

SECTION M

SAFE DRIVING PROCEDURES

Revised 4/19

1.0 Purpose

Laws and procedures are designed to make driving safer. However, many drivers become more relaxed as they drive. As driving becomes second nature, drivers often pay too little attention to the driving task. Defensive driving is minimizing the odds of an accident occurring. This protocol is designed to assist employees in using defensive driver tactics to be safe while driving.

2.0 Policy

- 2.1 Only drivers possessing a valid driver's license and authorized by the employer shall be permitted to operate a district vehicle.
- 2.2 Operators will comply with state and local laws governing the safe operation of a motor vehicle.
- 2.3 Santa Barbara County Education Office delivery drivers should complete a driver's training course as part of their job.
- 2.4 When parking a district vehicle, a traffic cone should be used. The traffic cone should be placed at the rear bumper near the traffic lane. This procedure requires the driver to visually inspect the surrounding area around the parked vehicle before backing.
- 2.5 Follow defensive driver recommendations.
- 2.6 Maintain adequate insurance on the personal vehicle used for company business.

3.0 Procedure

As with many other things in life there is a science part and an art part to driving. Things like checking tire pressure or consulting a map in advance definitely are a science and can be taught and reproduced easily in no time. However, anticipating other drivers moves cannot be digitized, and depends heavily on your experience. Still, this is a skill that one can acquire. It just takes some time and dedication, and the time is in the order of years rather than weeks or months.

- 3.1 Anticipating other drivers' moves: Try to anticipate the worst in others.
- 3.2 Clearly communicating your existence and intentions to other drivers.

- 3.2.1 Make signaling a habit
 - 3.2.2 Let other drivers know of your intentions early
 - 3.2.3 Warn others as you stop or slow down
 - 3.3 Leave yourself room for error. An experienced driver maintains enough distance on all four sides of his car to allow him to safely react to the changes on the road.
 - 3.4 Courtesy goes a long way in reducing the level of anxiety around you, thus reducing the odds of an accident.
 - 3.5 Know where you want to go. The first rule of defensive driving is to know where you want to go.
- 4.0 Leading causes of traffic accidents
- 4.1 Distracted Driving. This is now the most common cause of auto accidents, resulting in more crashes than speeding, drunk driving, and eating food or drinking from a mug/bottle while behind a wheel.
 - 4.2 Speeding is the second most common cause of road accidents in the United States and a major cause of fatal road injuries.
 - 4.3 Drunk Driving which hinders driver response times and for many, even a small amount of alcohol can be enough to produce a significant risk.
 - 4.4 Reckless Driving- Speeding, changing lanes without looking, tailgating other motorists and ignoring road signs are all classic signs of reckless driving. It is an illegal driving habit that's now the fourth most common cause of road accidents in the United States.
 - 4.5 Rain is one of the leading causes of road accidents in North America. When the road becomes overly wet, cars can lose their grip on the road and slide across the road surface, reducing control for motorists and increasing the risk of an accident occurring.
- Rain-related driving risks are often amplified by poor car maintenance, such as tires that don't provide a deep enough grip or aren't properly inflated. Sometimes, an inexperienced driver can panic in rainy weather, resulting in the loss of control of the vehicle.