



---

## SAFE DRIVING ON THE JOB

---

Every time you step into a vehicle, you face a potential driving hazard. Drivers who spend the majority of their workday behind the wheel are at an even greater risk. Take a few minutes to review these basic tips for driving safely on the job.

### **Check Operating Conditions**

All associates use tools, from office equipment to industrial machinery. Handle a vehicle like you would any tool - use it with respect and keep it in good condition. Check the vehicle frequently - at least once a week - to be sure that brakes, accelerator, belts, radiator, oil, battery, tires, headlights, wipers and brake lights are in good working condition. If you notice anything abnormal in the way the vehicle sounds or operates, have it repaired immediately.

### **Drive Defensively**

You cannot assume that everyone on the road is as good a driver as you are. Steer clear of drivers who swerve in and out of lanes, respond slowly to traffic signals, or appear to be driving erratically. Pay special attention at intersections. Wait before accelerating when a red light turns green, never accelerate through a yellow signal, and always yield the right of way. Pass only in designated passing zones, and only after checking blind spots for clearance. Use the two-second rule for establishing a safe following distance, (when the vehicle in front of you passes a fixed object, like a signpost, begin counting "one Mississippi, two Mississippi," until your vehicle reaches the same object). If you can't count to two before passing the same object, you're too close.

### **Tune Into The Weather**

Before you begin any trip, check the weather conditions along your planned route. If roads are in poor condition or slippery from rain, reduce your speed and proceed cautiously. Use a lower gear on steep grades or wet surfaces. If you should skid, **DO NOT BRAKE!** Instead, take your foot off the accelerator and turn the front wheels in the direction that the rear of the car is sliding. In dense fog or heavy rain where visibility is bad, pull to the side of the road, turn on emergency flashers so that oncoming drivers can see you, and wait for conditions to improve. Always use low-beam headlights when driving in foggy conditions.

---

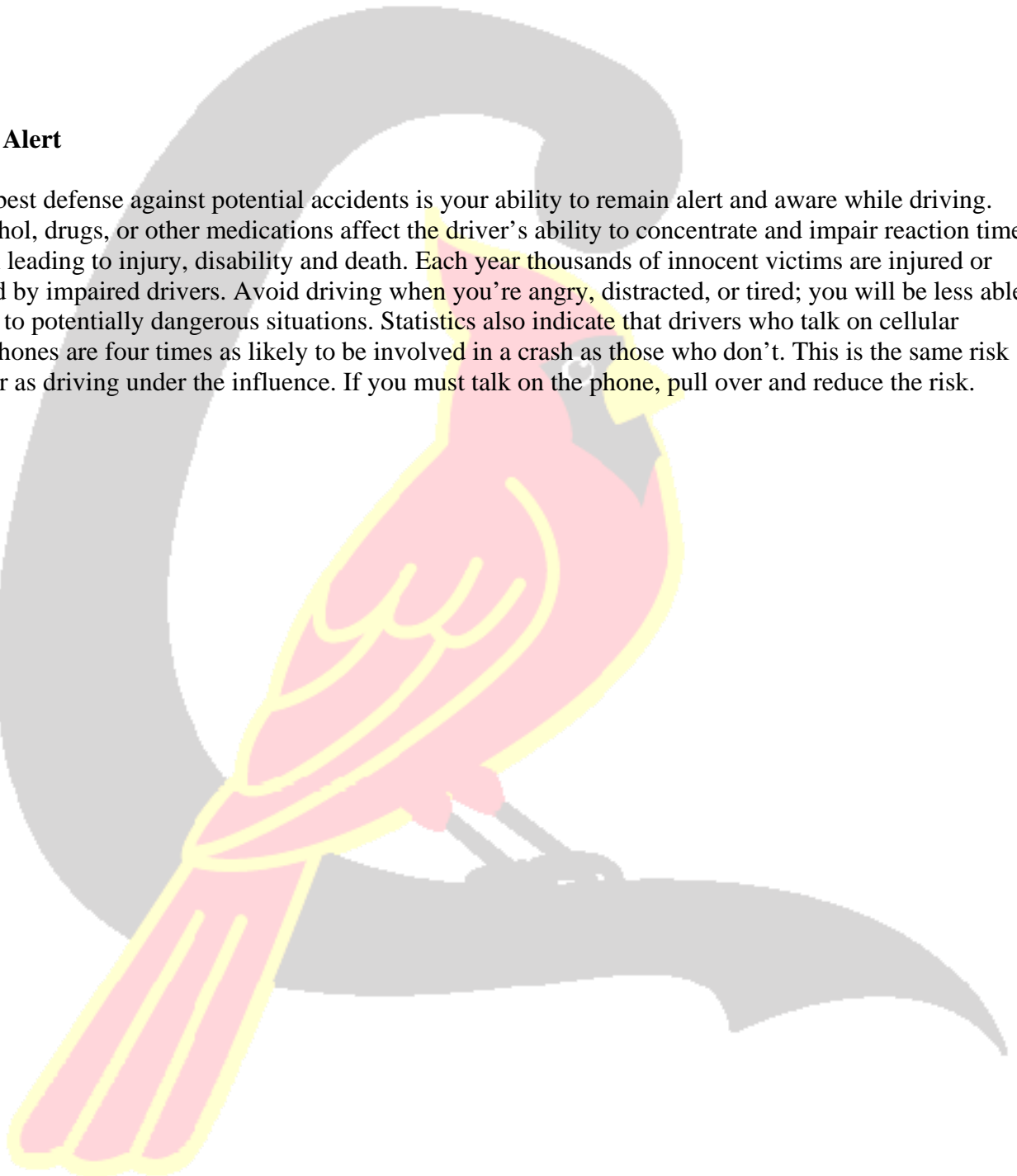
1101 Key St., Maumee, OH 43537 • Telephone: (419) 205-4081 • Fax: (419) 956-0844

[www.cardinalhs.net](http://www.cardinalhs.net) • [info@cardinalhs.net](mailto:info@cardinalhs.net)



## Stay Alert

The best defense against potential accidents is your ability to remain alert and aware while driving. Alcohol, drugs, or other medications affect the driver's ability to concentrate and impair reaction time often leading to injury, disability and death. Each year thousands of innocent victims are injured or killed by impaired drivers. Avoid driving when you're angry, distracted, or tired; you will be less able to react to potentially dangerous situations. Statistics also indicate that drivers who talk on cellular telephones are four times as likely to be involved in a crash as those who don't. This is the same risk factor as driving under the influence. If you must talk on the phone, pull over and reduce the risk.



---

1101 Key St., Maumee, OH 43537 • Telephone: (419) 205-4081 • Fax: (419) 956-0844

[www.cardinalhs.net](http://www.cardinalhs.net) • [info@cardinalhs.net](mailto:info@cardinalhs.net)

SAFE DRIVING ON THE JOB

DECEMBER WEEK 2

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization: ELECTRICAL PROFESSIONAL SERVICES, INC.

Trainer: \_\_\_\_\_ Trainer's Signature: \_\_\_\_\_

Class Participants:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_