



Safe Driving

Butler University

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Learning Objectives

Safe Driving

- Prepare for a trip.
- Avoid distracted driving.
- Practice defensive driving.
- Drive responsively in bad weather.
- Know what to do in an emergency or if an accident occurs.
- Follow driving best practices.





Trip Preparation

Before You Go

- Schedule your trip with enough time for breaks and traffic. Leave extra time for the unexpected!
- Familiarize yourself with the vehicle's operation, especially if you've never driven it before. Check the owner's manual.
- Do a walk-around inspection. Make sure you're in a safe area to do so.
 - Check: Tires, brakes, lights, etc. to ensure they are functioning properly.
 - Adjust mirrors.
 - Ensure vehicle has a stocked emergency kit.

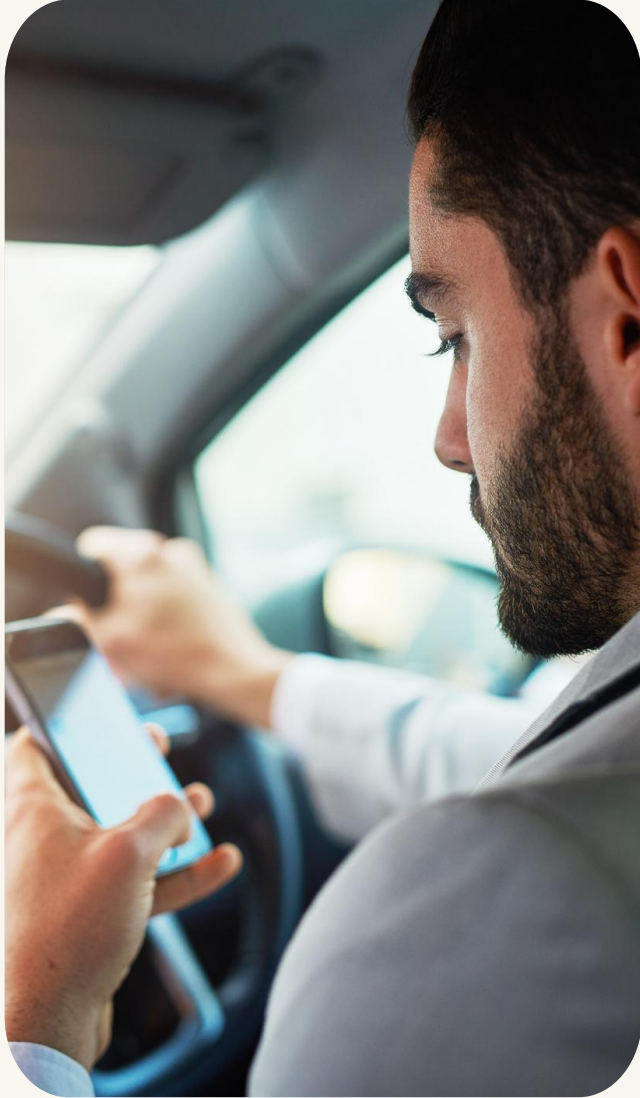
Remember: Document any deficiencies and report them to your supervisor immediately.



Trip Preparation

Vehicle Knowledge

- Be aware of your vehicle's total height, especially for overpasses, signage, and low ceilings.
- Understand clearance changes with different load weights.
- Know that objects stored in a roof rack will protrude from your vehicle and change your clearance.
- Don't attempt to drive under something until you've confirmed what your clearance is.



Distracted Driving

Avoiding Distracted Driving

- According to the National Highway Transportation Safety Administration (NHTSA), over **3,000 accidents** were caused by distracted driving in 2022 alone.
- Know your state laws. Many states have some form of cell phone use ban.
- **Be alert!** Stay focused on the road ahead and avoid looking away at screens, navigation, or other passengers.
- If there is an urgent matter, pull over to a safe area and then attend to it.

Distracted Driving

Managing Distractions



- Finish up any phone calls and wait to have conversations until after your drive is over.



- Prepare your navigation system and know the major turns before you go.



- Driving impaired is against the law. Drug and alcohol use puts you and others at risk.



- Know your medicines' side effects and if they impact your ability to drive safely.

Defensive Driving

Play It Safe

- Defensive driving can help keep you safe on the road.
- Be prepared to react if the unexpected occurs.
 - Be alert.
 - Stay aware of your surroundings.
 - Use safe driving techniques.





Defensive Driving

Best Practices

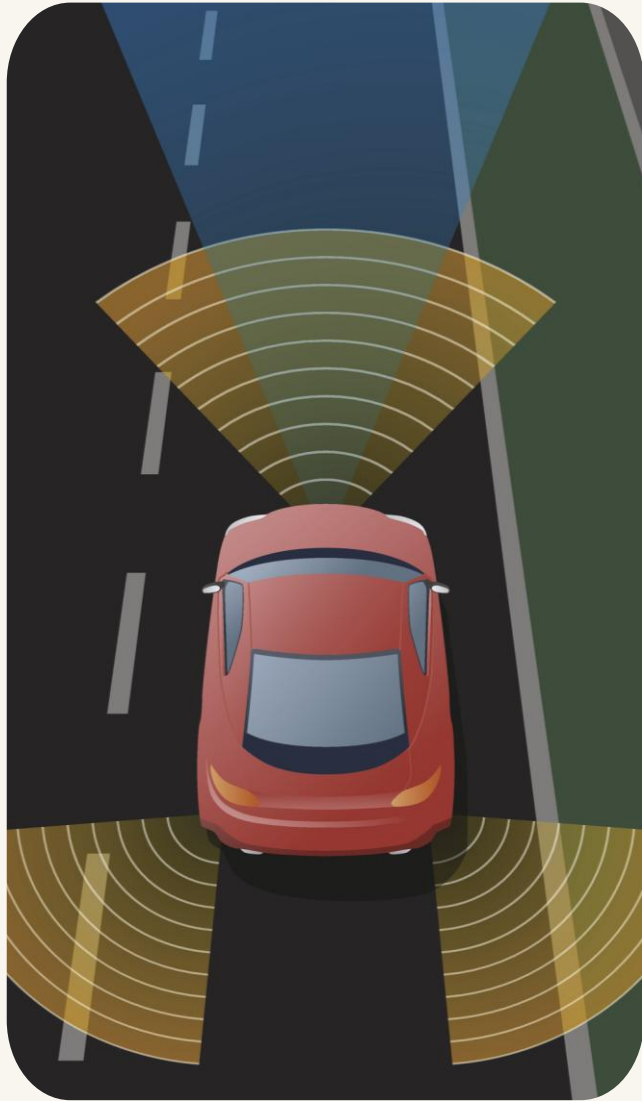
- **Regulate your speed and maintain additional distance** during bad weather, times of heavy traffic, or hazardous road conditions.
- **Know your blind spots** and check them frequently, especially when changing lanes.
- **Signal well in advance** (around 100 feet) of any turns, passes, or lane changes.
- **Don't rely solely on your mirrors.** Turn and look to verify that the conditions are as they seem.
- **Keep an escape route in sight** while driving — an area where you can maneuver away from danger.
- **Wear your seat belt!** It can keep you from being thrown from the vehicle or into the dashboard.

Defensive Driving

Take a Cautious Approach to Right-of-Way



- Use caution in your approach. Don't assume others will yield to your vehicle.
- Determine right-of-way before entering. Give yourself room to merge.
- Make your intentions clear by using your turn signals, slow progress forward, and appropriate gestures.
- Only proceed after verifying that the area is clear of other vehicles or pedestrians.
- **Make defensive choices and follow the law.**



Defensive Driving

Know Your Blind Spots

- Every vehicle has blind spots, meaning areas around the vehicle that the driver can't see.
- Blind spots can be caused by vehicle components, cargo, and passengers.
- Objects outside of the vehicle may also be blocked from what you can see through the vehicle's mirrors.
- As speed increases, so does the size of your blind spots.
- Always check your blind spots before changing lanes. Don't rely on vehicle alerts or indicators.

Defensive Driving

Share the Road

- Be mindful of pedestrians and bicyclists, especially in busy areas like cities and school zones.
- Obey all traffic laws when school buses are loading or unloading.
- Only pass cyclists when you will not endanger them or yourself.
- When passing, keep 3 feet of clearance between your vehicle and bicyclists.
- Know bicyclist hand signals.



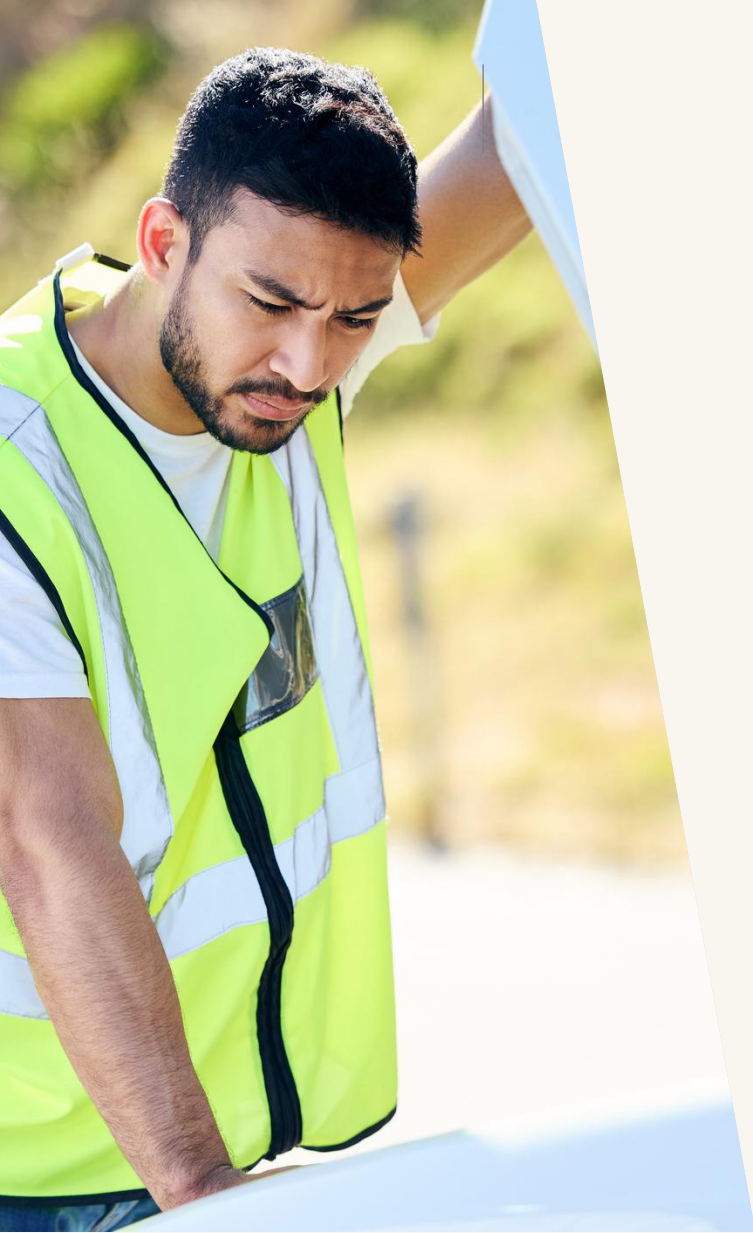


Emergencies & Accidents

Emergencies Happen

Most roadside emergencies occur with little warning. Keep calm and remember:

- Do not slam on the brakes.
- Maintain a firm grip on the steering wheel.
- Take your foot off the gas pedal.
- Move the vehicle toward the shoulder or exit.
- Use your turn signals.



Emergencies & Accidents

Emergencies Happen

Once your vehicle is safely to the side of the road:

- Keep away from traffic.
- Stay visible. Use hazard lights and emergency signals (e.g., reflective triangles or flares) as necessary, and wear a reflective vest.
- Stay with the vehicle. Call for roadside assistance if necessary.
- Do not stand directly in front of or behind the vehicle.

Accidents

Assess the Scene

Accidents happen. It's important to ensure your own safety before trying to help others or gather information about the accident.

- **Get to safety.** Pull off onto a suitable surface, out of the line of traffic if you can do so safely.
- If there is a risk of the vehicle catching fire (leaking fuel, damaged EV battery), **leave the area quickly.**
- **Make others aware.** Turn on flashers, put on a safety vest, and place emergency warning devices.
- Call 911 or a nonemergency police number, depending on the severity of the accident.





Accidents

Assess the Scene

- **Check for injuries** and determine if there are any other injured parties.
- **Call necessary authorities for help.** Provide details such as any injuries, location, number of vehicles involved, and any other necessary information.
- **Notify your supervisor.** They need to know where you're at and how to get you the help you need.
- **Exchange information** with involved drivers. Document damages.
- Follow any other company-specific procedures.



Driving in Bad Weather

General Tips

Adverse weather conditions make safe driving more challenging.

- Keep an eye on the forecast and adjust your route if possible.
- Increase your following distance. Add extra space between other cars in slick or low-visibility conditions.
- Brake earlier as a safety measure to notify others that you're slowing down or stopping.
- Avoid stopping on the shoulder. If necessary, use your turn signal or emergency signals and keep sufficient clearance between your vehicle and traffic.



Driving in Bad Weather

General Tips

- Keep emergency supplies in your vehicle.
- Use extreme caution.
- Know that dirt on roadways can become slippery when wet, especially right after a long dry period.
- Allow for additional time. Do not rush to your destination.
- Do not use cruise control. If you begin to hydroplane, cruise control worsens the situation.
- Maintain a longer distance away from trucks. Avoid driving closely behind or near large trucks, as they pose visibility issues that make it harder for you to stop.

Best Practices

Other Vehicle Types

If you drive golf carts, scooters, e-bikes, forklifts, or other vehicles:



Follow any necessary certification or licensing requirements for operation.



Wear seatbelts if they are included and obey posted speed limits.



Only operate them in areas where they are permitted for use.



Wear any necessary safety gear, like high-visibility vests, helmets, etc., for bikes or scooters.



People may not be able to see you as easily, or just as importantly, they are not expecting to see you. Drive carefully and defensively.

Summary

Safe driving requires focus, preparation, and patience.

- Stay alert!
- Avoid distractions.
- Take a break if fatigued.
- Share the road.
- Monitor weather conditions.
- Keep a safe speed and following distance.

Better Safe Than Sorry!