedure

No other passengers should be carried when the test is given. The driver should be made to feel at ease. When ready to start the test, give the following instructions:

"This is a test of not only your skill, but your ability to observe all safe and sound driving practices. You will be advised well in advance of any turns or stops to be made. You will not be given any trick instructions which may be in violation of traffic laws or sound driving practices."

As the test proceeds, a tally mark (/) should be made on the score sheet after the appropriate item for each error. Add a tally mark for each repetition of an error. At the end of the test, review the score sheet and check additional errors that may have been overlooked.

Scoring

Final scoring can best be done after all tests are completed. The figures after each item indicate the weight of that item. Multiply this weight by the number of tally marks and enter in the blank space.

Example

Attention:
Inattentive when driving ../.....5 x 1 = 5
Misses signs and instructions..//.....5 x 2 = 10

The driver's objective is not to collect points. The driver's objective should be to minimize tally marks. High scores indicate serious shortcomings.

If you wish to develop your own norms after testing 50 or more drivers, place the scores in order from the best to the poorest and assign letter grades as follows:

A Excellent	7%
B Good	24%
C Average	38%
D Poor	24%
E Very Poor	7%

Additional Notes

Distributed under license. © Parlay International (v.3) 1520.088
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Simplified Road Test

Name _____ **Date** _____ **Score** _____

Address _____

Attention
Inattentive when driving .....5 x _____ = _____
Misses signs and instructions .....5 x _____ = _____

Attitude
Annoyed by other drivers.....2 x _____ = _____
Bluffs other drivers .....5 x _____ = _____
Bluffs pedestrians.....5 x _____ = _____
Impatient.....3 x _____ = _____
Takes chances .....3 x _____ = _____

Preparation for Driving
Fails to adjust mirror .....3 x _____ = _____
Fails to adjust seat and belt .....3 x _____ = _____
Fails to lock door.....3 x _____ = _____
Enters from wrong side.....3 x _____ = _____
Fails to check parking brake .....3 x _____ = _____
Fails to check gearshift/gear selection.....2 x _____ = _____
Fails to depress clutch (if appropriate).....1 x _____ = _____

Starting the Vehicle
Fails to check traffic.....5 x _____ = _____
Fails to release parking brake .....1 x _____ = _____
Makes jerky start .....2 x _____ = _____
Rolls back on upgrade.....5 x _____ = _____
Stalls engine.....5 x _____ = _____

Backing
Fails to observe traffic.....5 x _____ = _____
Jerks in backing .....2 x _____ = _____
Steering erratic.....2 x _____ = _____
Stops in wrong positions .....2 x _____ = _____

Shifting Gears
Coasts at any time .....5 x _____ = _____
Holds vehicle with clutch .....3 x _____ = _____
Jerky shifting .....3 x _____ = _____
Shifts at wrong speeds.....3 x _____ = _____
Rides clutch .....3 x _____ = _____
Stalls engine.....2 x _____ = _____
Uses wrong gear .....3 x _____ = _____

Lane Change
Fails to check blind spot .....5 x _____ = _____
Fails to check mirror .....2 x _____ = _____
Fails to signal .....5 x _____ = _____
Moves too suddenly .....5 x _____ = _____

SUBTOTAL _____

Steering and Turns
Fails to give proper signal .....5 x _____ = _____
Hands in unstable position.....2 x _____ = _____
Improper speed on turns .....5 x _____ = _____
Turns from wrong lane.....5 x _____ = _____
Turns into wrong lane .....4 x _____ = _____
Shifts gears while turning.....2 x _____ = _____
Turns too sharp.....2 x _____ = _____
Turns too wide .....2 x _____ = _____
Rests arm on window.....2 x _____ = _____
Uses one hand .....1 x _____ = _____

Intersections
Fails to check all traffic .....5 x _____ = _____
Fails to stop when required.....10 x _____ = _____
Speed too fast.....10 x _____ = _____

Open Road Driving
Follows too closely .....5 x _____ = _____
Crosses center line.....5 x _____ = _____
Drives in wrong lane .....5 x _____ = _____
Passes at illegal places.....5 x _____ = _____
Straddles lanes.....5 x _____ = _____
Excessive speed.....5 x _____ = _____
Takes chances in passing.....10 x _____ = _____
Speed too slow .....3 x _____ = _____
Does not scan ahead .....5 x _____ = _____

Parking
Backs more than three times .....2 x _____ = _____
Bumps curb or other vehicles .....4 x _____ = _____
Fails to observe traffic.....1 x _____ = _____
Fails to signal .....3 x _____ = _____
Fails to set parking brake.....2 x _____ = _____
Fails to place shift or selector lever in proper position...2 x _____ = _____
Leaves engine running.....2 x _____ = _____
Races engine .....5 x _____ = _____
Jerks vehicle .....1 x _____ = _____
Stalls engine.....2 x _____ = _____
Parks in wrong position .....3 x _____ = _____

Stopping
Fails to signal .....1 x _____ = _____
Stops too suddenly .....2 x _____ = _____
Stops in wrong position.....2 x _____ = _____

SUBTOTAL _____

TOTAL SCORE _____

Weather Conditions _____ Time of Day _____

Examiner _____

Distributed under license. © Parlay International (v.3) 1520.089
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Driver's Daily Report

Vehicle No._____**Date**_____**Driver** _____

Mileage In	Time Out
Mileage Out	Time In
Day's Mileage	Total Hours

Before Moving Vehicle, Inspect

Engine Oil Level	Coupling Devices	Air Pressure	Lights—Reflectors
Coolant Level (Radiator)	Emergency Equipment	Horn	Tires
Battery	Ammeter	Wipers & Washers	Emergency Brake
Trailer Hose Connections	Oil Pressure	Mirrors	Service Brakes

Vehicle Operating Expense

(Attach receipts for all material or service purchases.)

Fuel	No. of Gallons		Price per Gallon		$
Oil	No. of Quarts		Price per Quart		$
Coolant					$
Tires and Tire Repairs					$
Miscellaneous Expenses					$
				Total	$

After Operation, Check Items Needing Attention

Engine
- ☐ Knocks
- ☐ No Power
- ☐ Overheats
- ☐ Noisy
- ☐ Leaks Oil
- ☐ Oil Pressure

Clutch
- ☐ Slips
- ☐ Grabs
- ☐ Chatters
- ☐ Free Travel

Rear Axle
- ☐ Noisy
- ☐ Leaks Oil

Propeller Shaft
- ☐ Noisy

Transmission
- ☐ Noisy
- ☐ Slips
- ☐ Disengages
- ☐ Leaks Oil

Cooling System
- ☐ Leaks
- ☐ Plugged
- ☐ Fan

Body, Cab
- ☐ Wipers & Washers
- ☐ Mirrors

Fuel
- ☐ Tanks
- ☐ Pump
- ☐ Lines
- ☐ Carburetor
- ☐ Leaks
- ☐ Muffler
- ☐ Tailpipe

Electrical
- ☐ Lights
- ☐ Horn
- ☐ Battery
- ☐ Generator
- ☐ Starter
- ☐ Wiring
- ☐ Gauges

Steering
- ☐ Wanders
- ☐ Shimmy
- ☐ Tramp
- ☐ Hard
- ☐ Free Play

Brakes
- ☐ Grab
- ☐ Squeal
- ☐ Air Pressure
- ☐ Insufficient
- ☐ Don't Release
- ☐ Pedal Travel
- ☐ Fluid

Hydraulic System
- ☐ Leaks
- ☐ Won't Lift

Emergency Equipment
- ☐ Reflectors
- ☐ Fuses
- ☐ Flags
- ☐ Flares
- ☐ Fire Extinguisher

Drain Air Tanks Daily

Front Axle Wheels, Hubs, Tires

Explain Items Needing Attention (use other side if necessary)_____

_____

_____

_____

Signed (Driver) _____

Signed (Supervisor) _____Phone (_____) _____

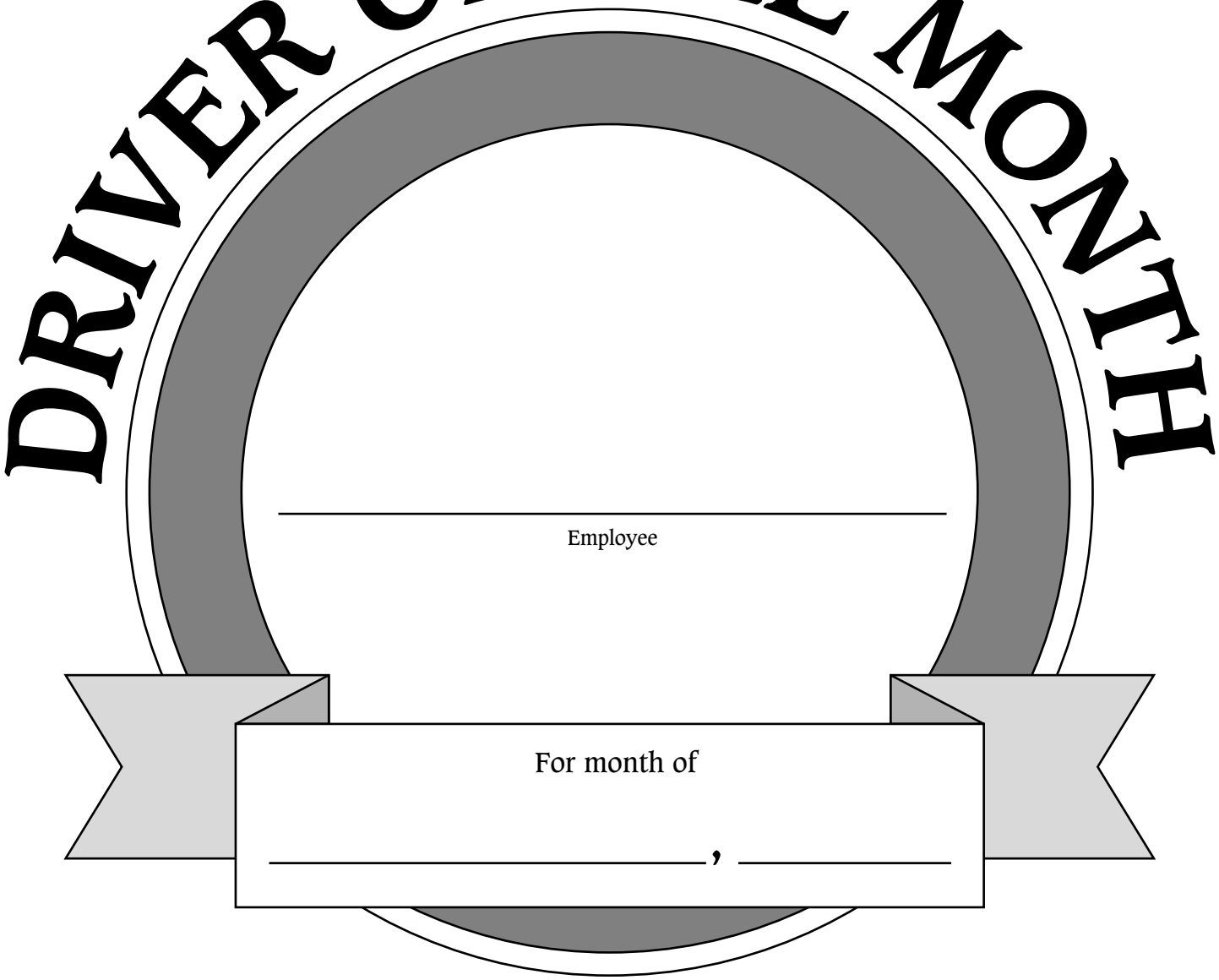
Distributed under license. © Parlay International (v.3) 1520.090
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Defensive Driving

Table of Contents
Defensive Driving Basics
More Defensive Driving Basics
Case Studies
Fleet Safety Management
Awards and Posters
Index



DRIVER OF THE MONTH



_____

Employee

For month of

_____, _____

In recognition of an outstanding safety record and courteous and prompt performance of duties.

_____

Supervisor

_____

Date

Distributed under license. © Parlay International (v.3) 1520.091
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Driver of the Year

In recognition of an outstanding safety record, prompt and courteous performance of duties, commitment to the company and willingness to "go the extra mile," we hereby declare

_____

to be our company's "Driver of the Year"

Supervisor *Date*

President *Date*

Distributed under license. © Parlay International (v.3) 1520.092
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Your Body, Your Mind & Your Driving



Physical conditions that affect driving

- Age
- Vision
- Hearing
- Mobility
- Illness
- Fatigue or drowsiness

Mental conditions that affect driving

- Stress
- Feelings
- Attitude

Distributed under license. © Parlay International (v.3) 1520.093
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

How To Prevent A Collision



SEE Recognize the Hazard

KNOW Understand the Defense

DO Act Correctly in Time

Distributed under license. © Parlay International (v.3) 1520.094
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Before
You Back Up....



Know What's Behind You.

Get Out and Check the Route Behind You.
Back Up Slowly. Use a Guide If One Is Available.

Distributed under license. © Parlay International (v.3) 1520.095
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Alcohol Affects Driving Ability



JUDGMENT
[such as distance between stationary objects]

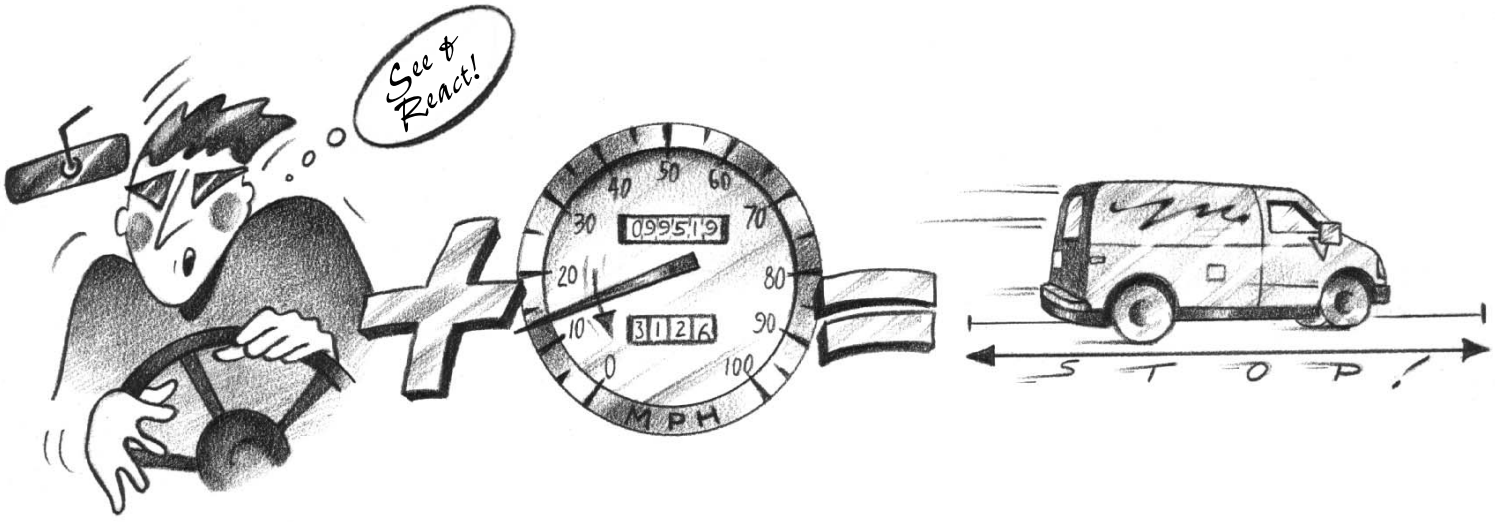
AWARENESS
[Impaired drivers scan the environment less frequently; have a hard time dividing their attention and performing more than one task at a time.]

VISION
[Impaired vision is like looking through gray glass, or wearing sunglasses at night.]

RESPONSE TIME
[It's slower; impaired drivers can't make quick decisions.]

Distributed under license. © Parlay International (v.3) 1520.096
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Stopping Distance Formula



Perception/Reaction Distance
+ Braking Distance
Stopping Distance

Perception/Reaction Distance is distance traveled in the time it takes the driver to see a hazard and move foot from accelerator to brake pedal.
Braking Distance is distance traveled from time brakes applied till vehicle comes to a complete stop.

At...	Perception/ Reaction Distance	+	Braking Distance	=	Stopping Distance
20 mph	44 feet	+	18 to 22 feet	=	62 to 66 feet
55 mph	120 feet	+	192 to 224 feet	=	312 to 344 feet
65 mph	142 feet	+	267 to 316 feet	=	404 to 458 feet

Distributed under license. © Parlay International (v.3) 1520.097
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

The Three-Second-**Plus** Rule

Your ability to avoid a collision often comes down to the distance between you and the vehicle in front of you. When conditions are ideal and your speed is less than 40 miles per hour, maintain a minimum following distance of three seconds. When your speed is above 40 mph or when conditions are adverse, increase your following distance by one to two seconds for each condition that may affect your stopping distance.

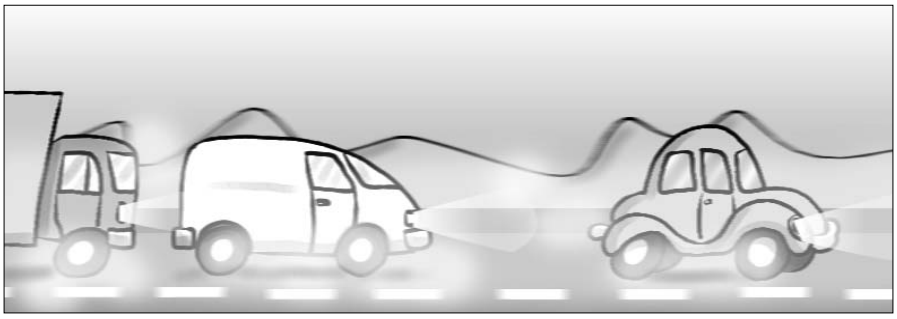
Three-second minimum	**+3**
Night Driving	**+1**
Wet Pavement	**+1**

safe following distance **= 5 seconds**



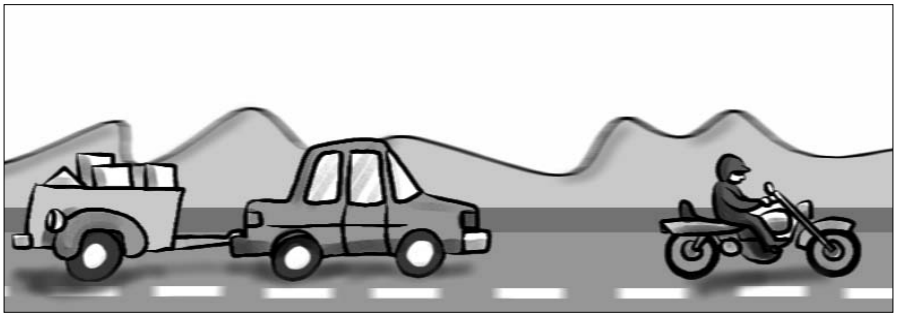
Three-second minimum	**+3**
Fog	**+1**
Tailgater	**+2**

safe following distance **= 6 seconds**



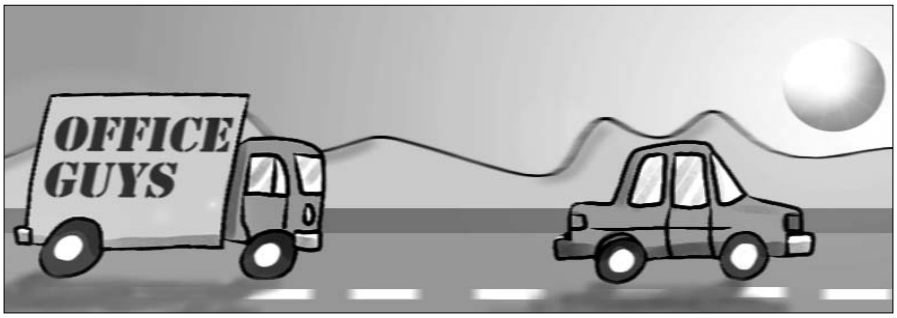
Three-second minimum	**+3**
Towing Trailer	**+2**

safe following distance **= 5 seconds**



Three-second minimum	**+3**
Sun/Glare	**+1**

safe following distance **= 4 seconds**



Distributed under license. © Parlay International (v.3) 1520.098
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Which Driver Are You?

Distracted



"When I get to the office, I'll schedule that interview with Tom, then I'll ask Sherry to meet with Bill so I can meet with John about the Newsome project. At lunch I'll..."

Indecisive



"Should I change lanes or not? Should I speed up? Slow down? Is that my exit?"

Aggressor



"Jeez, man, would ya step on it? Get outta the way! I can't believe how some people drive. Move over! I got deliveries to make!"

Speeder



"Let's go, gang, get a move on. I'm late and you obviously don't have to be anywhere or you wouldn't be going so SLOW!"

Sleepy



"I'm so sleepy today. I wish I could pull over and take a little nap."

Timid



"Oh dear, that truck is much too close to me. What if I have to stop suddenly? There's no way this guy won't hit me if I have to stop. I should have taken surface streets. I hate this road!"

Automatic



"I guess I was so focused on the road ahead I wasn't prepared for the unexpected."

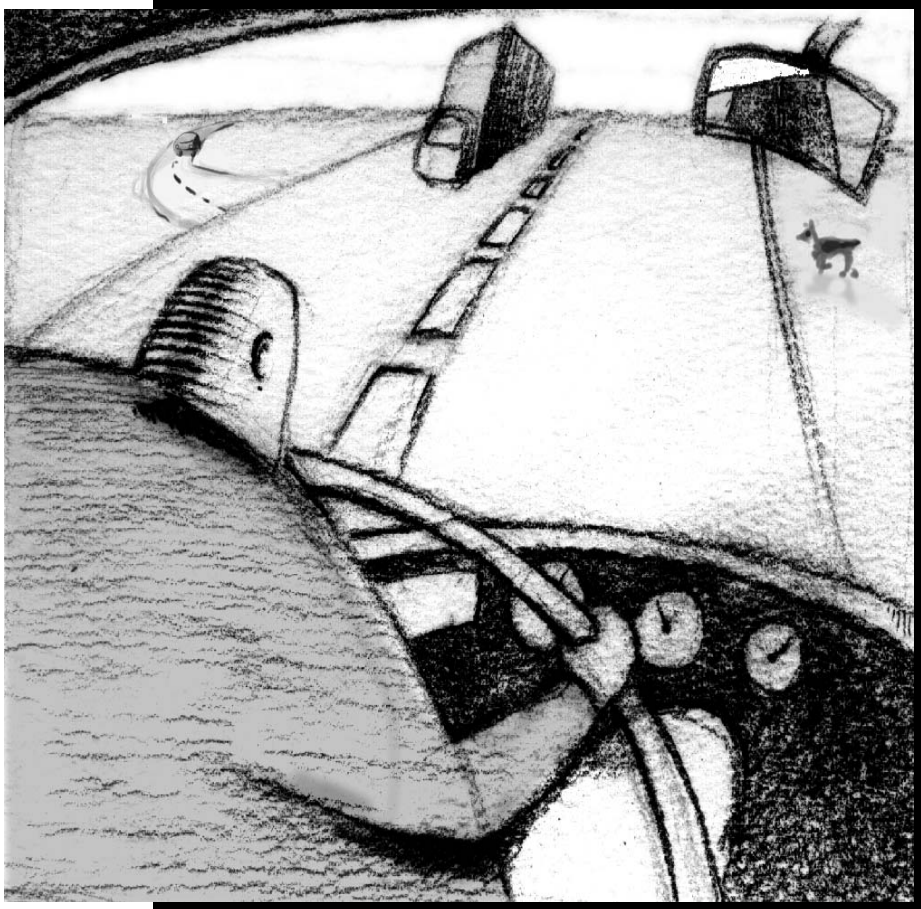
Good Driver



"I'm focused on my driving. I'm scanning around me. I'm following at a safe distance. I'm traveling at a speed consistent with conditions of the road, weather, traffic and visibility."

Distributed under license. © Parlay International (v.2) 1520.99
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

Scanning the Road for Safety



1. Observe not just the vehicle in front of you, but look ahead to the horizon, or next curve. The farther ahead you look, the better.
2. Note how close together vehicles are and when vehicles are traveling faster or slower than you.
3. Prepare to reduce your speed if you see brake lights going on up ahead.
4. Look to both sides of your car. Be alert for situations that box you in.
5. Use your rear- and side-view mirrors, checking traffic to your rear about every five seconds.
6. Adjust your speed so that you are not sandwiched between cars in the lanes on either side of you.
7. Avoid driving in the blind spot of cars to either side of you. And check your own blind spot before changing lanes.

Distributed under license. © Parlay International (v.2) 1520.100
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

If You're Involved in a Collision



- Get off the road and turn off your ignition.
- Check for injuries and give first aid if needed.
- Place warning devices 200 to 300 feet behind the vehicles.
- Notify the police or highway patrol.
- Exchange information.
- Avoid discussing who's to blame. Don't apologize or admit guilt.
- Notify your employer.

Distributed under license. © Parlay International (v.2) 1520.101
Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com

PRINT

Defensive Driving KOPY KIT®

1529_IND Folder Contents

Use these individual files when you want to send pages as e-mail attachments. We suggest printing this Table of Contents for easy reference.

NOTE: In your print dialog, choose to print the page range from 121 to 123.

Defensive Driving Basics	Filename
Why You Should Improve Your Driving Skills	1520_001.PDF
What Is Defensive Driving?	1520_002.PDF
Which Driver Are You?	1520_003.PDF
Five Characteristics of a Defensive Driver	1520_004.PDF
What Is a Preventable Collision?	1520_005.PDF
Stopping Distance Formula	1520_006.PDF
How Close Is Too Close?	1520_007.PDF
Following Distance Worksheet	1520_008.PDF
When Someone's on Your Tail	1520_009.PDF
Scanning the Road	1520_010.PDF
Accelerating and Braking	1520_011.PDF
Passing and Being Passed	1520_012.PDF
Avoiding Head-On Collisions	1520_013.PDF
Merging Into Freeway Traffic	1520_014.PDF
Intersections	1520_015.PDF
The Dangers of Speed	1520_016.PDF
Evasive Maneuvers	1520_017.PDF
Protecting Occupants	1520_018.PDF
Your Body, Your Mind & Your Driving, I	1520_019.PDF
Your Body, Your Mind & Your Driving, II	1520_020.PDF
Are You a "Type A" Driver?	1520_021.PDF
The Golden Rule of Safe Driving	1520_022.PDF
Driving Under the Influence	1520_023.PDF
When the Other Driver Is Under the Influence	1520_024.PDF
Five Basic Groups of Drugs & How They Affect Your Driving Abilities	1520_025.PDF
Can You Sober Up Someone Who Has Been Drinking?	1520_026.PDF
How Much Alcohol in These Drinks?	1520_027.PDF
Conditions That Affect Driving	1520_028.PDF
In-Car Distractions	1520_029.PDF
Driving on Bad Roads	1520_030.PDF
Driving After Dark	1520_031.PDF

PRINT

Driving in the Rain	**1520_032.PDF**
Driving in Fog	**1520_033.PDF**
Driving in Snow and Ice	**1520_034.PDF**

More Defensive Driving Basics	Filename
Urban Driving Hazards	**1520_035.PDF**
Rural Driving Hazards	**1520_036.PDF**
Surviving Rush Hour and Commute Traffic	**1520_037.PDF**
You Can't Beat That Train	**1520_038.PDF**
Parking and Delivering Safely	**1520_039.PDF**
Loading and Unloading Safely	**1520_040.PDF**
Driving Large Vehicles: Pre-Trip Inspections	**1520_041.PDF**
Driving Large Vehicles: Following Distance	**1520_042.PDF**
Driving Large Vehicles: Turns	**1520_043.PDF**
Driving Large Vehicles: Backing Up	**1520_044.PDF**
Sharing the Road With Pedestrians	**1520_045.PDF**
Sharing the Road With Cyclists and Motorcyclists	**1520_046.PDF**
Sharing the Road With Older Drivers	**1520_047.PDF**
Sharing the Road With Slow-Moving Vehicles	**1520_048.PDF**
Sharing the Road With Buses and Emergency Vehicles	**1520_049.PDF**
Are You Driving Yourself Crazy?	**1520_050.PDF**
Coaching the New Driver	**1520_051.PDF**
Older Drivers Have Special Needs	**1520_052.PDF**
Safety Checklist for Automobiles	**1520_053.PDF**
Summerizing Your Car	**1520_054.PDF**
Winterizing Your Car	**1520_055.PDF**
What Every Motorist Should Carry	**1520_056.PDF**
Towing Tips	**1520_057.PDF**
Protecting Your Car From Theft	**1520_058.PDF**
Defending Yourself Against Vehicle-Related Crime	**1520_059.PDF**
Defending Yourself Against Carjacking	**1520_060.PDF**
If You're Involved in a Collision	**1520_061.PDF**
If You Witness a Collision	**1520_062.PDF**
If You Have a Blowout	**1520_063.PDF**
If Your Brakes Fail	**1520_064.PDF**
If You Have a Breakdown	**1520_065.PDF**

Case Studies	Filename
Pass Performance	**1520_066.PDF**
Southbound Smashup	**1520_067.PDF**
Don’t Look Down	**1520_068.PDF**
Slippin’ and Slidin’	**1520_069.PDF**

PRINT

Patience Is a Lifesaver	**1520_070.PDF**
Sunday Drive	**1520_071.PDF**
Blowout!	**1520_072.PDF**
Without Warning	**1520_073.PDF**
Into the Sun	**1520_074.PDF**
No Left Turn	**1520_075.PDF**
Tow Tricks	**1520_076.PDF**
The Value of Foresight	**1520_077.PDF**
Faulty Assumption	**1520_078.PDF**

Fleet Safety Management	Filename
Driver Application	**1520_079.PDF**
Driver's Interview Checklist	**1520_080.PDF**
Driver's Reference Check Sheet	**1520_081.PDF**
Physical Examination Form	**1520_082.PDF**
Doctor's Certificate	**1520_083.PDF**
Driver Information Test	**1520_084.PDF**
Driver Information Test cont'd	**1520_085.PDF**
Driver Information Test cont'd	**1520_086.PDF**
Driver Information Test Answer Sheet	**1520_087.PDF**
Simplified Road Test Instructions	**1520_088.PDF**
Simplified Road Test	**1520_089.PDF**
Driver's Daily Report	**1520_090.PDF**

Awards & Posters	Filename
Driver of the Month Award	**1520_091.PDF**
Driver of the Year Award	**1520_092.PDF**
Your Body, Your Mind & Your Driving (poster)	**1520_093.PDF**
How To Prevent a Collision (poster)	**1520_094.PDF**
Before You Back Up… (poster)	**1520_095.PDF**
Alcohol Affects Driving Ability (poster)	**1520_096.PDF**
Stopping Distance Formula (poster)	**1520_097.PDF**
The Two-Second-Plus Rule (poster)	**1520_098.PDF**
Which Driver Are You? (poster)	**1520_099.PDF**
Scanning the Road for Safety (poster)	**1520_100.PDF**
If You're Involved in a Collision (poster)	**1520_101.PDF**