



Training Solutions, Delivered!

# **CHOICES:** *Safe Driving*

**Leader's Guide, Fact Sheet  
& Quiz**

**Item Number: 4642**  
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***This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.***

## **PREPARING FOR THE MEETING**

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

## **CONDUCTING THE PRESENTATION**

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

**4642 CHOICES:  
Safe Driving  
FACT SHEET**

**LENGTH: 19 MINUTES**

**PROGRAM SYNOPSIS:**

This year, approximately 30,000 people will die in vehicle collisions. That's 100 every day, with lives being shattered and families being torn apart. Most of these collisions are the direct result of poor choices. This comprehensive video encourages viewers to make good choices when they are behind the wheel since it is part of their job and a condition of their employment.

Topics include phone conversations, texting, in-car distractions, inclement weather, drowsy driving, defensive driving, following distance, intersections, aggressive driving and anticipating hazards.

**PROGRAM OBJECTIVES:**

After watching the program, the participant should be able to explain:

- Why having a phone conversation or texting while driving is so dangerous;
- How in-car distractions such as adjusting CD player controls and eating takes our attention off driving;
- Why drowsy driving is so hazardous and what we can do to we can avoid it;
- Why it is so important to maintain a proper following distance and anticipate mistakes at intersections;
- Why we must avoid aggressive driving and anticipate hazards to prevent accidents and injuries.

**PROGRAM OUTLINE**

**DISTRACTED DRIVING**

- One of the choices you can make is to minimize distractions while driving. We realize that in our modern world there are many distractions that cannot be avoided, but there are many that can.
- Statistics show that 80 percent of all crashes and 65 percent of near crashes involve some type of distraction. Nearly 6,000 people die annually in crashes involving a distracted or inattentive driver and more than half a million are injured. The choices you make may keep you from becoming a statistic.

**PHONE CONVERSATIONS**

- Everyone knows using a cell phone while driving takes your attention off the road, but even having a conversation using a hands-free accessory, such as a Bluetooth device, is just as distracting as holding the phone to your ear.
- It's not the physical act of holding a phone that is distracting; it's the conversation that really takes your attention away from the road. Whether using a hand-held or hands-free device, it delays a driver's reactions as much as having a blood alcohol concentration of .08 percent.
- You wouldn't get behind the wheel when you were impaired from alcohol, so why would you choose to drive while distracted?
- Drivers who use cell phones are four times as likely to get into crashes serious enough to injure themselves or someone else.

If you really need to make or take a call, make a choice. Pull over, park, and then handle your phone call.

**TEXTING**

- We already covered talking on the phone and driving, but texting is just as bad, if not worse. We've all seen it done, or perhaps, done it ourselves.
- Texting takes your eyes off the road. That's a fact. The average time a person takes to input or read a text is four seconds. In that time period, traveling at 60 mph, you have traveled 352 feet.
- By choosing to text while you drive, you are choosing to put you and others in a deadly situation. Make the right choice. Never text and drive.
- Onboard computer systems, tablets or laptops can also pose as a significant risk to a driver's safety. If you think you can operate a computer while driving and still devote your attention to the road, you are sorely mistaken.

- How about using a tablet; that's easy, right? Wrong, any type of electronic device requires your attention, attention that should be focused on driving safely. Resist the temptation. Make safe choices.
- A map, a menu, a book, a magazine—all great things, but reading them in a moving vehicle—they are a disaster waiting to happen. I'm sure you've seen it done and thought, "I cannot believe that person is doing that!" Make sure you aren't that person.

### **IN-CAR DISTRACTIONS**

- CD's, mp3 players, GPS, radios, air conditioning, heaters are great modern conveniences that make your ride more enjoyable, but can be distractions that take your attention off the task at hand, driving, and compromise your safety and the safety of those who share the road with you.
- You may be very familiar with the controls on your radio or CD player, but it's a good idea to set these items as well as other devices like climate control knobs and mirrors prior to beginning your trip.
  - Eating behind the wheel may seem harmless since it doesn't require deep thought, but consider that scalding coffee or other liquids spilled on your shirt or lap could lead to losing control of your vehicle.
  - Eating with one hand, or both, and driving makes for an impressive juggling act, but reduces your control of steering, especially if you have to make a defensive driving maneuver.
  - Being lost is bad enough; being lost and then being in a collision is even worse.
  - A GPS is a great tool that allows us to navigate and keep our eyes on the road, but make sure you program your GPS before you start traveling, because trying to input or change information in your GPS while driving is definitely a distraction.
  - If your GPS has a speech recognition system, be sure to activate this feature.

### **PEDESTRIANS & BICYCLISTS**

- We've talked about all the potential distractions inside your vehicle, but what about the potential distractions outside your vehicle? You cannot control what goes on outside your vehicle, but you can be aware, anticipate hazards and make choices to keep you safe.
- Pedestrians—not only do they seemingly appear out of nowhere at times, they are often unpredictable. They may be distracted.
- Remember, just because you can see them doesn't mean they can see you. That's why you need to be aware of areas pedestrians may be and be prepared.
- Areas such as parking lots, shopping complexes, schools or business parks are common areas, but even in areas outside of where you expect them, always yield to pedestrians.
- When driving in areas with high pedestrian traffic, keep your eyes in moving. Survey your surroundings every two to three seconds; be aware and expect the unexpected.
- Pedestrians aren't the only hazard. Bicyclists can be equally hard to see and are traveling at a faster rate than a pedestrian and they are, more often than not, in traffic lanes.
- Be prepared. By reducing distractions, you are better able to focus on the hazards outside your vehicle that you can't control.

### **INCLEMENT WEATHER**

- Inclement weather isn't usually a distraction in and of itself, but the situations that arise from poor road conditions and the actions and reactions from other drivers can be distracting.
- Rain or fog makes it harder to spot other vehicles, pedestrians and changes in road conditions.
- Driving when the road is wet presents special challenges: reduced traction, longer braking distances and less control. This is even more of a challenge when the road is covered with oils, mud, fallen leaves or other accumulated debris that become very slick with the first rainfall after a dry spell.
- Add to this mix thick fog that can dramatically reduce your visibility and you are faced with dangerous conditions. In foggy conditions, since your sight zone is smaller due to reduced visibility, you need to drive slower to increase your reaction time and distance needed to avoid a potential hazard.
- Another basic tip for dealing with fog is using your low beam headlights. High beam headlight settings will usually produce glare that simply lights up the fog and doesn't increase the distance you can see ahead of your vehicle.
- Finally, remember that there may be drivers coming behind you. Make sure that they can spot your vehicle by using appropriate flashers or warning lights.

- In any type of inclement weather, slow down and focus all of your attention on the road and other vehicles around you.

### **BILLBOARDS**

- Signs and billboards are designed for one purpose—to get us to read them. Whether or not you do read them is your choice.
- Even a simple billboard can divert your eyes from the road for a number of seconds. Again, taking your eyes off the road for even a moment can and will put you at risk.
- Remember, when you are behind the wheel your job is driving—not talking, not reading, not texting—driving.

### **DROWSY DRIVING**

- Our lives are busy, time is short and we spend a great deal of it in our vehicles, rushing from one place to another. Even with the best of intentions, most of us have found ourselves in this sleepy predicament.
- Sleepiness impacts your driving skills by causing slower reaction times, vision impairment and lapses in judgment, seriously limiting your ability to process information and make decisions.
- You can avoid drowsy driving by getting a good night's sleep before hitting the road. Usually seven to nine hours is adequate for the average person.
- Try to avoid driving long distances alone. Having company can accomplish two things: you can share driving duties and your fellow traveler can help you identify warning signs of fatigue, which you might not notice.
- Take a break at least every 100 miles or every two hours. Do something to refresh yourself: a snack, a brisk walk or some simple exercises work really well.
- Avoid alcohol and medications that cause drowsiness. Of course, you cannot be under the influence of alcohol or drugs when you drive; that goes without saying.
- Many people forget many prescribed medications can have the same effect. This can be very dangerous.
- Drowsy driving, while it may not get the same amount of attention as other driving hazards, can be just as dangerous and it can be prevented by making a choice; don't drive when drowsy.

### **PRE-TRIP INSPECTION**

- The first thing you can do to prevent an accident while on the road is a proper pre-trip inspection.
- Prior to getting in the vehicle, take a look around the vehicle. Note any damage to the vehicle or fluid leaks.
- One of the most critical parts of the inspection is the inflation, tread depth and general condition of the tires. Tread depth can be easily measured by observing tread-wear bars or using a penny to measure the remaining tread.
- If a part of Lincoln's head is covered, there is the minimum 2/32" remaining, but remember, that's the bare minimum. Steer tires must have 4/32" tread remaining.
- When starting the vehicle, note warning lights and gauges. Check and adjust mirrors and headrest prior to moving the vehicle. Make sure the windows are completely clear of snow, ice, and fog before starting to drive.
- Now what is the first thing you should do before putting your vehicle in drive? Always wear your seat belt. Wearing a seatbelt is the single most important thing you can do to protect yourself in the event of a crash.

### **SPEED LIMITS**

- Next, obey all posted speed limits at all times.
- In inclement weather such as rain, snow or fog, the posted speed limit may not be safe. Slow down in inclement weather and when the sun's out, do the speed limit.

### **FOLLOWING DISTANCE**

- It may take your vehicle longer to stop than you may think. For this reason, we recommend a minimum of a three-second following distance in dry conditions.
- To determine this distance, watch the rear bumper of the vehicle just ahead as it passes a stationary marker, such as a sign post or telephone pole and count "one thousand one, one thousand two, one thousand three." As you say "three," your front bumper should reach that marker. If you reach it before that point, reduce your speed by a few miles per hour and recheck your distance.
- Increase the following distance one second for each of the following conditions:  
Adverse weather conditions;

Heavy traffic;  
Following a truck;  
Night driving or poor visibility;  
Being tailgated;  
Driving while stressed or fatigued.

- Plain and simple, leave more cushion and slow down. You can choose to follow at a safe distance or you can choose to tailgate. What choice will you make?
- Remember, your vehicle has areas called blind spots; you cannot see without properly adjusted mirrors. Adjust your mirrors before you start your car and be aware of your blind spot at all times.
- You should keep your eyes moving and scan your mirrors approximately every five to 10 seconds to keep a constantly updated picture of what's going on around you.

## **INTERSECTIONS**

- Intersections are responsible for over 50 percent of all accidents. When approaching intersections, scan to the left, then to the right and back to the left for vehicles that may run a stop sign or light or for pedestrians and bicyclists.
- Remember, always leave yourself an out. Anticipate what mistakes others may make and assume that they will make them.
- If there is a stop sign, make sure you come to a complete stop and let other vehicles with the right of way proceed. At four-way intersections, the vehicle on the right has the right of way, but never force the issue.
- If the intersection is lighted, be aware of "stale" green lights. This means if the light has been green for some time, be ready for it to change to yellow and adjust your speed accordingly.
- When stopping at an intersection, stop so you can see the rear tires of the vehicle in front of you. This will allow extra space in front of you in case the vehicle behind you bumps into you. Also, if the vehicle in front stalls you will have room to maneuver around the vehicle.

## **AGGRESSIVE DRIVING**

- Avoid aggressive driving: speeding, tailgating, failure to signal a lane change, trying to beat yellow lights, running red lights and stop signs, weaving in traffic, yelling, making obscene gestures, excessive use of the horn. Each of these are hazardous and can result in accidents and injuries.
- When behind a slow driver, do not tailgate, especially at electronic gates. Wait your turn.
- If you need to pass someone, do so only when safe and legal to do so.
- Before changing lanes, check mirrors and lean forward to check blind spots before moving into the adjacent lane.
- If the vehicle is swerving, it may mean they are distracted, fatigued, lost or under the influence. Be extra careful.

## **ANTICIPATING HAZARDS**

- Be ready for someone to change lanes or stop unexpectedly. By anticipating hazards, you will increase your safety and the safety of your passengers.
- In the same way, you need to make sure you don't create the same hazards. Always signal before changing lanes, and avoid abrupt braking.
- You need to check mirrors and lean forward to check blind spots before changing lanes. By planning ahead you're making the road safer for you and the other vehicles around you.

## **BACKING AND PARKING**

- You can avoid unnecessary backing by pulling through a parking space so you do not have to back out. If you must back, it is better to back in when you approach your destination instead of backing out when leaving.
- If you must back up, before getting into the vehicle, walk around the vehicle to make sure there is nothing in the way before backing. Back slowly and carefully.

**CHOICES:**  
*Safety Driving*

**ANSWERS TO THE REVIEW QUIZ**

1. c

2. a

3. b

4. b

5. a

6. b

7. c

8. a

9. a

**CHOICES:**  
***Safety Driving***  
**REVIEW QUIZ**

Name \_\_\_\_\_ Date \_\_\_\_\_

*The following questions are provided to determine how well you understand the information presented in this program.*

1. Drivers who use cell phones are \_\_\_\_\_ as likely to get into crashes serious enough to injure themselves or someone else.
  - a. Twice
  - b. Three times
  - c. Four times
  
2. In four seconds, while traveling at 60 miles per hour, you have traveled 352 feet.
  - a. True
  - b. False
  
3. Eating behind the wheel is somewhat harmless since it doesn't require deep thought.
  - a. True
  - b. False
  
4. You aren't required to yield to pedestrians when they are traveling in areas outside of where you expect them.
  - a. True
  - b. False
  
5. When driving in in foggy conditions, you should use your \_\_\_\_\_ beam headlights.
  - a. Low
  - b. High
  
6. When driving, you should take a break at least every 200 miles or every four hours.
  - a. True
  - b. False
  
7. What is the first thing you can do to prevent an accident while on the road.
  - a. Use a road map to determine your itinerary
  - b. Remember to obey all posted speed limits
  - c. Perform a proper pre-trip inspection
  
8. At four-way intersections, the vehicle on the \_\_\_\_\_ has the right of way.
  - a. Right
  - b. Left
  
9. If you must back into a parking space, it is better to back in when you approach your destination instead of backing out when leaving.
  - a. True
  - b. False