



# TOOLBOX TALK



## DRIVING SAFETY A GUIDE TO KEEPING YOU SAFE ON THE ROAD



Distraction occurs any time you take your eyes off the road, your hands off the wheel, and your mind off your primary task of driving safely. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing. Distracted driving is any activity that could divert a person's attention away from the primary task of driving.

**All** distractions endanger driver, passenger, and bystander safety. These types of distractions include:

- Texting
- Using a cell phone or smartphone
- Eating or drinking
- Talking to passengers
- Grooming
- Reading, including maps
- Using a navigation system
- Watching a video
- Adjusting the radio, CD player, or MPS player

There are three main types of distraction:

- Visual - taking your eyes off the road
- Manual - taking your hands off the wheel
- Cognitive - taking your mind off what you're doing

Texting is the most alarming distraction because it involves manual, visual, and cognitive distraction simultaneously. Sending or receiving a text takes your eyes off the road for 4.6 seconds. At 55 mph, that's like driving the length of an entire football field, blindfolded. It's extraordinarily dangerous.

### DO

- Use a seat belt at all times – driver and passenger(s).
- Adjust your driving for the conditions, including traffic, weather, pedestrians, rough roads, and degree of light.
- Drive defensively: there is not race to be won.
- Use a hands-free device for phone use if you have to use the phone while driving.
- Be well-rested before driving.
- Avoid taking medication that makes you drowsy before driving, including prescription and over-the-counter drugs.
- Set a realistic goal for the number of miles that you can drive safely each day.
- Driving requires your full attention. Avoid distractions, such as adjusting the radio or other controls, eating or drinking, and talking or texting on the phone.
- Continually search the roadway to be alert to situations requiring quick action.

- Stop about every two hours for a break. Get out of the vehicle to stretch, take a walk, and get refreshed.
- Assume someone ahead will do something unsafe; have adequate space to stop and turn / change lanes.
- Reduce your stress by planning your route ahead of time (bring the maps and directions) allowing for plenty of travel time, and avoiding crowded roadways and busy driving times.
- Adjust your speed and increase your following distance when carrying heavier than normal loads and when you are towing.

## DON'T

- Do not drive under the influence of drugs or alcohol
- Do not drive aggressively
- Do not tailgate or speed
- Do not take other drivers' actions personally
- Do not text and drive
- Do not enter data in your GPS while driving

## REVIEW QUESTIONS

1. It is okay to text while you are operating a vehicle?
  - a) Yes
  - b) No**
2. What should you do if you are taking medication that makes you drowsy?
  - a) Do not operate or drive any vehicle.
  - b) Find a replacement driver who is licensed and capable of driving safely.
  - c) Drive when your drowsy symptoms have gone away.
  - d) All of the Above**
3. It is okay to take off your seat belt at traffic lights and stop signs?
  - a) True
  - b) False**

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Company Name:	Location:
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