



Safe Driving Practices

Every 12 minutes someone dies in a motor vehicle accident; every 10 seconds an injury occurs due to a motor vehicle accident; and every 5 seconds a vehicle crash occurs. The way in which you drive affects everyone and our employees are the company's most valuable asset. It is important for you to follow these safe driving practices whenever operating a motor vehicle.

Before you leave:

- Complete pre-trip inspections of company vehicles before each trip.
- Employees are required to report any defects found during any inspection to his/her supervisor, and the vehicle will not be used until defects are repaired.

Drive Safe:

- Always wear your seatbelt: Using seatbelts reduces the risk of death of those riding in cars by 45% and as much as 60% for those traveling in trucks and SUV's.
- Do not drive if you are impaired in any way, including drugs and alcohol.
- Do not drive if you are taking medications that may make you drowsy.
- Make sure you get plenty of rest and do not drive if you are drowsy or tired.

Driving requires your full attention and ensure that you always:

- Avoid distractions such as adjusting the radio and working electronics while driving, including GPS, etc.
- Continually search the roadway to stay alert to situations that may require quick actions. Scan your mirrors every 5 seconds.
- Do not eat or drink while driving a vehicle.
- Plan your trip ahead of time, if you use a GPS make sure to input stops before you leave. Avoid heavy traffic areas and traveling during busy drive times if possible.
- Stop about every 2 hours on long trips, get out of vehicle to stretch or walk, get refreshed.

Motor vehicle accidents are the leading cause of on-the-job deaths, and they are a major cause of death and injuries off the job as well.

Cell phones offer a number of benefits to users, including saving time, providing convenience, and safety in case of an emergency. Unfortunately, this also means the potential for increased vehicle accidents involving distracted driving.

- Do not use a hand-held cell phone while operating a vehicle-whether the vehicle is in motion or stopped at a traffic light.
- Do not check, answer, or send text messages, instant messages, or e-mails while operating a vehicle whether the vehicle is in motion or stopped at a traffic light.
- If company employees need to use their phones, and do not have a hands-free device, they must pull over safely to the side of the road or another safe location