



Training Solutions, Delivered!

**THREE KEYS
TO SAFE DRIVING:
Prepare, Anticipate & Defend
(Concise)**

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

Item Number: 4992
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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.

**4992 THREE KEYS TO SAFE DRIVING:
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FACT SHEET**

LENGTH: 10 MINUTES

PRODUCTION YEAR: 2018

PROGRAM SYNOPSIS:

Driving a motor vehicle can be challenging and complicated. Because practically every person will operate or be a passenger in some type of vehicle each day, motor vehicle safety is not only important for drivers of personal vehicles, but is also an important safety issue for employers and workplaces worldwide. In fact, motor vehicle crashes account for more than 40 percent of all work-related deaths and an even larger percentage of all injuries that result in time away from work. There are a multitude of reasons for such a high injury rate related to motor vehicles, including unsafe driving habits, changing traffic and weather conditions and unpredictable actions of other drivers. This program discusses three key elements of a safe driving strategy that allow vehicle operators to navigate safely through this ever-changing and potentially hazardous environment: Prepare, Anticipate and Defend.

Topics include preparing yourself and your vehicle for travel, planning your route and preparing for conditions, anticipating driving hazards, avoiding distracted driving, speeding, following too closely, safe driving habits and aggressive driving.

PROGRAM OBJECTIVES:

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

- How to prepare themselves and their vehicles before heading out on the road;
- How to successfully anticipate driving hazards;
- How to avoid distracted driving;
- How speeding and following too closely reduce our reaction times;
- Which safe driving habits help defend against a crash;
- How to properly respond to aggressive driving.

PROGRAM OUTLINE

BACKGROUND

- Because practically every person will operate or be a passenger in some type of vehicle each day, motor vehicle safety is not only important for drivers of personal vehicles, but is also an important safety issue for employers and workplaces worldwide.
- In fact, motor vehicle crashes account for more than 40 percent of all work-related deaths and an even larger percentage of all injuries that result in time away from work. There are a multitude of reasons for such a high injury rate related to motor vehicles.
- Many vehicles are improperly maintained and not in good working order, road and traffic conditions are always changing, the actions of other drivers are not always predictable, changing weather conditions can make driving more hazardous and many drivers have become complacent, leading to bad habits such as distractions, speeding and other unsafe behaviors.
- Three key elements of a safe driving strategy allow vehicle operators to navigate safely through this ever changing and potentially hazardous environment: Prepare, Anticipate and Defend.
- No matter what type of vehicle you drive and regardless of whether you drive for work or pleasure, these three elements can be applied to you, your vehicle and your driving habits.

PREPARE

Preparing Yourself

- Prepare refers to both you and your vehicle. In any driving scenario there are two items that you have absolute control over: you and your vehicle, and it is your responsibility to make sure that both are prepared before heading out on the road.
- This means that you must be well rested and not so fatigued that you become sleepy while driving and you must be free from any effects of alcohol, marijuana or other drug use.
- Even drugs prescribed by a doctor can impair your ability. Make sure you read and understand the effects of any prescription drugs you are taking.
- Never drive while under the influence of any type of drug. Period.

Preparing Your Vehicle

- Being prepared includes making sure the vehicle is in good working order and safe to operate.
- All vehicles should be regularly maintained and inspected by a qualified service center to ensure its ongoing roadworthiness.
- In addition to regular maintenance, the vehicle's safety-related items should be inspected before each use.
- Tires should be inflated to the manufacturer's recommended air pressure.
- Make sure the brake lights, headlights, turn signals, windshield wipers and horn are working properly.
- All mirrors must be in place and functional and if the vehicle has a backup camera and backup alarm, they should be verified as working. All of these items are critical to safe vehicle operation.

Planning The Route & Preparing For Conditions

- Before departing, study and plan your route carefully and consider any hazards that may exist between your starting and stopping points.
- Also check current road and traffic reports before departing and keep abreast of changing conditions as you drive. Detours, accidents and construction can all contribute to heavy traffic conditions and make driving more challenging.
- Knowing about these situations beforehand gives you the option to select alternate routes and allow additional time for travel.

ANTICIPATE

- Now that you have properly prepared yourself, your vehicle and your route, you are ready to get rolling towards the second key element of a safe driving strategy: Anticipate.
- "Anticipate" is defined by the idea that safe driving is not a passive activity. Safe driving is an active process that requires your ongoing concentration and constant attention to be aware of upcoming hazards and the impending actions of other drivers. In other words, to anticipate any upcoming danger so it may be avoided safely.
- To successfully anticipate driving hazards, you must constantly scan around you as you drive, keeping a mental inventory of approaching cars, traffic lights, lane closures and other conditions.
- Slowly turn your head left and right and take in a wide view, from roadside to roadside.
- When scanning, you must not only look for existing hazards such as stalled vehicles, lane closures or potholes, you must also look for indications of potential hazards such as animals on the road side, traffic approaching on cross roads or children playing nearby.
- Take notice of the traffic around you and be sure to look well beyond the vehicles directly in front of you. By keeping an eye on the cars farther ahead of you, you will see indications of any upcoming problems and have more time to react.

'JUST DRIVE' TO AVOID DISTRACTED DRIVING

- Keep in mind that a distracted driver cannot also be a safe, aware driver.
- Unfortunately, in today's world there are a myriad of potential distractions that can not only prevent drivers from anticipating upcoming hazards, but also cause them to become a hazard to others.
- It just takes a few seconds to read or respond to a message or post; it only takes a few moments to modify a route in a navigation system; and, it only takes a few seconds to remove a tomato from a messy hamburger or to add sugar to your coffee.
- But doing these simple things, and countless others, takes your eyes and your focus off the road for a few seconds, which is all it takes for a disaster to happen.
- All it takes is for traffic to suddenly stop moving, an animal to step into the road or an approaching car to cross the center line for a devastating crash to occur.
- The best practice to prevent becoming a distracted driver is to "just drive" while driving. Don't eat. Don't apply make up. Don't read. Don't text. Just drive.

DEFEND

- There is a reason you must remain alert and focused while driving; it's so you can take quick action to avoid a collision when needed. Taking action to avoid crashes and collisions is the focus of the third and final key to safe driving: Defend.
- "Defend" refers to taking evasive or defensive action to avoid a collision or crash. It also means driving in a manner that helps prevent or avoid the need to take evasive action in the first place.
- There are two factors that control how successful a defensive move will be in avoiding a crash: speed and following distance.
- Our speed impacts the time we have to react to changing conditions as well as the time other drivers have to react to what we are doing.

- In addition to maintaining a safe speed, you must also maintain a safe amount of space or a “safety buffer” around your vehicle.
- Following other vehicles too closely is extremely unsafe and often results in collisions. For instance, if a vehicle ahead suddenly stops or swerves to avoid an obstacle, the driver following too closely has little time to react.
- The traveling speed, the vehicle’s weight and braking characteristics and the current road conditions all impact the safe following distance.

Safe Driving Habits

- Defensive driving also means driving in a manner that helps prevent or avoid the need to take evasive action in the first place.
- Always use turn signals to show your intentions.
- Prior to slowing down or stopping, give other drivers advanced notice by briefly tapping the brake pedal so your brake lights flash to alert those behind you. This is crucial if the driver following you is approaching quickly or following too closely.
- Also, do not linger or drive for extended periods in another vehicle’s blind spot. This leaves you susceptible to an unexpected lane change.

Aggressive Driving

- Be aware that stress, crowded roads and busy schedules have combined to produce an aggressive driving environment. Aggressive drivers often tailgate slower traffic, block others attempting to pass and honk, yell or make gestures at other drivers in their attempt to reach their destination as quickly as possible. This behavior is referred to as “road rage.”
- Do not participate in this type of behavior or serve to escalate it. These types of road rage “trigger incidents” can lead drivers to intentionally perform unsafe acts directed at others, often resulting in a crash.
- While driving, strive to remain calm during any such incident and slow down, exit or change lanes to safely steer clear of aggressive or raging drivers.

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ANSWERS TO THE REVIEW QUIZ

1. a

2. b

3. c

4. a

5. a

6. b

7. e

8. a

9. b

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REVIEW QUIZ

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

Name _____ Date _____

1. Motor vehicle crashes account for more than _____ of all work-related deaths.
 - a. 40 percent
 - b. 50 percent
 - c. 60 percent

2. You should only drive under the influence of prescription drugs if you are sure they aren't impairing your ability.
 - a. True
 - b. False

3. In addition to regular maintenance, a vehicle's safety-related items should be inspected _____.
 - a. Weekly
 - b. Monthly
 - c. Before each use

4. Safe driving is an active process that requires your ongoing concentration and constant attention to be aware of upcoming hazards and the impending actions of other drivers.
 - a. True
 - b. False

5. The best practice to prevent becoming a distracted driver is to "just drive" while driving.
 - a. True
 - b. False

6. Which of the following is NOT a factor that controls how successful a defensive move will be in avoiding a crash?
 - a. Speed
 - b. Route planning
 - c. Following distance

7. Which of the following impacts the safe following distance?
 - a. The traveling speed
 - b. The vehicle's weight
 - c. Braking characteristics
 - d. Current road conditions
 - e. All of the above

8. Prior to slowing down or stopping, you should give other drivers advanced notice by briefly tapping the brake pedal.
 - a. True
 - b. False

9. You should only drive aggressively when trying to elude another aggressive driver.
 - a. True
 - b. False