



Safe Driving

Quick Reference Card

Understand Road Safety Basics

Road safety is the cornerstone of responsible driving. Understanding the basics not only ensures your well-being also the safety of others on the road.



Over the last decade, **more than 370,000 people in the U.S.** died in transportation incidents.



Roadway fatalities have been decreasing for 30 years, but this progress has recently stalled.

TRAFFIC SIGNS



Stop Signs: Stop and yield.



No Entry Signs: Avoid prohibited areas.



Yield Signs: Slow, prepare to stop.



School Zone Signs: Slow near schools.



Speed Limit Signs: Obey speed limits.



Warning Signs: Heed upcoming hazards.

✓ RIGHT OF WAY



Intersections: Yield to the right when arriving simultaneously.



Pedestrians: They have priority at crosswalks for safety.



Emergency Vehicles: Always give way to police, fire, and ambulances.

Conduct Vehicle Pre-Check

Brakes/Steering: Monitor for noises, responsiveness, and alignment.

Windshield/Windows: Maintain wipers and fluids, ensure cleanliness.

Engine: Check oil, coolant, and inspect belts or hoses.

Lights: Test all lights and signals.

Tires: Inspect pressure, tread, and damage.

Fluids: Check transmission, washer, and brake fluids.



Drive in Bad Weather

Here are a few techniques to face challenges when driving in bad weather.



1. **Be aware of weather conditions** like rain, snow, or fog.
2. **Prepare your vehicle:** Check tires, wipers, and lights.
3. **Adjust driving:** Slow down, increase distance, be smooth.
4. **Respond to skids:** Avoid hard braking and ease off the gas.
5. **Have an emergency kit** with a flashlight, blankets, and charger.

Follow Rules of the Road

Here are some essential guidelines that every driver, should know to a more pleasant driving environment for everyone.

Use Signals for turns and lane changes.



Obey Speed Limits especially in residential and school zones.



Understand Traffic Lights/Signs to have a smooth driving experience.



Don't Drink and Drive after consuming alcohol.



Keep Phones Away while driving, use hands-free devices instead.



Maintain a Safe Distance to react safely to sudden traffic changes.



Navigate City vs. Highway

City Roads

- ✓ Watch for Pedestrians and Cyclists:
- ✓ Understand traffic signal timing.
- ✓ Respect public transport lanes.
- ✓ Adhere to parking regulations.



Highways

- ✓ Adjust speed if needed.
- ✓ Use right lanes for slower speeds and left for passing.
- ✓ Signal early for merging/exiting.
- ✓ Watch for large vehicles' blind spots.

Defensive Driving

Safe Passing: Check for safety, signal, and check blind spots before passing.

Stay Focused: Continuously monitor the road and surroundings.

Proper Signaling: Use signals in a timely and watch for others' signals.

Safe Distance: Keep a variable three-second gap from other vehicles.

Route Planning: Prepare your journey in advance.

Speed Control: Follow speed limits and adjust to road conditions.

Weather Adaptation: Adjust driving to current weather conditions.



Yielding: Yield for safety and courtesy as needed.

Manage Breakdowns and Accidents

Handling Vehicle Breakdowns breakdown can be daunting, but having a clear action plan can help you navigate this unexpected situation.

Pull Over Safely



Use Hazard Lights



Call for Assistance



Over-heated Engine



Dead Battery



Flat Tire



Managing Accidents
In case of an accident:

1. Check injuries; call for help if needed.
2. Move car to a safe spot.
3. Turn off the engine.
4. Exchange contact and insurance info.
5. Document the scene.
6. Report to police if necessary.



Avoid Distracted Driving

Understanding the types of distractions can help you avoid them:

- **Visual Distractions:** Looking away from the road risks safety.
- **Manual Distractions:** Removing hands from the wheel reduces control.
- **Cognitive Distractions:** Losing focus impairs reaction times.

Minimizing Driving Distractions

These practical steps can aid in keeping your attention on driving.

1. **Pre-Drive Setup:** Adjust GPS, mirrors, and music before starting.
2. **Use hands-free** for calls or pull over to talk.
3. **Limit Eating/Drinking:** Eat before driving or during breaks.
4. **Passenger Rules:** Set behavior expectations for passengers.
5. **Take Breaks:** Pull over for breaks if distracted.
6. **Avoid Phone Use:** Silence and store phone out of reach.



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Customer Service

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Customer Service Basics



Diversity

Bias
Diversity in HR
Inclusion



Google

Calendar
Chrome
Classroom
Docs
Drive
Forms
Gmail
Sheets
Slides



HR

Hiring
HR
Talent Management



Leadership

Leadership
Management
Project Management



Microsoft

Access
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OneNote
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PowerPoint
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Marketing
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Course Authoring
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