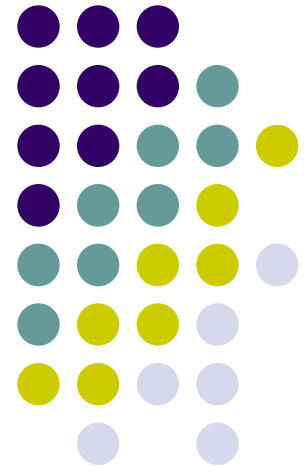
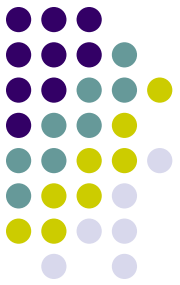


# VEHICLE SAFETY

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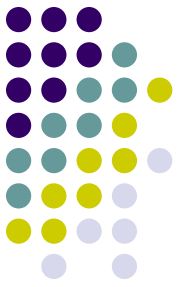




# Overview

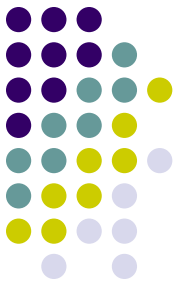
- General Driver Safety Policies
- Seat Belt Policy
- Aggressive Driving
- Distracted Driving
- Drowsy Driving
- Impaired Driving
- Driver Agreements
- Vehicle Maintenance and Inspection
- Crash Reporting and Investigation

# GENERAL DRIVER SAFETY POLICIES



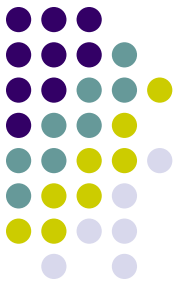
- Applies to all company-owned vehicles
- Personal vehicles are not necessarily subject to the same criteria and are generally the responsibility of the owner.
- However, personal vehicles used for agency business should be maintained in a manner that provides the employee with maximum safety and reflects positively on the employer.

# GENERAL DRIVER SAFETY RULES



- Drinking, possession of intoxicating liquor, illegal drugs in vehicles or driving under the influence of alcohol or drugs is not permitted.
- Driver must be in possession of a valid driver's license at all times.
- No horseplay or fighting of any kind.
- Driver shall obey all State of Alabama Motor Vehicle laws, rules and regulations.
- All accidents must be reported immediately.
- Be responsible and accountable for actions while driving.
- Take regular and adequate rest breaks.
- Assess driving hazards.
- Wear safety belts.
- Drive within legal speed limits.

# IF YOU TRANSPORT CONSUMERS



Only employees who are pre-approved by the President/CEO may transport consumers in any capacity.

## Procedures:

1. Employees who transport consumers must be authorized to operate their own vehicles for the purpose of agency business.
2. Employees who transport consumers must meet agency requirements of a current state-approved driver's license, an acceptable driving record and current liability insurance for the private vehicle in which a consumer is transported.
3. Vehicles used for transporting consumers should be in good working order. Employees may not transport consumers in a vehicle that is known or suspected to be unsafe.
4. Employees who transport consumers are required to drive safely and courteously and follow all laws and signage applicable to the operation of a vehicle and to local weather and road conditions.

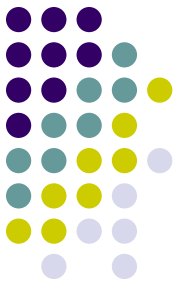
# IF YOU TRANSPORT CONSUMERS



## Procedures:

5. Drivers must never leave a vehicle unattended with the engine running or the keys in the ignition.
6. Consumers should not remain in parked vehicles when weather, temperature, or other conditions or situations might jeopardize their safety.
7. Consumers who are unable to independently exit a vehicle or who have pronounced behavior problems (e.g., elopement risk, self injurious or aggressive behaviors) should not be left unattended by staff for more than a few moments.
8. Employees providing transportation to consumers are responsible for the general supervision of clients during the transport process.
9. In general, employees providing transportation should be familiar with the consumers and their general needs.
10. All drivers and passengers (i.e., staff, clients, et al) of a UCPM vehicle must wear a seatbelt at all times.

# SEAT BELT POLICY



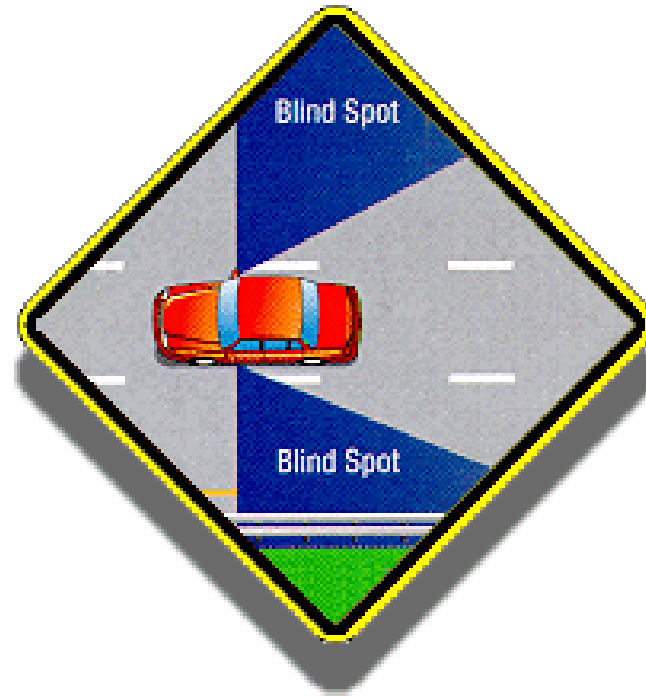
- All employees must wear seat belts when operating a company-owned vehicle or any vehicle on company premises or on company business and all occupants are to wear seat belts when riding in a company-owned vehicle or in a personal vehicle on company business.



# YOUR BLIND SPOT



- When driving, keep your eyes constantly moving, scanning the road ahead and to the side. Check your mirrors every five seconds or so. When using mirrors, there is an area on each side of your vehicle where you cannot see. You may not see people or vehicles when they are in these spots.



# YOUR BLIND SPOT



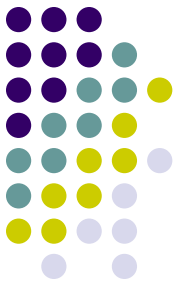
- Make sure you see other drivers and they can see you by doing the following:
  - Keep a clear view when driving. Do not put anything in your windows that will block your view.
  - The windows should not be coated with any material that keeps you from seeing out in any direction.
  - Check and adjust your mirrors and find your blind spots. Check your blind spots by turning your head to look over your shoulder before changing lanes, passing, turning or before opening your door when parked next to traffic.
  - Stay out of other driver's blind spots, especially large vehicles like trucks.
  - Take extra care to make sure the way is clear behind you when backing up.

# AGGRESSIVE DRIVING



- Correct your own unsafe driving habits.
- Keep your cool in traffic.
- If you think you have a problem, seek help.
- Allow plenty of time to reach your destination.
- Make every attempt to safely move out of an aggressive driver's way.

# DISTRACTED DRIVING



- Constantly search the roadway ahead for situations that could require you to take quick action
- Recognize that driving requires your full attention

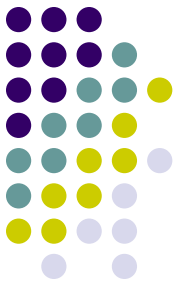


# DISTRACTED DRIVING



- Nearly 6000 people died in 2008 in crashes involving a distracted or inattentive driver and more than a half million were injured.
- In 2008, approximately 20% of all crashes involved a type of distraction.
- In fatal crashes attributed to distracted driving in 2008, 16% involved drivers under age 20 and 12% involved drivers ages 20 to 29.
- Using a cell phone while driving, whether handheld or hands-free, delays a driver's reactions as much as having a blood alcohol concentration at the legal limit of .08 percent.
- Nearly 38% of teenagers have said they were afraid they were going to get hurt because they were the passenger of a distracted driver. More than 36% said they believe they have been in a near-crash because of their own or someone else's distracted driving.
  - *Sources: National Center for Statistics and Analysis, National Highway Traffic Safety Administration, the University of Utah, AAA, Seventeen magazine*

# DISTRACTED DRIVING



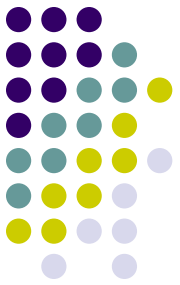
There are a number of potential driver distractions and these may include:

- Devices such as cell phones, organizers and laptops;
- Reading material or other material;
- Grooming activities;
- Eating or drinking;
- Tending to children or pets

Managing distractions is easy. The following are some tips to help reduce driver distraction:

- Make it a habit to use your cell phone only when parked, have a passenger take the call or let the caller go to voicemail.
- Before you start driving, turn off your cell phone.
- Identify and pre-set your vehicle's climate control, radio and CD player.
- Attend to personal grooming and plan your route before leaving.
- When hungry or thirsty, take a break.

# DROWSY DRIVING



- Be aware of your behavior and the behavior of others on the road during the late night, early morning and mid-afternoon hours when drowsy driving crashes are most likely to occur.
- Get a full night of rest before driving.
- Stop at regular intervals when driving long distances. Get out of the car every 2 hours to stretch and walk briskly.
- Set a realistic goal of the number of miles you can safely drive each day.
- Avoid taking medications that cause drowsiness.

# IMPAIRED DRIVING



- How to spot an impaired driver:
  - Weaving, swerving, drifting or straddling the center line
  - Driving on the wrong side of the road
  - Driving at a very low speed
  - Stopping without cause
  - Turning abruptly
  - Driving with the window down in cool weather
  - Driving with headlights off at night

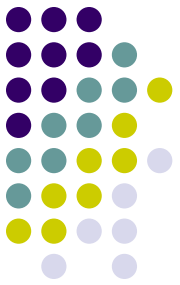


# IMPAIRED DRIVING



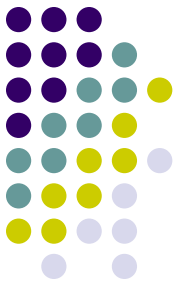
- Alcohol involvement is highest at night, on weekends and on holidays.
- Driving skills are impaired in most people long before they exhibit visible signs of drunkenness.
- Decide who the designated driver is before the party starts.
- Be the kind of co-worker who takes the keys if someone has had too much to drink.
- If you're impaired, make the safe choice – ride with a designated driver, call a taxi, stay where you are, or call a sober friend or family member.

# DEFENSIVE DRIVING



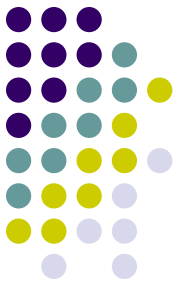
- Defensive driving is designed to heighten your awareness of everything happening around while you are driving.
- If you start developing these habits early and realize that every time you get in a car there is risk involved, you increase your chances that you won't be involved in a collision.

# DEFENSIVE DRIVING



- Check your mirrors constantly.
- Always be aware of what is on your right, left and behind you.
- Check the road ahead. What is on the horizon, what is happening in front of the car ahead of you.
- Learn to make eye contact with drivers and pedestrians. That way you know they see you.

# DEFENSIVE DRIVING



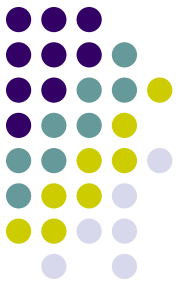
- Leave space to avoid dangerous situations.
- Obey traffic signals and speed limits.
- Always wear your seatbelts and insist your passengers do as well.
- Expect the unexpected and plan for escape routes.

# DRIVER AGREEMENTS



- All employees who drive for work purposes, where you drive a company vehicle or your own personal vehicle, must sign a Driver Agreement.
- It acknowledges awareness and understanding of the Agency's Driver Safety Program.

# CRASH REPORTING AND INVESTIGATION



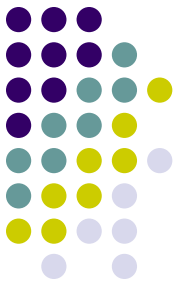
- All accidents involving Agency-owned vehicles are to be reported to the nearest policy department.
- Vehicle Accident Procedures will be kept in the glove box of every Agency-owned vehicle.
- Pull over right away.
- Make no admission of guilt.
- Obtain the name and address of at least one independent witness.
- Fill out a Vehicle Accident Investigation Form.

# VEHICLE MAINTENANCE AND INSPECTION



- Vehicle Inspection Checklist must be completed once every 6 months on every company-owned vehicle

# BASIC VEHICLE MAINTENANCE



- While practicing safer driving techniques on the road is key to road safety, proper care and maintenance of your vehicle also plays a crucial role in getting you safely to your destination. Here are some essential car maintenance tips for keeping you and your car safe and healthy.

# BASIC VEHICLE MAINTENANCE



- CHECK THE OIL

- Importance of checking oil cannot be stressed enough. Checking it and changing it may be the single most important thing you can do to keep your car's engine in good condition.

- CHECK YOUR LIGHTS

- Having working head and tail lights is absolutely crucial to your safety. Have them fixed as soon as possible whenever one isn't working and avoid driving with one light out, if at all possible.

# BASIC VEHICLE MAINTENANCE



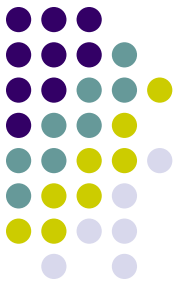
- CHECK YOUR TIRES

- Check the tire pressure and the alignment often. Invest in a tire pressure gauge. Keep the tire pressure as your vehicle owner's manual recommends. Rotate your tires after every other oil change. Also, keep a check on the tread wear of your tires and get new tires when needed.

- CHECK YOUR TRANSMISSION FLUID

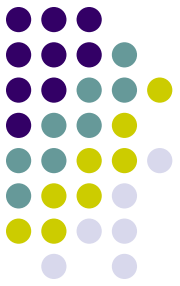
- Check your transmission fluid according to your vehicle owner's manual recommendations. Top it up if needed, but do not over fill, as overfilling can damage your transmission.

# BASIC VEHICLE MAINTENANCE



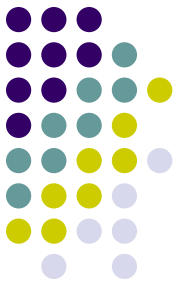
- CHECK YOUR ENGINE COOLANT
  - If you don't have enough coolant, you run the risk of overheating your engine and damaging it.
- CHECK THE BELTS
  - There are numerous belts in your vehicle, including the ones involved with the running of your alternator, your air conditioning, and other parts. Be sure to check the rubber and the belt when you are performing your regular, under the hood maintenance.

# BASIC VEHICLE MAINTENANCE



- **CHECK BATTERY CONTACTS**
  - Make sure the contacts on your battery terminal are clean. Often dirt and grime can build up on them, affecting performance.
- **PAY ATTENTION TO WARNINGS**
  - Any modern car includes warning lights for various parts of the vehicle should the onboard computer detect something isn't working properly. When you see of those lights go on, don't ignore it. Check your vehicle owner's manual to confirm what you need to check if it isn't obvious.

# BASIC VEHICLE MAINTENANCE



- Be sure to read your vehicle owner's manual, the manufacturer will give you many recommendations for proper care and maintenance of your vehicle and often provide you with a checklist and recommendations for when and how to perform maintenance.
- Also, get yourself a copy of your vehicle's auto repair manual. If you need to do a repair yourself, these manuals will walk you through step by step, making it possible for even the least mechanical people to repair their own vehicle. If you have no confidence to make your own repairs, don't hesitate to take it to a professional.

# ANY QUESTIONS?

