

Defensive Driving Alexander County

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Course Goal



The Goal of this program is to fulfill Alexander County's Motor Vehicle Policy training requirements.

We hope the information contained will be helpful in
Reducing motor vehicle collisions, reducing injuries, and
Helping to control losses to the County.

Thank you for participating.

Course Objective



- The objective of this program is to fulfill Alexander County's Motor Vehicle Policy training requirements.
- Students will correctly identify and define Defensive Driving.
- Students will correctly identify the need for a Defensive Driving training program.
- Students will correctly identify policy and procedures required by Alexander County.

Significance of SOGs

- All personnel understand what is expected or required.
- Intended compliance with all necessary requirements is identified.
- Pre-planned and agreed upon actions.
- Resource documents upon which to base training
- Required anticipated action

SOG Subject Areas

- Eligibility requirements for drivers.
- Training and proficiency testing requirements for drivers.
- Emergency response procedures and requirements.
- Customary and ordinary operational procedures.
- Special situation procedures.

Did you know?



- When driving on a road that is new to you: Your eyes tend to scan the road from left to right, which is an excellent driving habit. We tend not to scan when in familiar territory.
- How closely can you safely follow another car?

Continued next page

Did You Know (continued)



- We tend to follow based on how much of the road we can see. A long hood causes us to follow at a greater distance (since you have to look over the hood to see the street). Drivers with shorter hoods tend to follow more closely. Use the 2 or 4 second rule. Good driving conditions, keep a 2 second distance behind. Poor driving conditions, keep a 4 second distance behind.

Impacts of Vehicle Accidents

1. Personnel injury or death.
2. Peripheral injury or death to others.
3. Vehicle and equipment loss.
4. Long term impact.

Human Aspects

- Attitude
- Knowledge
- Mental Fitness
- Judgment
- Physical
- Age
- Habits
- Driving Characteristics



Acquired Abilities

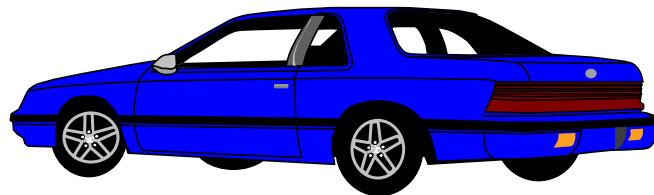
- Driver's License
- State & Local Laws
- Defensive Driving Techniques
- Vehicle Characteristics

“The best way to avoid a collision is not to drive into one”



What is Defensive Driving?

The National Safety Council defines Defensive Driving as, “Driving to save lives, time and money in spite of the conditions around you and the actions of others.”



NSC - Defensive Driving Definition

- Controlling your vehicle
- Adjust to the environment
- Compensate for the incorrect actions of others

Defensive Driving Techniques

- Space Management
- Following Distance and Rate of Closure
- Hazard Identification
- Correct Braking Techniques



Vehicle Characteristics

- Types of Vehicles
- Vehicle Components and Features
- Special Driver Training

Defensive Driving Saves Lives

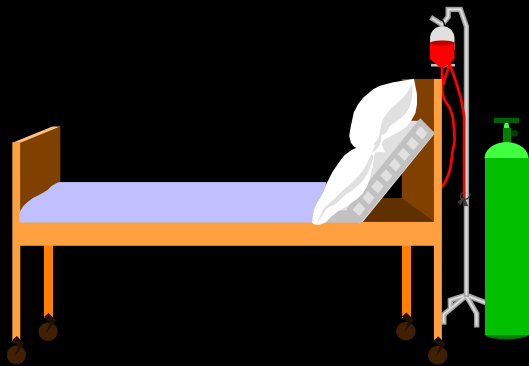


Drivers learn the knowledge and skills needed to avoid preventable collisions. About two-thirds of all collisions are preventable.

The life you save could be your own or your passenger!

Defensive Driving Saves Time

- Not time on the road hurrying from one place to another, but time lost due to injury and vehicle damage.



Defensive Driving Saves Money



Money lost due to injury, car and other property damage and lost work time.

The techniques used are simple and easily learned. They stress knowledge, foresight, alertness, judgment and skill. Defensive drivers exhibit patience, cooperation and courtesy on the road. Not the “me versus them” attitude.



Policy Requirements:



- Drug and Alcohol Testing
- Tobacco Use Policy
- Motor Vehicle Policy
- Training Requirements
- Vehicle Maintenance Requirements
- Accident Reporting Procedures

Alcohol and Controlled Substance

TESTING



•Employee will be tested for drugs and alcohol following an on-the-job accident or illness that requires medical treatment by a licensed physician and/or involving one or more of the following:

- > A fatality
- > Injury to an employee or other individual
- > Accidents involving a county owned vehicle
- > After a sequence of minor accidents or injuries that may require medical treatment from a licensed physician.



Testing Guidelines

- Employee is to be tested as soon as possible following an accident.
- Testing must not exceed eight (8) hours for alcohol testing and 32 hours for drug testing (employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post accident alcohol test.
- It is the employees responsibility to refrain from the legal use of alcoholic beverages until testing is completed, **NO EXCEPTION**
- Drug testing will include prescription medication, all medication must be prescribed to you.



Smoking Ordinance



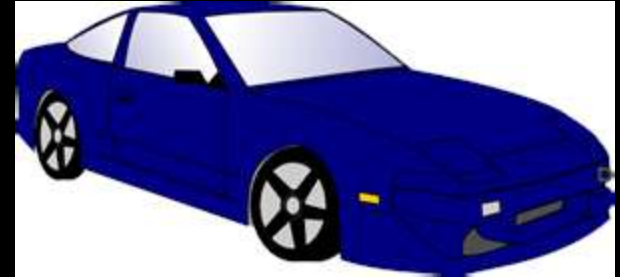
Effective 5/1/08

- Tobacco use of any type is prohibited in county buildings and County vehicles.
- Any type refers to: cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, or any product that contains tobacco and is intended for human consumption.
- Tobacco use is permitted OUTSIDE of all County owned, leased, operated, occupied, managed, or controlled buildings and vehicles EXCEPT all County owned parks.

Motor Vehicle Policy

Effective 7/1/08

PURPOSE



- To establish safe driving habits with employees
- To implement a fuel conservation program
- To comply with insurance company recommendations
- To ensure that all county vehicles are continuously maintained in safe operating condition

Driver Selection

- Vehicles are to be operated only by employees authorized to do so – vehicles are not to be operated by other family members or non-employees with the exception of first responders
- Must be properly licensed to operate County vehicle – driver's license will be periodically reviewed
- Motor vehicle convictions/charges must be reported as outlined in the Criminal Background Check Policy
- New employees or promoted employees must have completed application procedures, reference checks, have a valid driver's license verified, and criminal background check approved prior to beginning work

Importance of Driver Selection

- Human Aspects
- Acquired Abilities
- Vehicle Characteristics
- Personnel Records



Driving Record Criteria

- Applicant or employee shall not be allowed to drive a County vehicle whose driving record shows the following during the preceding 24 months: (List is not all inclusive)
 1. Two or more moving violations
 2. Two or more chargeable accidents
 3. A combination of two or more moving violations and chargeable accidents
 4. Any DWI, reckless driving, leaving the scene of an accident, hit and run, assault, participating in an unlawful speed contest, or eluding or attempting to elude a law enforcement officer.

Vehicle Safety

- Seat belts must be worn: (Exceptions)
 1. Vehicles not required to be equipped with belts
 2. Drivers of noncommercial motor vehicles with a professionally certified medical condition or mental phobia preventing use (Dr. certification required)
 3. EMS caregivers until patient is stable
- Must obey all traffic laws
- No unnecessary passengers/ hitchhikers
- Drivers will not drive after having consumed alcohol and/or drugs, to include legal drugs that may impair ability to operate a vehicle

Vehicle Safety Continued

- No alcoholic beverages in County vehicles at anytime- (exception): law enforcement transporting confiscated alcoholic beverages
- County vehicles are to be used for official County use. The County Manager is authorized to approve County vehicles to be used for travel to and from work and the Sheriff is authorized to approve use by Deputies and Detectives
- The use of tobacco, in any form, is prohibited in all County-owned vehicles
- Employees operating emergency/nonemergency vehicles are not exempt from civil or criminal liability for the consequences of reckless driving.

Vehicle Safety Continued

- Driver must be able to satisfy a jury that reasonable care and prudence was used in operating emergency/nonemergency vehicles
- Parking and general safety guidelines
 - Use a flagman if traffic warrants
 - Do not use turn signals as a parking warning
 - Turn front wheels towards the curb if parking on a downgrade
 - Keep a safe distance behind other vehicles
 - Do not assume the right away
 - Signal intentions at least 100 ft in advance

Fuel Conservation

- Gas mileage usually increases rapidly at speeds above 60 mph- when possible make every attempt to maintain constant speed
- Remove any unnecessary heavy items from vehicle- an extra 100 lbs could reduce miles per gallon by up to 2%
- Avoid excessive idling- if vehicle is left running for more than 30 seconds, turn it off (exception) EMS units
- Use cruise control when possible
- Use overdrive gears- car engine speed goes down and saves gas
- Plan combined trips, and organize stops in the most efficient pattern
- Accelerate slowly when starting from a dead stop

Training Guidelines

- New hires in safety sensitive positions or those hired where driving is an essential function of their job will be required to attend a County approved defensive driving course within the first year of employment
- Certifications within a two year period prior to beginning work with Alexander County may be acceptable with proper documentation and approval by Human Resources
- Recertification driver training classes will be held every year for EMS and Sheriff's Department drivers, and every five years for other safety sensitive positions and those requiring driving as an essential function of the job
- County personnel involved in an on-the-job accident will be required to attend the next available driver training class

Motor Vehicle Maintenance

- No employee is to operate a vehicle that is not in a safe operating condition
- For assigned vehicles, assignee is responsible for proper maintenance by completing a weekly safety check on vehicle
- Assignee is required to notify garage of 4,000 mile maintenance or any other maintenance care



Record Keeping Requirements

- The following forms/ information will be maintained in each vehicle:
 1. Mileage log sheet (to be submitted to HR monthly by the 5th)
 2. Vehicle safety check list (to be submitted to HR monthly by the 5th)
 3. Accident Reporting Form
 4. Incident Investigation Form
 5. Motor Vehicle Policy
 6. Cell Phone Policy
 7. Insurance Policy Card
 8. Vehicle Registration Information
 9. Garage Work Order
 10. Drug/ Alcohol Consent Form
- It will be the responsibility of the assignee and department head to ensure that these records are appropriately maintained

Alexander County Vehicle Logsheet

Alexander County Vehicle Maintenance

Phone: (828) 632-1163

Submit to Human Resources by 5th day of the month for previous month

Vehicle Make & Model

V.I.N. #

[illegible]

MOTOR VEHICLE WEEKLY SAFETY CHECKLIST

Department: _____

Vehicle Make: _____ Model: _____ V.I.N.# _____

Do not operate any vehicle if an unsafe condition exists.	Inspection Date: / /	Inspection Date: / /	Inspection Date: / /	Inspection Date: / /	Inspection Date: / /
	Inspected By:	Inspected By:	Inspected By:	Inspected By:	Inspected By:
Windshield wipers and washers					
Directional Signals					
Lights					
Horn and Mirrors					
Inspection sticker current					
Tag current					
Check for 4000 mile maintenance					
Tire inflation and safe tread depth					
Power steering fluid					
Antifreeze / Coolant					
Motor oil level					
Brake fluid & Brake operation					
Exterior and Interior condition acceptable					
Transmission Fluid & Hydraulics (if applic.)					

Any item not passing inspection shall immediately be brought to the attention of the department head, a garage work order issued, and the vehicle repaired and returned to service as soon as possible.

Comments: _____

SUBMIT CHECKLIST TO HUMAN RESOURCES ON THE 5TH DAY OF EACH MONTH

Revised 8-06-08 BG

Accident Reporting Guidelines

- All vehicles accidents in County vehicles or personal vehicle on County time must be reported immediately to supervisor and to HR within 24 hours
- All employees involved in accident must be immediately drug/alcohol tested notify Law Enforcement immediately- do not remove vehicle until authorized by officer- if no personal injury exists, vehicle may be moved to the shoulder of the street
- No passenger should leave the scene of an accident unless seeking temporary assistance or remaining at the scene would place the passenger or others at significant risk of injury
- Follow procedures as outlined in Alexander County's Personnel Policy, Article IX- Worker's Compensation Policy

Accidents Involving County Vehicle

- Must be reported immediately whether or not accident results in a injury
- Report to Department Head, H.R. Department or County Manager
- All County policies and procedures for reporting the accident must be followed

Discipline and Consequences



- Failure to Report Injury
 - Disciplinary action up to and including termination
 - May be subject to denial of benefits under NC Worker's Compensation Act
- Failure to Seek Authorized Medical Treatment
 - Payment of bills incurred possibly denied
 - Disciplinary action up to and including termination

Discipline and Consequences (Cont.)

- Drug and Alcohol Testing
 - Positive drug and alcohol testing will be subject to termination
 - Refusal to submit to drug and alcohol testing will be subject to termination
- Additional information on Discipline, Grievance procedures, and Substance Abuse Policy is located at

www.alexandercountync.gov

Discipline and Penalties

- Citations must be reported to HR immediately
- Violations, citations, fines, and other actions taken by any law enforcement jurisdiction against any employee while driving a County vehicle or on County time shall be the responsibility of the employee and may be cause for disciplinary action up to and including termination
- Failure to comply with guidelines set forth in this policy may be subject to disciplinary action up to and including termination
- Any employee involved in a motor vehicle accident while on County time will be required to attend a defensive driving course whether the employee is at fault or not
- Disciplinary action procedures as outlined in Article X- Disciplinary and Dismissal for just cause shall be followed

Remember.....

- It is the responsibility of each employee to follow set procedures when an accident occurs that is found to be within the course and scope of their employment
- Failure to follow the procedures set forth in the Worker's Compensation Policy, and Article IX in the Alexander County Personnel Policy may result in loss of Worker's Compensation benefits and disciplinary action up to termination of employment

What are the Three Elements That Make Up Traffic?



How Does Each Element Lead To Collisions?

Buckle Up



If seat belts were original equipment in your car:

- The law requires the driver and passenger to use seatbelts when driving on any road or public highway
- The law requires children under 4 yrs to be restrained by an approved infant carrier and the infant carrier must be restrained by seatbelts.
- The law requires those between 4 and 17 yrs of age to be restrained provided the vehicle has safety belts.
- No person younger than 18 years old may ride in the open bed of a vehicle or trailer (unless it's the only vehicle owned.)

Plan Ahead: Fit your car

- Adjust
 - Seat pan forward such that pedals can be easily used without reaching with legs
 - Seat back such there is approximately 120 degrees between thighs and trunk
 - Adjust wheel such that controls and displays are visible and arms and shoulders are comfortable
 - Adjust mirrors to reduce blind spots and improved all around visibility

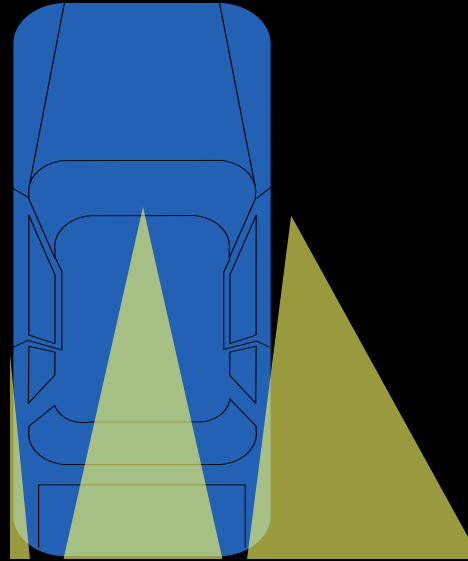
Plan Ahead

Mirror Adjustment

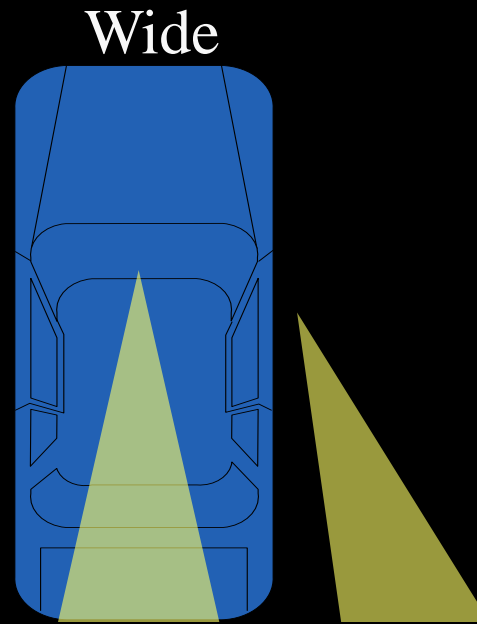
- In a comfortable driving position, adjust your left mirror OUT until you just barely can (or barely can not) see the side of your car.
- Adjust the right-hand mirror in the same manner from the same driving position.

Plan Ahead Mirror Adjustment

Traditional

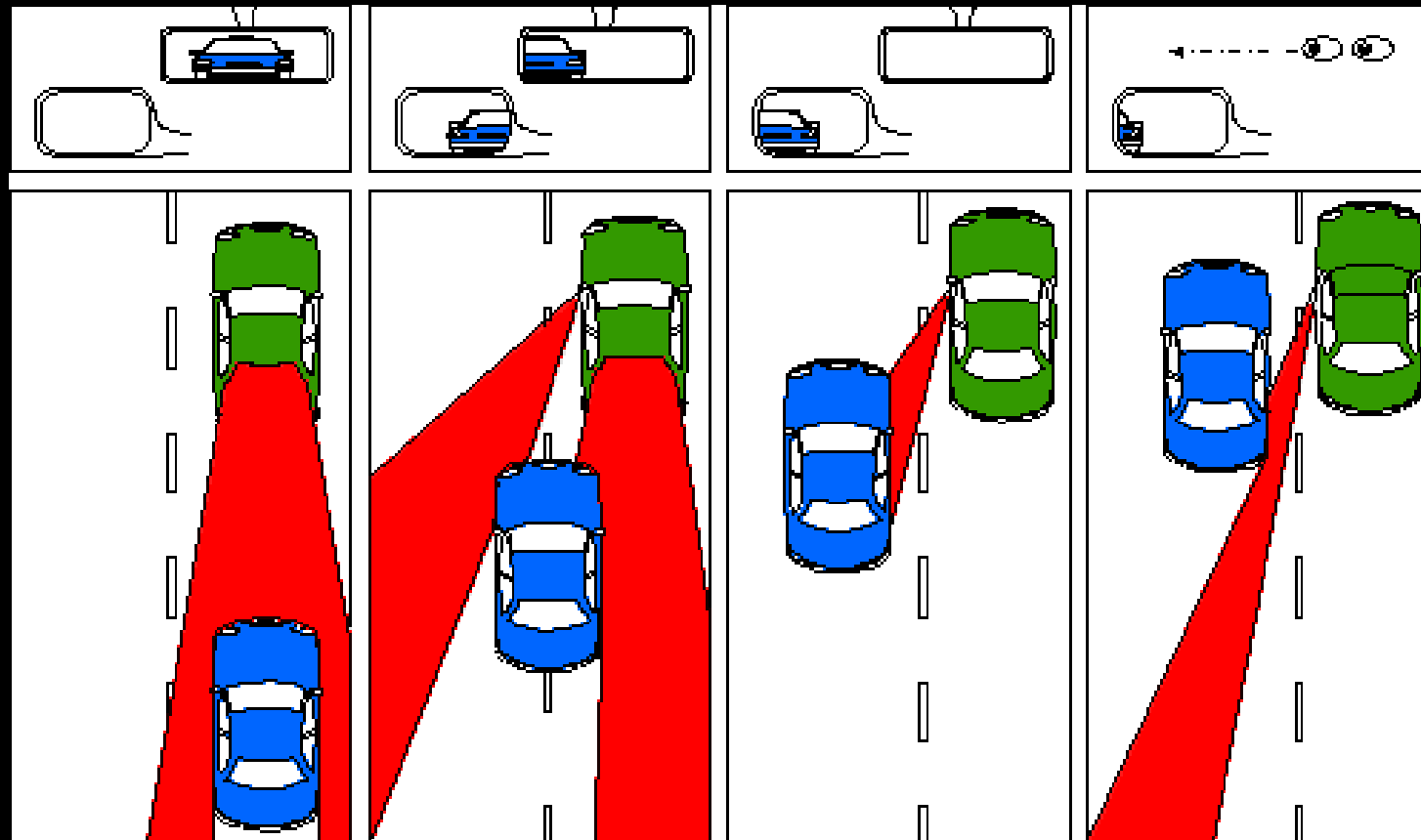


Plan Ahead Mirror Adjustment



Plan Ahead

Mirror Adjustment



- The goal is to set it up so that once a car leaves your REAR view mirror, it appears in your SIDE view mirror - and once it leaves your SIDE view mirror, it appears in your side window/peripheral vision.
- Unfortunately, some cars don't let you adjust the mirrors out far enough to completely accomplish this. I recommend experimenting in a parking lot until you get the ideal angle.

Analyze: Get the Big Picture

Examine Mirrors Every 5 to 8 seconds



Remember
proper mirror
setup!



Look where you are going to be

Most drivers look 4 to 6 seconds ahead of their vehicle when they drive. You can tell by their late reactions to changing traffic conditions.



Do not just look where you are.

Look where you are going to be

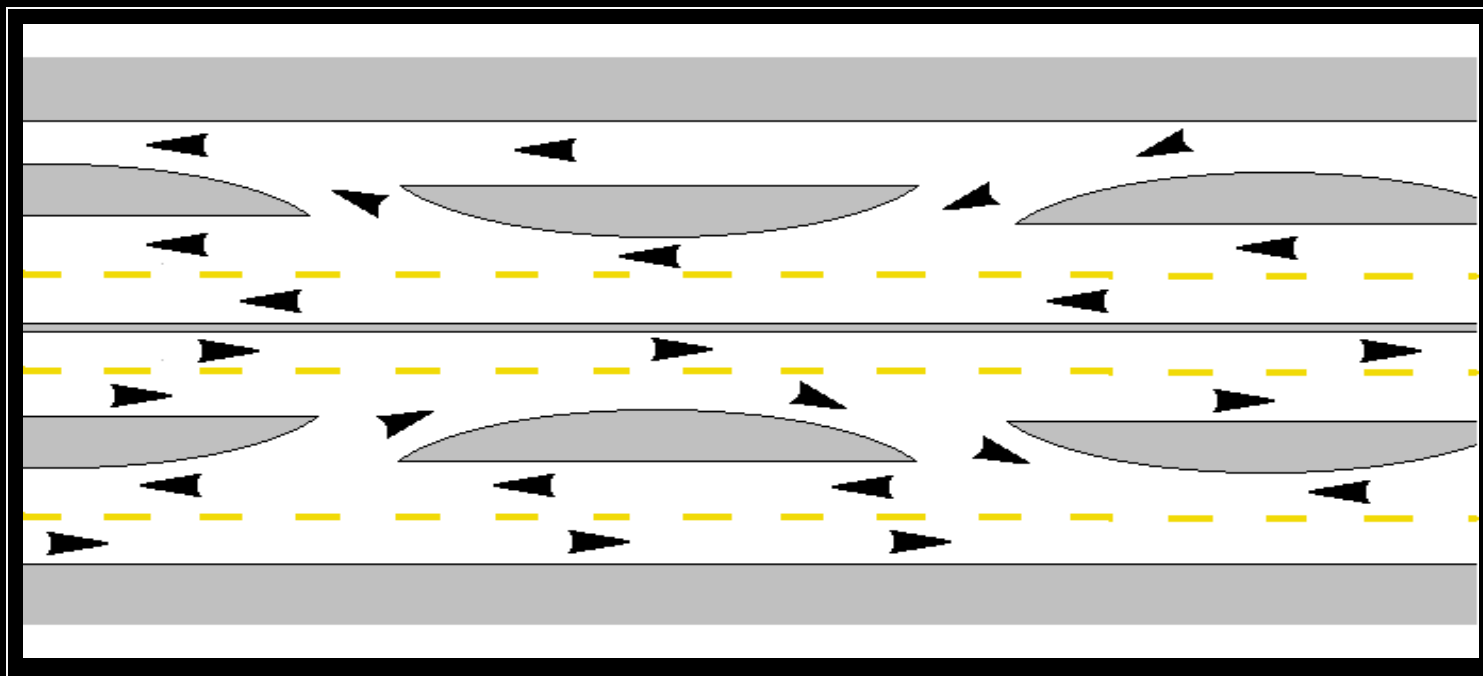


Do not just look where you are.

Scan your surroundings



If You Are Driving and You Ask Yourself... Who Has The Right of Way?



It's Simple...They Have It!

Right of Way at Intersections

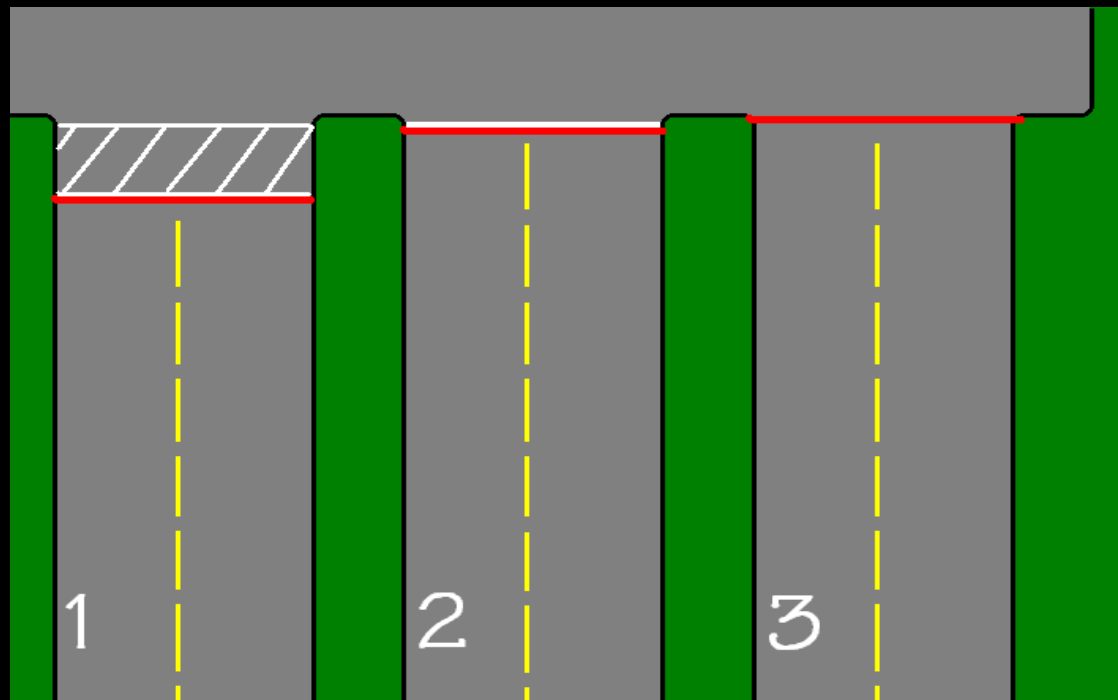
There are times when a driver **must yield** the right of way.

Knowledge of who has the right of way and showing courtesy to other drivers are the keys to successfully negotiating intersections. Failure to yield the right of way is one of the most frequent causes of fatal car crashes.

**THE RIGHT OF WAY IS ALWAYS GIVEN
AND IT IS NEVER TAKEN!!!**



Here's where the Law Requires You To...



If you stop behind other cars before an intersection
you are still required to stop at these red lines!

Railroad Crossings



Railroad Crossings are also indicated by a round sign. These signs are located **50** to **500** feet from the railroad crossing. Depending upon the speed limit of the highway.



These signs are called Cross Bucks.

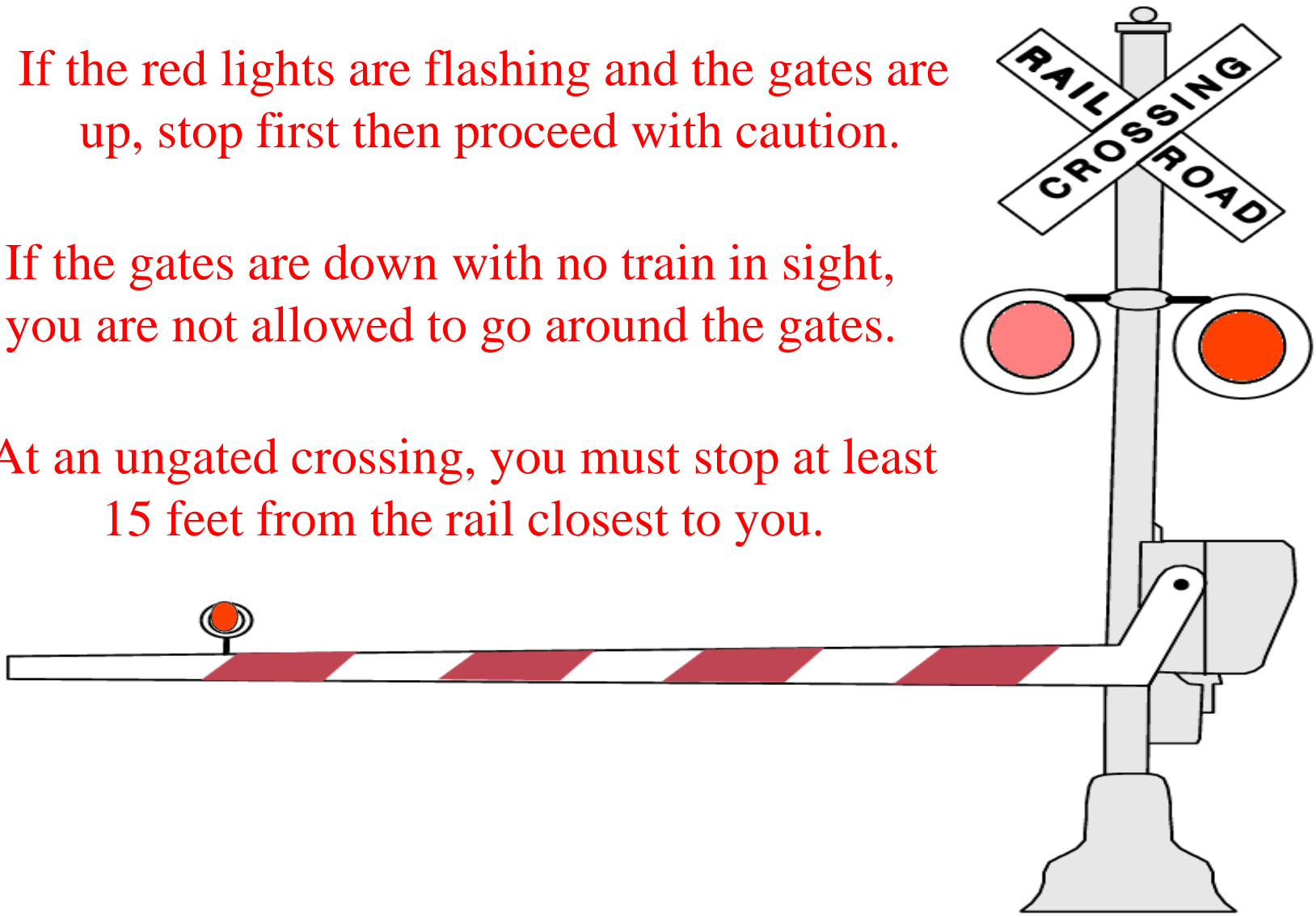


Motorist must treat Cross Bucks exactly the same as Yield Signs

If the red lights are flashing and the gates are up, stop first then proceed with caution.

If the gates are down with no train in sight, you are not allowed to go around the gates.

At an ungated crossing, you must stop at least 15 feet from the rail closest to you.



AMBER WARNING LIGHTS

When the warning lights are activated this means the bus is preparing to load or unload children. Your action should be to reduce speed to 25 MPH and...

**Prepare to
STOP!**



RED STOP LIGHTS / STOP ARM

Vehicles in the road, both approaching and following, must stop and remain stopped until the stop arm is retracted and red lights stop blinking.

**This means
children are
in the street!**



Law Enforcement and Emergency Vehicles



When a driver sees and/or hears a siren, bell, klaxon or flashing red lights, the driver should **immediately pull off the roadway to the right and stop**. If traffic prevents you from stopping, slow down and leave a clear path so the emergency vehicle can safely pass on your left.

Emergency Response Vehicles

State Law Requirements

- Lights and Sirens must be run simultaneously
- STOP! At all intersections
- Posted speed limit
- To fast for conditions
- Always use due regard for the safety of others



Use of Siren

- Use when responding to an emergency
- Change to yelp mode 200' from intersections, approaching vehicles
- Use another audible device to alert drivers who fail to hear siren
- High/Low mode is least effective





Use of Emergency Lights and Siren

- Siren- two (2) basic concepts:
 1. They notify other drivers that an approaching emergency vehicle is operating in an emergency mode
 2. They request other drivers to yield the right of way to the emergency vehicle in accordance with state and/or local laws

Use of Emergency Lights

- **RED**- Fire, EMS, Rescue. Attracts attention of other drivers
- **BLUE**- Law Enforcement, good visibility day or night
- **AMBER**- Danger/Caution. Excellent for rear of vehicle
- **CLEAR**- Caution, good visibility, shut off at scene

Major Driving Errors:

- Failure to obey traffic laws
- Failure to maintain your vehicle
- Discourtesy to other drivers / Combativeness
- Lack of Driving Knowledge
- Bad Judgment / Poor Decision Making



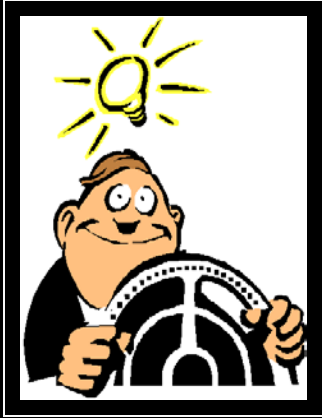
5 Major Factors Influencing Driving Performance

1. Maturity Level
2. Attention / Alertness
3. Knowledge Base / Decision Making
4. Driver Habits
5. Driver Feelings and Emotions

Examples of Physical Condition That Effect the Driver:

- Fatigue
- Illness
- Age
- Stress
- Physical Disabilities





ATTITUDE

You have to make a **conscious decision** to be a safe driver.



"Road rage"

- Road rage is driving under the influence of too much anger.
- Provoked by:
 - Feeling endangered by someone else's driving (another driver cuts you off or tailgates you)
 - Resentment at being forced to slow down
 - Righteous indignation at someone who breaks traffic rules
 - Anger at someone taking out their road rage on you
- Therapy for road rage:
 - Take a deep breath and just let it go!



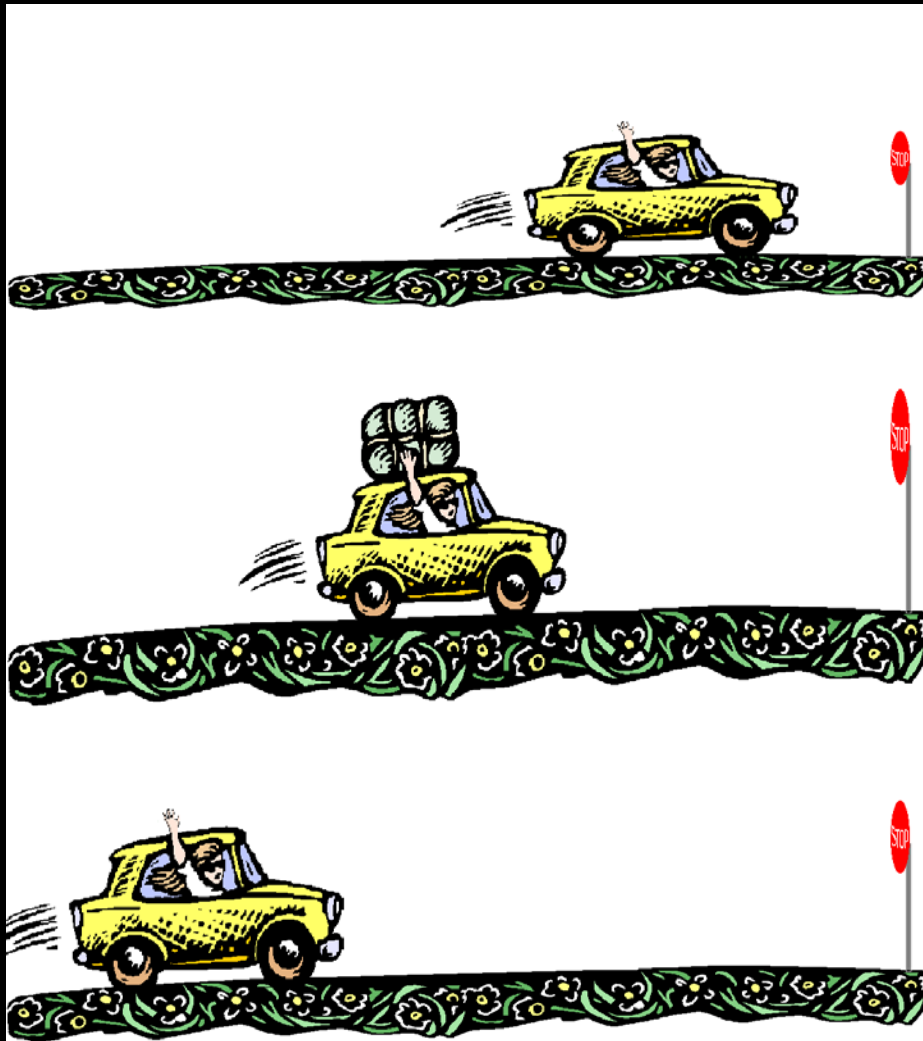
Five Visual Habits

- Aim high in steering
- Get the big picture
- Keep eyes moving, scan
- Make sure the other drivers see YOU
- Identify an escape route

IPDE System

- Identify
- Predict
- Decide
- Execute

Physical Forces that Influence Driver Control



At 30 mph and 3000lbs
you need 78 feet to stop.

At 30 mph and 6000lbs
you need 156 feet to stop.
**When the weight doubles...
stopping distance doubles.**

At 60 mph you need
about **303** feet to stop.
**When speed doubles it's
about 4 times the stopping
distance as 30 mph.**

How to Figure the Stopping Distance of your Car



0 ft

??? ft

Let's say you're driving along at 60 mph.

How to Figure the Stopping Distance of your Car



132 ft



??? ft



It takes the average person 1.5 seconds to recognize that a child is in the street

At 60 mph, you have traveled 132 feet only to get your foot to the brake pedal!

How to Figure the Stopping Distance of your Car



303 ft



It takes another 171 feet for your brakes to actually stop your cars movement. At 60 mph, you have traveled a total of 303 feet from the time you saw the child until you stopped your cars motion. That's the length of football field in front of you!

Effects on Traction

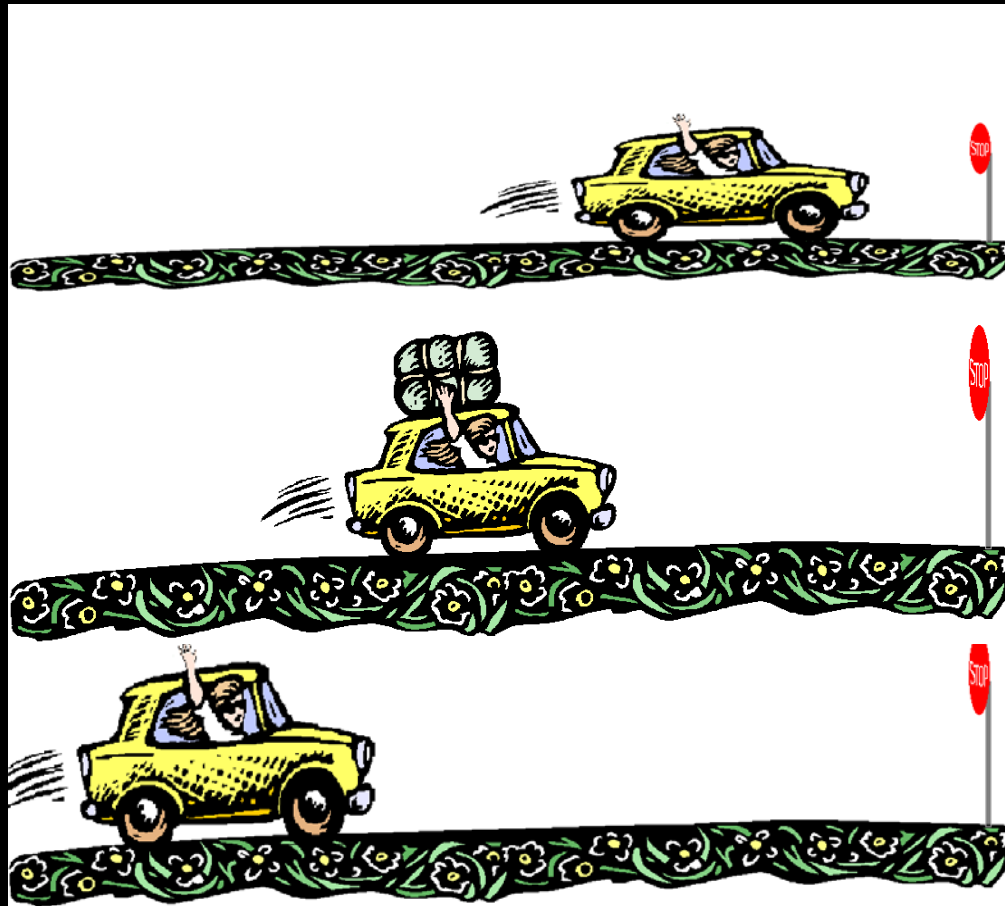
Friction



When you are driving and you have to make a sudden stop, you are relying on friction. Friction is critically affected by the condition of your brakes, tires, the road surface and your speed.

Effects on Traction

Acceleration and Stopping



At 30 mph and 3000lbs
you need 78 feet to stop.

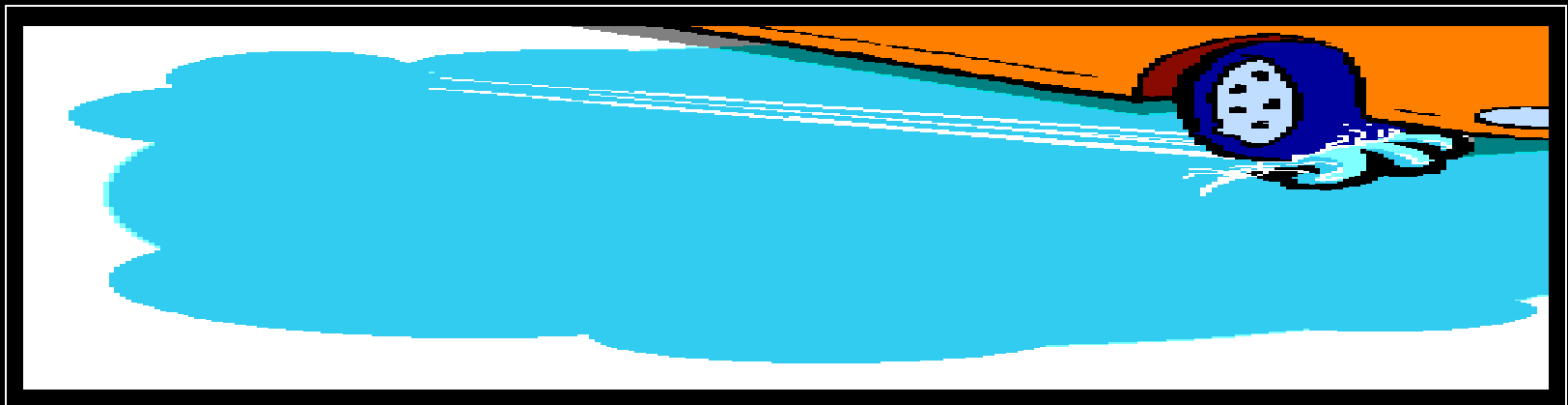
At 30 mph and 6000lbs
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**When speed doubles it's about
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Effects on Traction

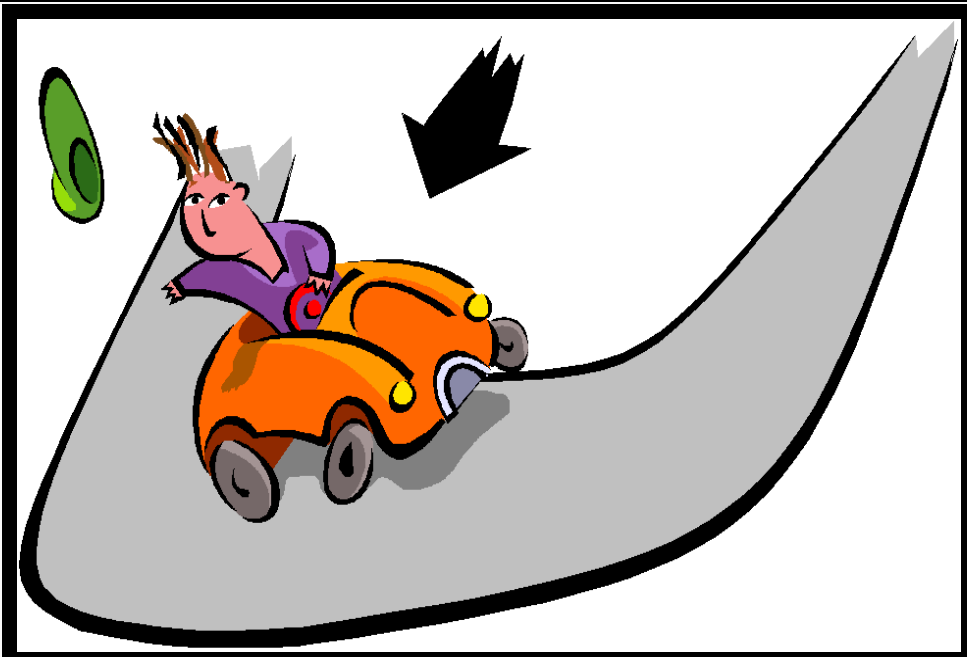
Hydroplaning

This is when your car starts to slide on a mixture of water and oil on a concrete surface or asphalt roadway. The tires, in effect, lose contact with the pavement and therefore you lose the benefits of friction.



Effects on Traction

Centrifugal Force



This force is felt when your car is being pushed away from the center of a curve while driving a turn around or corner.

Effects on Traction



Traction or Friction

Friction is the gripping power between a tire and the roadway on which it moves.

Traction is affected in one way or another friction, stopping distance, centrifugal force, and/or hydroplaning.

By decreasing car traction, you are thereby decreasing the amount of control you have on your car!

Factors that Affect Car Handling

Kinetic Energy

Centrifugal Force

Inertia

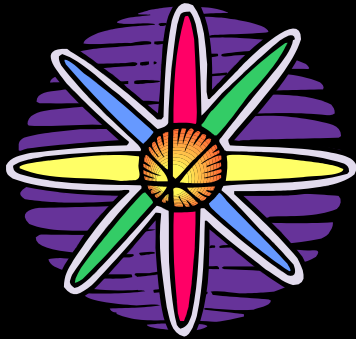
Gravity



Factors that Affect Car Handling

Kinetic Energy

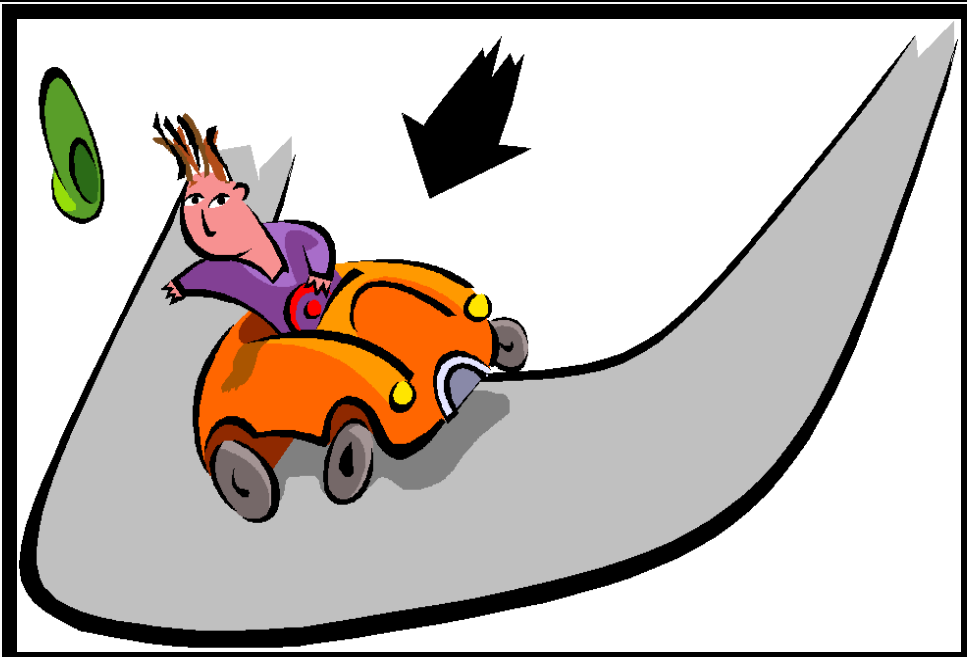
The energy of motion.



Example: The faster a car travels, the more kinetic energy it will have and the harder it will be to control.

Factors that Affect Car Handling

Centrifugal Force



This force is felt when your car is being pushed away from the center of a curve while driving a turn around or corner.

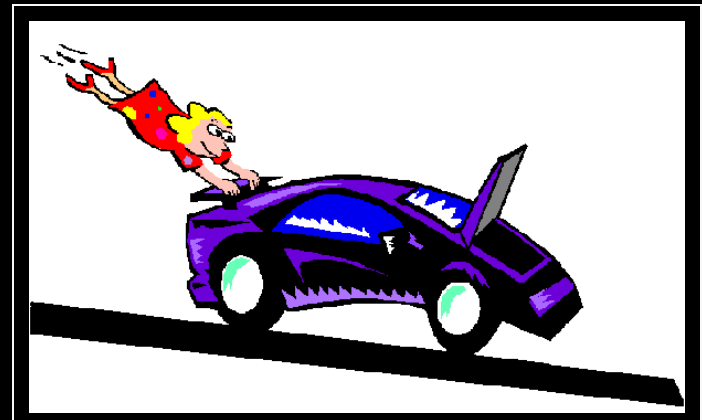
Factors that Affect Car Handling

Inertia



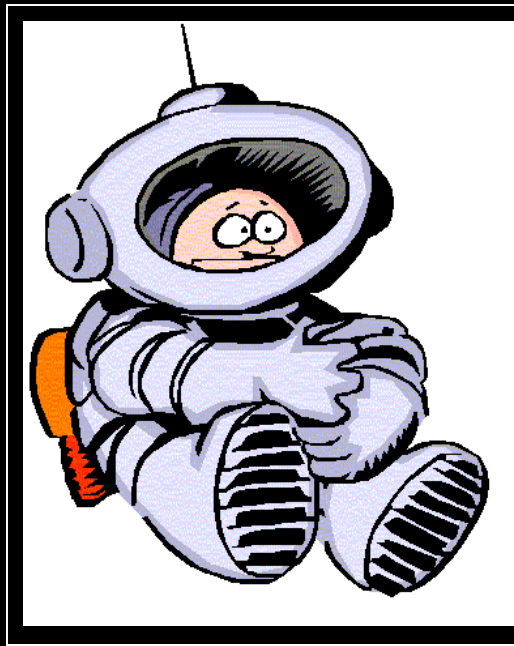
But is also the same factor that makes objects stay in motion.

This force or factor makes objects remain in place.



Factors that Affect Car Handling

Gravity



This force or factor
pulls you toward the
the center of the earth.

Inclement Weather



Fog



Snow



Rain

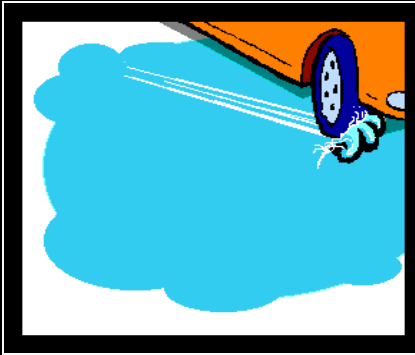


Wind



Rain &
Darkness

Hydroplaning



A condition in which the tires of a moving vehicle ride on the surface of water causing loss of steering and braking control.

Causes of Hydroplaning

1. Under/Over-inflated tires
2. Speed
3. Water depth on the road
4. Lack of tread depth on your tires

Driving at Night



Driving at night is more dangerous than during the day yet most people do not receive any special training at all.

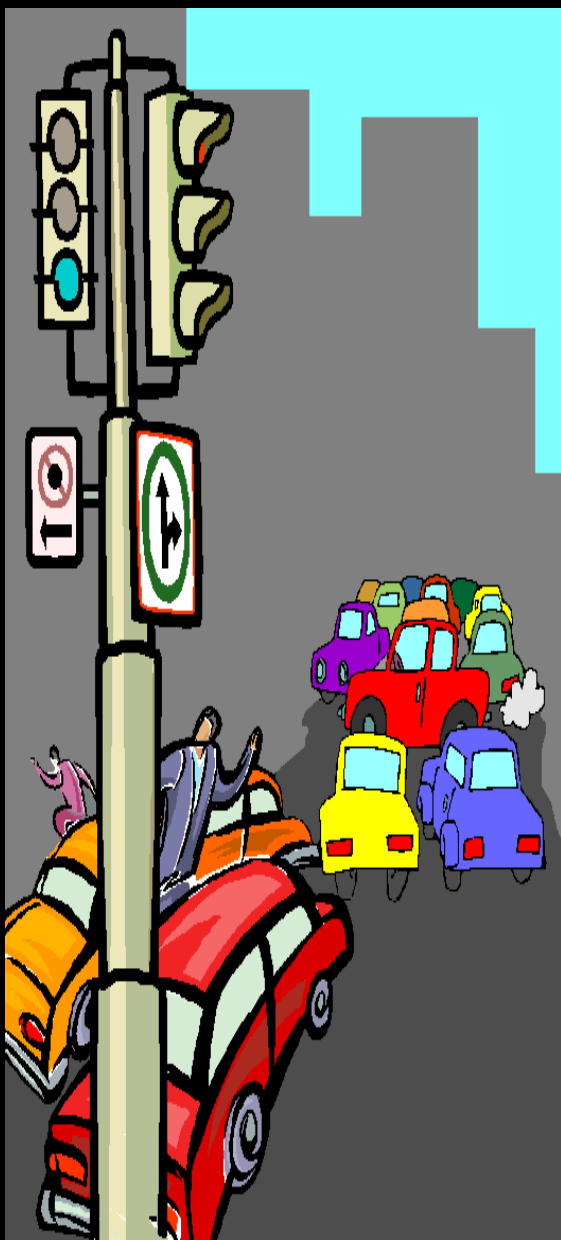
Driving at Night

Things to remember about driving at night:

1. Your headlights illuminate only a portion of the road.
2. The speed you travel may eliminate your reaction time.
3. Your peripheral vision is hindered by reduced light.
4. Try to never drive when you are sleepy.

Combined, the simple answer is to:

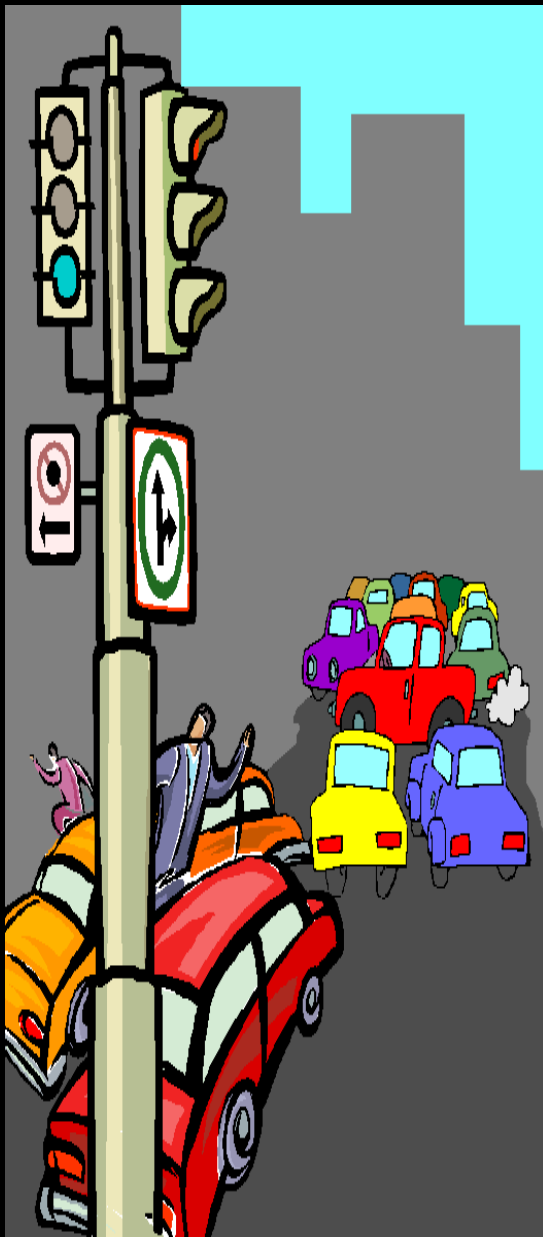
SLOW DOWN WHEN DRIVING AT NIGHT!!!



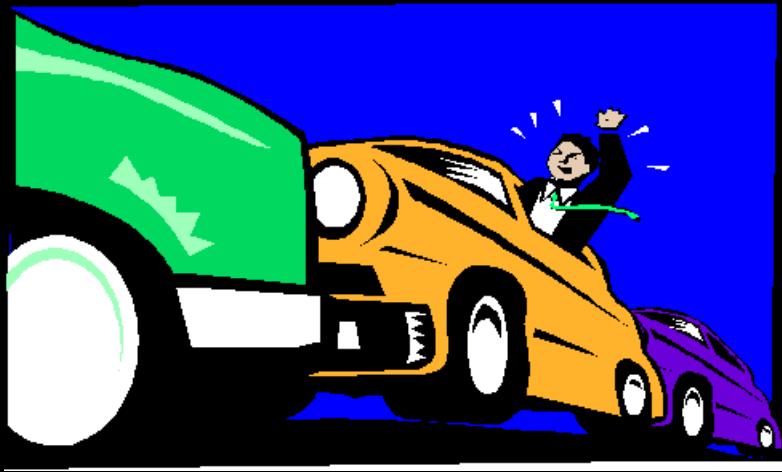
Traffic Congestion

1. Always signal your intention to change lanes and look to make sure the way is clear.
2. When you see someone attempting to change lanes, let them in to ensure smoother traffic flow.
3. When you drive on the feeder/access road, give right of way to cars exiting the freeway.

Traffic Congestion (continued)



4. Don't block intersections. This leads to gridlock and slows traffic down further.
5. Stay calm and be patient; you'll get there.
6. Use common sense!



Variations of the Two Second Following Rule

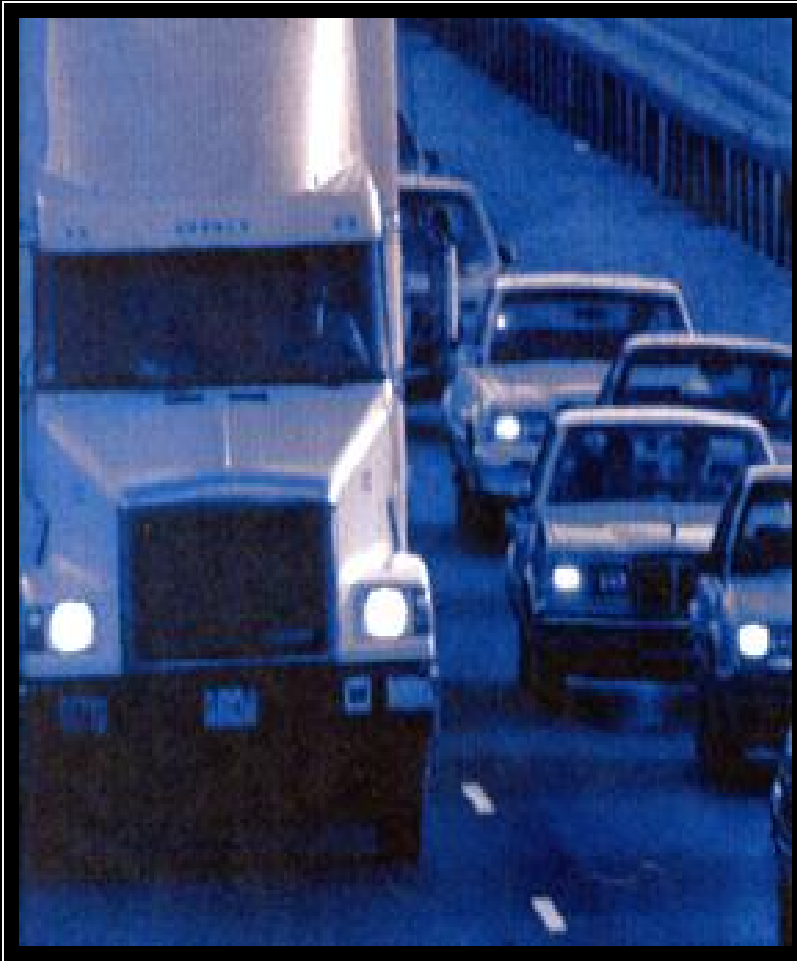
Use the Two Second Following rule only in **Dry** weather.

Double the count when road is **wet**. (4 sec.)

Triple the count when **snow** covers the road. (6 sec.)

Quadruple the count when **ice** covers the road. (8 sec.)

Sharing the Road with Trucks



1. Avoid their blind spot.
2. Trucks are bigger so plan and start your pass early.
3. Give the truck as much distance as possible.
4. Get out of the way if a trucks comes up fast.
5. Give trucks the needed room to maneuver.

Interacting with Pedestrians on the Road



1. Be extra careful around schools and parked cars.
2. Be aware of the special needs of the elderly and disabled.
3. You must always yield to pedestrians when turning.

Interacting with Bicyclists on the Road

Bicycle riders are required to obey the same rules and laws that other drivers do. Many do not, so a safe driver must practice courtesies when driving near bicyclists.



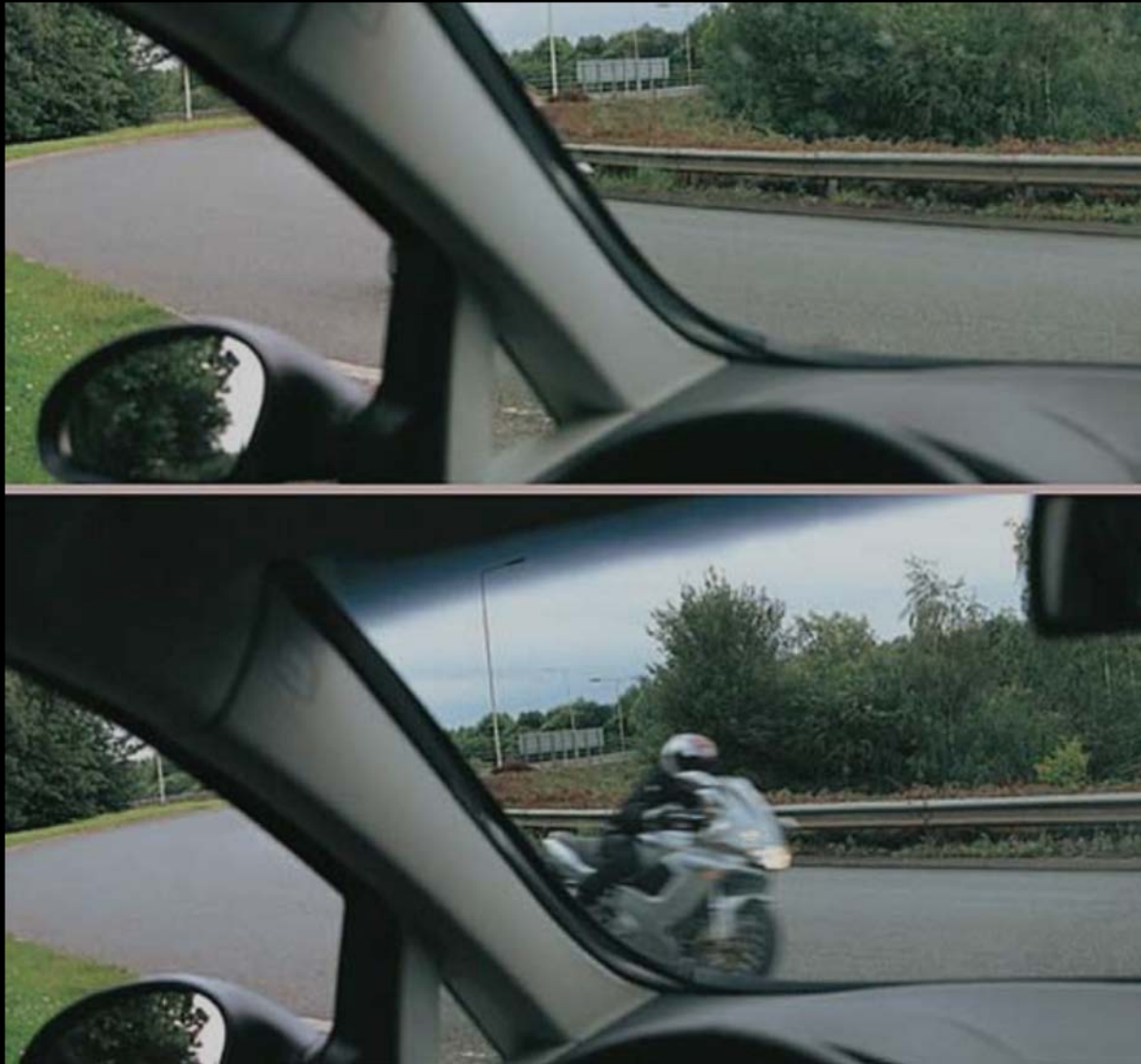
Interacting with Motorcycles on the Road

Motorcycles are also required to obey the same rules and laws that other drivers do. Motorcyclists present drivers with special problems



1. Signal and execute your maneuvers early.
2. Increase following distance.
3. Be very careful at intersections!

Size up the Scene While You are Stopped



Avoiding the Common Driving Errors



1. Failure to obey the law.
2. Failure to maintain your vehicle.
3. Discourtesy to other drivers/Combativeness.
4. Lack of driving knowledge.
5. Bad judgment/ Poor decision making.

Threat of Rear End Collision

If the way in front is clear
and someone is coming fast from
the rear:

1. Try to pull forward to increase stopping distance.
2. Brace yourself.
3. Release the brake an instant before being hit.
4. If the way in front is not clear, brace yourself and hold the brake down



Backing Rules



1. **Do Not Trust** your rear and side mirrors
- they have **large blind spots**.
2. Always **look over your shoulder**.
3. Keep one foot on the **brake pedal**.
4. **Back slowly**
5. Be careful of **small children** who may wander behind your car or truck.

Recovering from a Slide



1. Take your foot off the gas immediately!
2. Don't slam on the brakes!
3. Turn the steering wheel in the direction of the skid.

Flat Tires or Blowouts or Loss of a Tire



1. Grip the steering wheel firmly and take your foot off the gas pedal.
2. Don't slam on the brakes. Brake gently to reduce your speed slowly.
3. Steer straight until you're in control then pull off the right of way to safety and stop.

Mechanical Failures

Brake Failure



1. First thing is to know what kind of brakes your car has.
(Standard/Disc Brakes or Antilocking Brake System)
2. With Standard/Disc Brakes pump the brakes and try to build up enough brake fluid pressure to stop the car.
3. With an Antilocking Brake System press down hard and hold the pedal down. **DO NOT** pump your brake pedal!
4. Shift to a lower gear when possible and cautiously apply your foot/hand parking brake if necessary.

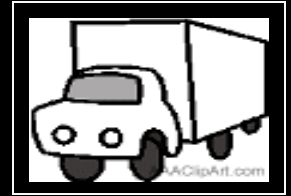
Mechanical Failures

Gas Pedal Sticks



1. **Concentrate on Steering!** Keep your eyes on the road!
2. Attempt to lift the accelerator with your foot. Do this with your toe. **DO NOT** bend down to lift the pedal with your hand!
3. If these measures do not work then:
 - a. Hit the brakes hard!
 - b. Shift to neutral.

Mechanical Failures



Loss of Vehicle Power While Driving

1. Turn your Emergency Flashers on and shift to neutral.
2. **DO NOT** turn off your ignition as this may lock your steering wheel.
3. Steer yourself to exit away from traffic, steering may feel a little more difficult. Just try as best as you can!
4. If necessary, use the emergency brake to assist with braking and/or shift to a lower gear with manual transmissions.

Mechanical Failures



Vehicle Breakdown

1. Steer yourself to exit away from traffic. If you don't make it off the road have everyone exit the car safely.
2. Then turn on the Emergency Flashers; raise the hood when safe; if at night turn on the cars dome light.
3. If you see a vehicle or flashing lights on the roadside:
 - a. **Move** to lane farthest away from the lights.
 - b. **Reduce your Speed** as you approach.
 - c. **Observe** the scene for people in the street.
 - d. **Be Prepared** for the unexpected.

Mechanical Failures

Steering Fails



1. Ease off the accelerator.
2. Wait until the car slows down, then apply the brakes to avoid changing lanes or direction.
3. Bring your car to a smooth stop.

Mechanical Failures



Headlights Fail

1. If on a lighted highway:
 - a. Get off the roadway and move onto the shoulder or other available space fast.
 - b. Think Safety.
2. If the highway is dark:
 - a. Immediately turn on your emergency flashers.
 - b. Move off the roadway.
 - c. If all the lights fail:
 - i. Try to stay on the pavement until you slow down enough to get off the roadway slowly.

Mechanical Failures

If Your Car's Hood Flies Up:



1. Take your foot off the accelerator IMMEDIATELY.
2. Brake smoothly as you ease to the shoulder of the road.
3. You may have to view out your left window or peek through the gap under the hinge edge of the hood.

**** Make it a habit to check that your hood is securely latched whenever you stop at a service station. ****

As a County employee with driving a requirement of your job, it is your responsibility to:

- Be familiar with County's Motor Vehicle Policy
- Review this entire presentation, and
- Attend driver training session per policy schedule and requirements 1yr/5yrs



Disclaimer

- This presentation is for information purposes only.
- It is not certified by the Department of Transportation.
- It cannot be used for traffic citation dismissal or used to lower your insurance premiums

