

# SAFETY MATTERS



## THE INS AND OUTS OF CITY DRIVING

**SINCE YOUR JOB DUTIES INCLUDE DRIVING ON COMPANY TIME, IT IS VERY IMPORTANT THAT YOU KNOW AND FOLLOW SAFE DRIVING TECHNIQUES IN ALL CIRCUMSTANCES.**

Employee safety is our top priority, even when you are on the road. City driving is one of the hazards you must be equipped to handle.

Driving in a big city can sometimes be overwhelming, stressful and chaotic. The volume of vehicles, obscure streets and noise create much different conditions than typical highway driving.

However, if you remain calm, maintain a lawful speed and stay alert, you will safely navigate through major city streets.

### SAFETY TIPS

There are some easy tips to follow while driving through the city that will make your experience a little bit less stressful:

- Check your rearview mirror every 10 to 20 seconds, especially when making a turn or changing lanes.
- Merge slowly and smoothly into the traffic stream when changing lanes. Check your side mirrors and your blind spot before moving.
- Keep your wheels straight before making a right turn until you have checked your mirrors to make sure no one will run into you from the rear.
- Get into the left lane before making a left turn and avoid swinging right to give yourself more room than necessary.

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- Never run a red light for any reason! When approaching a yellow light, try to stop if you safely can. However, also avoid sudden braking, which can cause a crash if vehicles behind you do not expect you to stop.
  - When approaching an intersection in which the light just turned green, do not assume that cross-street traffic will stop. Hover your foot over your brake pedal and slow down to ensure that you can safely enter the intersection.
  - Exercise caution when the streets are wet due to snow or rain. The oil and fuel floats on the top of water, which makes the road extremely slippery. To avoid slipping, accelerate and brake slowly, and increase the distance between you and the vehicle in front of you.
  - Allow vehicles next to you to merge into your lane if they have indicated that intention with a turn signal.
  - If you notice an erratic driver, be very cautious and try to steer clear of his or her path.

## **FOR YOUR PROTECTION**

You should always drive safely, but when you are driving for company business you need to be extra cautious. Not only is your safety important to us, but you may also be driving a company vehicle, driving with co-workers or transporting company goods. For everyone's safety and protection, always follow driving laws and safety rules while on the road.