

DRIVER'S SAFETY TRAINING



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DRIVERS SAFETY

- EACH YEAR 40,000 DEATHS NATIONWIDE RELATED TO MOTOR VEHICLE CRASHES.

TOP 3 CAUSES OF MOTOR VEHICLE ACCIDENTS:

1. DISTRACTED OR INATTENTIVE DRIVING
2. SPEEDING
3. IMPAIRMENTS (DRUGS OR ALCOHOL)



OTHER CAUSES OF MOTOR VEHICLE ACCIDENTS:

- FAILING TO YIELD
- NO SIGNAL WHEN TURNING
- RUNNING STOP LIGHT/SIGN
- WRONG TURNS
- FOLLOWING TOO CLOSELY



HIGH RISK ACCIDENT AREAS

- MAJOR HIGHWAYS (MERGE LANES, CONGESTED TRAFFIC)
- PARKING LOTS
- RAILROAD CROSSINGS
- WORK ZONES
- SCHOOL ZONES



BASIC SAFE DRIVING TIPS



- WEAR SEATBELTS
- DRIVE THE SPEED LIMIT
- OBEY TRAFFIC SIGNS AND STOP LIGHTS
- USE TURN SIGNALS
- DO NOT TAILGATE
- NO TEXTING/USING PHONE WHILE OPERATING A MOVING VEHICLE

SITUATIONS TO BE EXTRA CAUTIOUS AND ALERT:

- AT PEAK TIMES OF THE DAY WHEN THERE ARE MORE PEOPLE ON THE ROAD
- WHEN CHILDREN ARE PRESENT
- WHEN DRIVING THROUGH A WORKSITE
- AT ENTRANCES AND EXITS, INCLUDING DRIVEWAYS
- AT CROSSWALKS
- AT RAILROAD CROSSINGS
- DURING POOR WEATHER CONDITIONS
- WHEN DRIVING AT NIGHT



VEHICLE SAFETY INSPECTIONS

INSPECT YOUR VEHICLE REGULARLY TO MAKE SURE THE FOLLOWING IS IN GOOD SHAPE:

- TIRES
- HORN
- LIGHTS
- WINDSHIELD AND WIPERS
- FIRST AID AND ROADSIDE SAFETY KIT



- MIRRORS
- BRAKES
- HEATING
- SEATBELTS
- FLUID

DISTRACTED DRIVING

CELLPHONES:

- TURN OFF CELL PHONE WHILE DRIVING
- PULL TO THE SIDE OF ROAD TO MAKE IMPORTANT PHONE CALLS

HANDS FREE DEVICES ARE SAFER THAN HOLDING A PHONE, HOWEVER THAT DOES NOT DIMINISH THE DIALING DISTRACTION AND INABILITY TO FOCUS COMPLETELY ON DRIVING



DRIVER FATIGUE

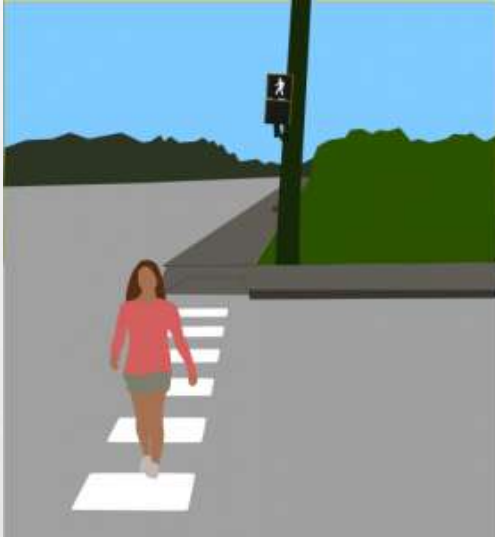
ACCORDING TO THE NATIONAL HIGHWAY TRANSPORTATION SAFETY ADMINISTRATION (NHTSA) AT LEAST 100,000 POLICE REPORTED CRASHES ARE THE DIRECT RESULT OF DRIVER FATIGUE EACH YEAR. 1550 DEATHS AND 71,000 INJURIES HAPPEN ON AVERAGE EACH YEAR DUE TO DRIVER FATIGUE.

IN ORDER TO STAY ALERT:

- MAKE LIFESTYLE CHANGES (DIET, EXERCISE, REST)
- DON'T RELY ON 'QUICK FIXES'
- AVOID REGULAR USE OF ALCOHOL, SMOKING, CAFFEINE, ETC.
- STOP DRIVING AND PULL OVER IF YOU NEED TO TAKE A NAP OR BRISK WALK OUTSIDE



PEDESTRIANS VS. MOTORISTS



DRIVERS ARE REQUIRED TO YIELD THE RIGHT-OF-WAY TO PEDESTRIANS CROSSING STREETS IN MARKED OR UNMARKED CROSSWALKS IN MOST SITUATIONS

- DON'T ASSUME PEDESTRIANS SEE YOU
- MOVE CAREFULLY WHEN LIGHTING IS POOR AND LOOK AROUND VEHICLE PRIOR TO ACCELERATING
- BE SLOW WHEN MAKING TURNS

WORK ZONE SAFETY-WHAT IS A WORK ZONE?

A WORK ZONE IS DEFINED AS AN AREA OF ROADWAY WITH CONSTRUCTION, MAINTENANCE, OR UTILITY WORK ACTIVITIES. A WORK ZONE IS TYPICALLY MARKED BY SIGNS, CHANNELING DEVICES, BARRIERS, PAVEMENT MARKINGS AND/OR WORK VEHICLES.

MOST INJURIES AND DEATHS IN WORK ZONES ARE CAUSED BY REAR-END COLLISIONS.



WORK ZONE SAFETY TIPS



- DON'T SPEED
- STAY ALERT
- WATCH FOR WORKERS
- DON'T CHANGE LANES UNNECESSARILY
- AVOID USING CELL PHONE
- TURN ON HEADLIGHTS
- BE ESPECIALLY ALERT AT NIGHT

DEFENSIVE DRIVING

DEFENSIVE DRIVING INVOLVES THE CULTIVATION OF GOOD HABITS, MAINTAINING ATTENTION AND A THOUGHTFUL, COOPERATIVE ATTITUDE.

- KEEP SPACE IN FRONT OF YOUR VEHICLE TO ALLOW TIME TO STOP. AT 60 MPH, A VEHICLE TRAVELS 88 FT. PER SECOND. IN THE $\frac{3}{4}$ OF A SECOND IT TAKES TO PUT YOUR FOOT ON THE BRAKE, YOU'VE GONE 66 FT. IF YOU SPEED OR TAILGATE, BY THE TIME YOU SEE A PROBLEM, IT IS TOO LATE.



IMPORTANCE OF SEATBELTS

- MORE THAN HALF OF DEATHS BY CAR CRASH COULD HAVE POTENTIALLY BEEN PREVENTED IF SEATBELTS WERE WORN.
- WEARING SEATBELTS SAVES LIVES, ALWAYS BE SURE TO ENSURE YOURSELF AND PASSENGERS IN YOUR CAR ARE PROPERLY BUCKLED UP FOR SAFETY.
- EMPLOYEES ARE REQUIRED TO WEAR SEATBELTS AND ENSURE CLIENTS WEAR SEATBELTS AT ALL TIMES WHILE IN A MOVING VEHICLE.



HOW TO SECURE A WHEELCHAIR IN A VEHICLE PROPERLY AND SAFELY



HOW TO TIE DOWN
A WHEELCHAIR IN A
VEHICLE

BIS TRANSPORTATION POLICY

THE TRANSPORTATION OF CLIENTS TO AND FROM COMMUNITY OUTING, VOLUNTEER OR OTHER JOBS, AND SOCIAL EVENTS IS A VITAL PART OF THEIR SUPPORT PROGRAM AND IS THEREFORE A REQUIREMENT FOR EVERY DIRECT SUPPORT POSITION IN THE AGENCY. ALL EMPLOYEES MUST HAVE A RELIABLE, SAFE AND PERSONAL MODE OF TRANSPORTATION THAT CAN BE UTILIZED DURING WORK HOURS FOR THE TRANSPORT OF THEIR CLIENTS. BIS WILL CONDUCT PERIODIC CHECKS ON ALL DRIVING RECORDS TO ENSURE ALL EMPLOYEES HAVE THE ABILITY TO LEGALLY OPERATE A MOTOR VEHICLE. TRANSPORTATION OF CLIENTS SHOULD OCCUR IN THE EMPLOYEE'S PERSONAL VEHICLE IN WHICH THEY ARE INSURED TO OPERATE AND OF WHICH THAT INSURANCE IS CURRENTLY ON FILE AND DOCUMENTED WITH THE HR DEPARTMENT. ONLY AUTHORIZED MEMBERS OF THE CLIENTS' TEAM MAY BE IN THE CAR TO ACCOMPANY A CLIENT DURING AN OUTING.

BIS TRANSPORTATION POLICY

BIS STRICTLY PROHIBITS THE FOLLOWING DUE TO THE LIABILITY ISSUES INVOLVED:

- AN EMPLOYEE OF THE AGENCY TO RIDE IN OR OPERATE A VEHICLE IN WHICH A CLIENT IS PRESENT ON WHICH THEY HAVE NOT BEEN AUTHORIZED TO WORK WITH OR ARE FAMILIAR WITH THEIR BSP/ISP GOALS.
- AN EMPLOYEE TO BE DROPPED OFF OR PICKED UP FROM A SHIFT AND NOT HAVE ACCESS TO A VEHICLE DURING SHIFTS DESIGNATED FOR OUTING AS REQUIRED BY THE CLIENTS BSP/ISP GOALS AND STAFFING PATTERNS.
- FAMILY MEMBERS OF CLIENTS TO USE OUTING OR PLANNED COMMUNITY ACCESS AS A WAY TO SANCTION A RIDE FROM STAFF.
- FAMILY MEMBERS, FRIENDS, SIGNIFICANT OTHERS, ETC. OF AN EMPLOYEE MAY NOT BE PRESENT IN THE VEHICLE DURING THE TRANSPORTATION OF ANY CLIENT OR DURING TYPICAL COMMUNITY OUTING

BIS TRANSPORTATION POLICY

DURING TRANSPORT, STAFF ARE RESPONSIBLE FOR MAKING SURE THAT THE CAR'S CLIMATE IS PLEASING AND ACCOMMODATING TO ANY HEALTH ISSUES OF THE CLIENT. (I.E., REGULATING THE AIR CONDITIONING OR HEATER TO ACCOMMODATE A CLIENT WITH SICKLE CELL ANEMIA, KEEPING BACK SEAT AREA FREE FROM ANIMAL HAIRS FOR ALLERGIES OR FREE FROM DEBRIS OR TRASH FOR SAFETY CONCERNS, ETC.)



BIS TRANSPORTATION POLICY

BIS RECOGNIZES THAT SEAT BELTS ARE EXTREMELY EFFECTIVE IN PREVENTING INJURIES AND LOSS OF LIFE. THEREFORE, ALL EMPLOYEES MUST WEAR SEAT BELTS WHEN DRIVING BETWEEN APPOINTMENTS, TRANSPORTING CLIENTS, OR AT ANY OTHER TIME WHILE ON COMPANY BUSINESS. ALSO, CLIENTS MUST BE IN THE PROPER SAFETY RESTRAINTS (SEAT BELTS, BUCKLE BUDDIES, SEAT BELT EXTENDERS, ETC., WHEN APPLICABLE) WHILE IN THE CAR AS WELL AS SEATED IN THE BACK SEAT, ON THE PASSENGER SIDE OF THE VEHICLE, UNLESS OTHERWISE STATED IN THEIR SUPPORT PLAN. WHEN NECESSARY, CHILD LOCKS SHOULD BE USED TO AVOID ATTEMPTS AT ELOPEMENT FROM A MOVING OR STATIONARY VEHICLE. EMPLOYEES ARE STRICTLY PROHIBITED FROM USING ANY FUNCTION OF A CELL PHONE (CALL, TEXT, OR OTHER SMART FUNCTIONS) TO CALL OR TEXT WHILE DRIVING. IN AN EMERGENCY SITUATION, IF CELL PHONE USAGE IS REQUIRED, THE EMPLOYEE SHOULD PULL OVER OR UTILIZE A HANDS-FREE, VOICE ACTIVATED SYSTEM TO CALL OR TEXT. CELL PHONES MAY NEVER BE USED WHILE THE CAR IS IN OPERATION AND IF VIOLATED, COULD LEAD TO IMMEDIATE TERMINATION.

BIS TRANSPORTATION POLICY



CLIENTS SHOULD NEVER BE LEFT IN A CAR ALONE FOR ANY REASON. STAFF MAY NOT LEAVE THE CLIENT UNATTENDED TO "RUN INTO A STORE" OR MAKE A QUICK STOP. DRIVE THRU FAST FOOD OPTIONS CANNOT BE USED FOR MEALS IN WHICH THE CLIENT'S PERSONAL AND/OR CHAPERONE MONEY ARE USED AS THIS IS NOT FUNCTIONAL TO ANY CLIENTS' BEHAVIOR SUPPORT OR INDIVIDUALIZED SUPPORT PLAN OR AN APPROVED METHOD OF FUNDING USE. ANY STAFF ABANDONING A CLIENT OR USING CLIENT OUTING TO COMPLETE PERSONAL ERRANDS WILL BE TERMINATED IMMEDIATELY. STAFF SHOULD MAKE SURE THAT THEIR VEHICLE IS READY TO GO (GAS, TEMPERATURE REGULATED, ETC.) PRIOR TO PICKING UP ANY CLIENT FOR AN OUTING.

INCLEMENT WEATHER TIPS

EVEN DURING INCLEMENT WEATHER, STAFF ARE EXPECTED TO ARRIVE TO THEIR SCHEDULED SHIFTS. HERE ARE SOME SAFE DRIVING TIPS TO TAKE IN CONSIDERATION DURING THESE TIMES:

1. LEAVE EARLY AND GIVE YOURSELF ENOUGH TIME TO MAKE IT TO YOUR DESTINATION. BE PATIENT.
2. PACK EXTRA ITEMS SUCH AS FOOD OR CLOTHES. PREPARE FOR THE UNEXPECTED!
3. SLOW DOWN. EVEN IF YOU HAVE ALL-WHEEL DRIVE, REDUCE YOUR SPEED ABOUT 10 MILES PER HOUR OR REDUCE UNTIL COMFORTABLE.
4. BEWARE OF BLACK ICE ESPECIALLY ON OVERPASSES AND BRIDGES. SLOW DOWN!
5. AVOID TAILGATING. LEAVE PLENTY OF ROOM BETWEEN YOURSELF AND THE CAR IN FRONT OF YOU TO GIVE PLENTY OF ROOM TO STOP IF SOMEONE BREAKS SUDDENLY.
6. DON'T BRAKE DURING A TURN. TO AVOID A SPIN OUT, GRADUALLY START TURNING THE STEERING WHEEL AND TAPPING THE BRAKES LIGHTLY BEFORE THE CURVE. THEN COAST THROUGH THE TURN WITH YOUR FOOT OFF THE BRAKE AND OFF THE GAS, SO AS NOT TO GAIN SPEED.

INCLEMENT WEATHER EXPECTATIONS

BIS UNDERSTANDS THE CONCERN STAFF FEEL WHEN EXPECTED TO ARRIVE TO SCHEDULED SHIFTS WHEN INCLEMENT WEATHER IS HAPPENING. HOWEVER, STAFF HAVE TO RECOGNIZE THAT DUE TO THE NATURE OF OUR WORK HERE OUR CLIENTS HAVE TO HAVE SOMEONE THERE TO SUPPORT THEM 24/7. DUE TO THIS NEED OF THEIRS, IF A STAFF CALLS IN DURING INCLEMENT WEATHER AND IT RESULTS IN A SUPERVISOR HAVING TO COME IN AND COVER A SHIFT, THE CALL OFF WILL STILL BE WRITTEN OFF AS UNEXCUSED.



DRIVERS SAFETY VIDEOS

HYDROPLANING

SLIDING ON AN ICY ROAD

GENERAL DRIVER'S SAFETY TIPS



REFERENCES

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