

## REDUCE YOUR SPEED

Reduce your vehicle speed during inclement weather, heavy traffic, road construction areas, or areas you are unfamiliar with.

If you are being tailgated by another driver, reduce your speed gradually. If there is room to pass, the tailgater will generally go around you, and then you can resume normal speed.

## MAINTENANCE

Make sure your vehicle is in good condition. Check the tires, lights, horn, wipers and other safety devices for good condition on a regular basis. Make sure the brakes are checked regularly and are in good condition.

## OTHER ACCIDENT PREVENTION TIPS

When waiting to make a left hand turn, at a traffic light, stop sign or any intersection, keep your front wheels pointed straight. If your wheels are turned to the left and your vehicle is struck from behind, you could be pushed into oncoming traffic.

Signal your intentions. Use the turn signals well before you begin to slow down for the turn.

Avoid using a cell phone or other activities while driving. If you need to make a call, or answer a call, pull off the road into a parking lot or other safe area to accommodate your needs.

In case of break down, pull as far off the road as possible. Set out reflecting triangles and move away from the vehicle. The safest place is well off the road and to the rear of the vehicle.

## UNAUTHORIZED DRIVERS

No minors or persons under the age of 21 are permitted to drive a Company vehicle. No person without an approval of the Insurance Company is permitted to drive a Mark/Treце, Inc. Company Vehicle.

## INCASE OF ACCIDENT

Sometimes, the only way to prevent an accident is to not take the trip. Since this is not usually an acceptable alternative, accidents can still occur.

IN CASE OF ACCIDENT – FOLLOW THE INSTRUCTIONS IN YOUR ACCIDENT REPORTING KIT.

DO NOT DISCUSS THE ACCIDENT WITH ANYONE EXCEPT POLICE OFFICERS OR AUTHORIZED REPRESENTATIVES OR YOUR INSURANCE COMPANY.

ALWAYS WEAR YOUR SEATBELT!

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Employee Signature

Date



## PREVENTING VEHICLE ACCIDENTS



Many vehicle accidents can be prevented even though you, the driver, were not at fault or charged with a violation.

Watching out for the unsafe driving habits of others, being a defensive driver can alert you to dangerous situations that, if you are prepared, you may be able to avoid.

Some of the ways you might be able to prevent accidents are included in this brochure.

## **BACKING**

Backing accidents account for a large percentage of vehicle accidents.

Backing up a vehicle can be difficult due to limited rearward vision.

Only back up when absolutely necessary. Try to park in spaces where you can pull out directly without backing when possible.

When you arrive to avoid backing out when you leave. You have a better view of the area at your arrival.

If you must back up, make sure the area is clear to back up. If necessary, get out of your vehicle to make sure the area is clear.

## **FOLLOWING TOO CLOSELY**

Striking the vehicle ahead is also a very frequent type of accident involving motor vehicles.

Following the vehicle too closely is usually the reason.

Allowing the proper safe distance between your vehicle and the vehicle in front of you increases your available reaction time and braking distance.

It also reduces the need for panic stops which reduces the possibility of being struck from the rear by another vehicle.

## **WHAT IS THE PROPER DISTANCE?**

For a standard passenger car, the 3 second rule should be used.

When the vehicle in front of you passes a fixed object: (a tree, a light pole, a stripe on the road) begin counting “one – one thousand, two – one thousand, three – one thousand”. If your vehicle reaches the same fixed object before you finish counting, **YOU ARE FOLLOWING TOO CLOSELY.**

Increase the distance between your vehicle and the one in front until you can count three seconds.

This formula works at any speed, *but*

The distance between your vehicle and the one in front of you should be increased under other circumstances.

The 3 second rule of safe following distance should be increased to 4 to 6 seconds depending on conditions, such as

- Wet, snowy, or icy roads
- Heavy traffic
- Poor road construction
- Darkness
- Poor driving conditions of any kind
- Improper maintenance of vehicle (brakes,tires)
- Tailgating traffic behind you

When stopping, be sure to allow plenty of room between your vehicle and the vehicle stopped in front of you. You should be able to see their rear tires of the car and part of the road surface behind the tires. This way, if the front vehicle does not move with traffic, you will have room to maneuver around the vehicle. If your vehicle is struck from behind, the increased space prevents you from hitting the vehicle in front.

Make sure the vehicle in front is moving before accelerating. Don't begin accelerating just because the traffic light turned green and you assume the vehicle in front is going to move.

If you are first in line, don't just take off when the light turns green. Other vehicles entering the intersection may continue through after the light changes.

## **RIGHT OF WAY**

**WHO HAS THE RIGHT AWAY?**

Most state vehicle laws do not give right of way to any vehicle, but require the yielding of right of way. You must yield right of way to other vehicles at controlled intersections, expressway ramps and under other conditions, such as emergency vehicles.

Do not assume that the other vehicle will yield right of way to you.